

Regular Meeting

Monday, May 4, 2026 7:00 PM

District Support Center, 715 W. Platte Avenue, Fort Morgan, CO 80701

1. OPENING ACTIVITIES

1.A. Call to Order

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Approval of Previous Minutes

1.E. Agenda Changes; Approval of Agenda

2. SPECIAL PRESENTATION

2.A. Fort Morgan Middle School Soccer Club - Mr.
Matthew Stalker

3. OPPORTUNITY FOR THE AUDIENCE

4. REPORTS

4.A. Fort Morgan High School Student Representative

4.B. Board of Education

Speaker (s) : Mrs.
Nancy Hopper, Board
President

4.C. Superintendent

Speaker (s) : Mr. Rob
Sanders

4.D. Assistant Superintendent of Curriculum and
Assessment

Speaker (s) : Dr. Rena
Frasco

4.E. Assistant Superintendent of Human Resources

Speaker (s) : Mr. Jason
Frasco

4.F. Chief Financial Officer

Speaker (s) : Ms. Toni
Miller

5. DISCUSSION ITEMS

6. Policies - District Revisions - First Reading

7. Policies - District Revisions - Second Reading

8. Policies - District Revisions - Third Reading

9. CONSENT AGENDA

9.A. Personnel Action Report

9.B. Approval of Consent Agenda

10. ACTION ITEMS

10.A. Graduating Students of the Class of 2026
for Lincoln High School

10.B. Graduating Students of the Class of 2026
for Fort Morgan High School

10.C. Audit Firm - DMC Auditing and Consulting,
LLC

10.D. Policies - District Revisions - Third
Reading

10.E. Fort Morgan High School FBLA (Future
Business Leaders of America) Nationals June 29 to
July 2, 2026, in San Antonio, Texas.

10.F. Monetary Donation

11. **NEWSLETTERS**

12. **ADVANCED PLANNING**

12.A. ADVANCED PLANNING

13. **CLOSING ACTIVITIES**

13.A. Adjournment

**BOARD OF EDUCATION
APRIL 20, 2026
MINUTES**

OPENING ACTIVITIES

A. Call to Order

The Board of Education of Morgan County School District Re-3 met in regular session at 7:00 p.m. on April 20, 2026, in the Board Room at the District Support Center with the following members present: Mrs. Christi Chisum, Mrs. Amy Grantham, Mrs. Nancy Hopper, Mrs. Kati Jess, Dr. John Prouty, Mrs. Mindy Smith, and Mrs. Sarah Whitney. Also, present were Mr. Rob Sanders, Superintendent; Mr. Jason Frasco, Assistant Superintendent; Dr. Rena Frasco, Assistant Superintendent; and Ms. Toni Miller, Chief Financial Officer.

B. Approval of Previous Minutes

Mrs. Kati Jess made a motion to approve the minutes from the regular meeting on March 23, 2026, as presented. Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

C. Agenda Changes; Approval of Agenda

Mrs. Amy Grantham made a motion to approve the agenda as presented. Mrs. Christi Chisum seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

SPECIAL PRESENTATION

A. Fort Morgan Middle School – Mr. Chad Unrein, Principal

Mr. Chad Unrein, principal at Fort Morgan Middle School, introduced Dual Language Immersion teachers Mrs. Itamari Paris, Ms. Cyd Serrano, seventh grade student Etariz Ortiz, and her mother, Ms. Yolanda Ortiz. Etariz Ortiz won second place at the Colorado State Spanish Spelling Bee, and qualified for the national competition in Albuquerque, New Mexico. Staff highlighted the continued growth of the program since its inception in 2019 and emphasized the academic, personal, and cultural benefits of participation.

Mr. Greg Edson, District Athletic Director, reported on the Fort Morgan Middle School Soccer Club, which currently includes over 60 students. The program operates as an intramural-style club, providing skill development, and increased participation opportunities. Practices are held after school, with support from staff and Fort Morgan High School students. Informal scrimmages are also being held, and community interest in the program is strong. Administration will continue to evaluate the potential for future program expansion.

Mr. Greg Edson also updated the Board on the middle school league realignment due to regional changes. The District will join a new league that includes schools such as Eaton,

Roosevelt, and University. The new structure will provide a consistent schedule, including league games, and a post-season tournament, while still allowing for competition with local schools. The change is expected to improve scheduling stability and provide increased competitive opportunities.

Plans were shared to implement a new Strength, Speed, and Agility course at Fort Morgan Middle School. The course will focus on overall athletic development and will be available to all interested students who meet participation expectations. It will not replace core academic instruction but will be incorporated into an existing intervention/enrichment period, called Power Hour. Staff will continue developing criteria to ensure students maintain academic progress while participating.

OPPORTUNITY FOR AUDIENCE

Mrs. Jamie Hochanadel, former employee at Sherman Early Childhood Center, lifetime resident of Morgan County, and parent of four students at Morgan County School District Re-3 addressed the Board. She expressed concerns about her impression of the declining staff morale. She mentioned a few areas that she felt displayed poor communication and noted that she is aware of staff who are looking for other employment. She stated that she understands how the budget has a big impact on some of the decisions that the District had to make. She concluded that we all want a thriving school district for students to excel and families who are connected plus have staff who feel valued and are proud to be an employee of our District.

REPORTS

A. Fort Morgan High School Representative – Ms. Kenzie Rau
Ms. Kenzie Rau did not attend the meeting.

B. Board – Mrs. Nancy Hopper
Dr. John Prouty reported on his experience at the National School Board Association (NSBA) conference on April 10-12, 2026. He focused on several key workshops, beginning with an insightful session titled "Working Smarter with AI (Artificial Intelligence)." He noted that while many AI sites are currently blocked in the District, "the genie is out of the bottle." He expressed the urgent need to educate staff so they can, in turn, teach students how to use AI ethically and effectively, comparing its emergence to the early days of the internet.

One of the keynote speakers was Mr. Brandon Fleming, nationally acclaimed educator, author of *MISEDUCATED*, former debate coach at Harvard University, and Founder and CEO of The Veritas School. Dr. John Prouty recounted the impactful story of Brandon Fleming who rose from a struggling youth in Atlanta due to the intervention of a single teacher. His program has led inner-city students to eight consecutive national debate championships. He noted the profound impact a single teacher can have on a student's life trajectory.

Mrs. Nancy Hopper shared insights on how poverty and socioeconomic status affect schools, noting the specific relevance to Fort Morgan's demographics. She attended a session regarding the "risks of being rural," specifically the lack of accessibility, availability, affordability, and acceptability of specialized services for students in remote areas. The session also highlighted three toxins affecting modern students: 1) isolating technologies, 2) dopamine dumping, noting that the average person checks their phone 200 times a day, and 3) narratives of doom, which was about social media. She also joined Dr. John Prouty to hear Mr. Brandon Fleming's presentation, and shared his sentiments.

Mrs. Nancy Hopper provided an update on the Colorado Association of School Boards (CASB) and legislative activity. The School Finance Act is currently delayed pending Colorado's annual operating budget bill called the Long Bill. There is a proposal regarding a one-time buyout of Pinnacle Assurance, estimating between \$300,000,000 and \$400,000,000, which the state may use to address budget deficits.

Items on the Legislative Watchlist included CASB opposing bills that would redirect district bond funding to private charter schools. Senate Bill 26-139 explores using state land trusts for educator housing. There is a proposed bill that would expand disqualifications for school board candidates to include felony narcotics manufacturing or possession with intent to sell. CASB also remains concerned about state funds being diverted to private schools.

Mrs. Nancy Hopper reviewed the results of the Board's recent self-assessment tool. The Board identified a need for a comprehensive, multi-year review of all policies to ensure they are up-to-date and legally compliant. The current strategic plan is set to be completed by August, with the development of a new multi-year plan to follow. The assessment indicated that the Board feels prepared for meetings, has access to sufficient data for decision-making, and maintains a clear understanding of the distinction between Board roles and administrative responsibilities.

C. Superintendent – Mr. Rob Sanders

Mr. Rob Sanders updated the Board on the District's goals, originally established three years ago and reviewed annually. The three goals are:

- Goal 1: Increase Student Achievement
- Goal 2: Ensure Equitable Opportunities
- Goal 3: Recruit and Retain Quality Staff

For Goal 1, Increase Student Achievement, our progress includes implementation of multiple pathways for students, including a new early college pathway in partnership with Morgan Community College, allowing students to earn an associate degree while completing high school. Current enrollment includes 46 ninth-grade students with strong academic performance. A GED program has also been introduced.

The District has expanded supports through MTSS (Multi-Tiered System of Supports) implementation across all buildings, increased data use through NWEA assessments, adopted new English Language Arts curricula, and enhanced intervention systems. Additional progress includes expanded concurrent enrollment opportunities, preschool curriculum adoption, and improvements in school performance ratings. Notably, several schools improved multiple accreditation levels, and Lincoln High School continues to show progress in student outcomes.

Our efforts for Goal 2, Ensure Equitable Opportunities, include expanded staff training on equity, increased professional development focus, and implementation of targeted instructional strategies. The District is also launching an online learning program to retain and serve students seeking alternative education options, with enrollment beginning in Fall 2026.

The exciting news for Goal 3, Recruit and Retain Quality Staff, is that that our teacher turnover has decreased significantly from approximately 20–23% to 9%. Initiatives supporting this improvement include competitive compensation, a four-day school week, mentoring programs, leadership development through the Principal Academy, and strengthened onboarding processes.

Due to declining enrollment, the District has reduced approximately \$1,600,000 in expenditures and continues to prepare for additional budget challenges. Redistricting efforts, including the creation of a dual language magnet school, have been implemented to better align resources.

The capital improvement project at Pioneer Elementary will add a secure entryway with reconfiguring office and classroom spaces. This is funded through designated capital funds and a Certification of Participation with Bank of Colorado. Additional projects include gym floor renovations and playground replacements.

D. Assistant Superintendent Curriculum/Assessment – Dr. Rena Frasco

Mrs. Amy Grantham requested Dr. Rena Frasco provide an update on the recent STAMP (Standards-Based Measurement of Proficiency) assessments for Dual Immersion students. The test measures proficiency across four language domains. The target for our first-grade students is Novice Mid, and the results show stronger receptive listening skills than expressive speaking skills. Our third- and fifth-grade students are working toward Novice High for third graders and Intermediate Low for our fifth graders. Writing remains the most challenging domain, requiring continued practice. For seventh- and eighth-grade students, the targets are Intermediate Mid and Intermediate High.

Data analysis indicates that 64% of current eight-grade students already meet the Spanish proficiency requirements for the Seal of Biliteracy, a credential that recognizes students who have studied and attained proficiency in two or more languages by high

school graduation. Students who meet these requirements by the end of eighth grade can also earn high school foreign language credits, providing a significant head start on their secondary education. This year, Mrs. Shelly Ocanas, Director of Culturally and Linguistically Divers Education, has tested approximately 11–15 students for the Seal of Biliteracy, with potential qualifiers in both Spanish and French.

The Board will be asked to approve the annual renewal for Lincoln’s Alternative Education Campus (AEC) designation. This is a standard yearly requirement to maintain the school’s alternative school status.

Following the previous English Language Arts curriculum approval of “Imagine Learning” for Fort Morgan Middle School, McGraw Hill submitted a last-minute counter proposal. Dr. Rena Frasco is negotiating with McGraw Hill to drop their price point below the “Imagine Learning” quote. The District will only remain with McGraw Hill if the final cost is lower.

The District received preliminary Title fund allocations for the 2026-2027 school year, showing a significant increase in federal support. Title I funding increased from \$628,000 to \$947,000. Title II increased by approximately \$40,000; Title III remains stable at roughly \$60,000; and Title IV remains stable at around \$40,000. We plan to utilize these funds primarily for salaries and benefits to offset our General Fund expenses. She noted that Title III funding may be at risk of elimination by the federal government in the following fiscal year.

E. Assistant Superintendent Human Resources – Mr. Jason Frasco

Mr. Jason Frasco presented the Personnel Action Report, including certified hirings, resignations, and current vacancies. At this time, there is one administrative position open, along with 19 certified openings, of which 14 are classroom positions. This reflects an approximate turnover rate of just over 5% for certified staff, with overall trends remaining consistent with prior years at approximately 9–10%. Additional vacancies include five classified positions, two coaching positions, and the standard substitute openings, including bus drivers.

The Board has the Recommendations for Advancement for our classified staff as an approval item later in the meeting. There is also one certified staff member for approval who was not included on the Certified Recommendations for Advancement.

F. Chief Financial Officer - Ms. Toni Miller

Ms. Toni Miller provided additional details regarding the Pioneer Elementary School Lease Purchase Agreement. The agreement is a five-year term ending June 30, 2031, with two payments made annually to reduce overall interest costs. The interest rate is 4.25%.

The District partnered with Bank of Colorado, which is holding the full funded amount in an interest-bearing account, allowing the District to earn interest as funds are expended.

For the 2025–2026 fiscal year, one payment of \$243,872 is due on June 1, and sufficient funds have been budgeted to cover this obligation. Beginning in subsequent years, annual payments will total approximately \$487,745. These payments will be covered through the District’s capital reserve allocation, ensuring the agreement is fully supported within the approved budget.

DISCUSSIONS ITEMS

A. Policies - District Revisions - First Reading

Policies for the first reading are:

- GCDB, Administrative Staff Annual Leave and Holidays
- IC ICA, School Year School Calendar Instruction Time

There was no board discussion regarding these policy revisions. The change to policy IC/ICA, School Year/School Calendar/Instruction Time, is to add Colorado Digital Learning Solutions as the District’s online program. The revision to policy GCDB, Administrative Staff Annual Leave and Holidays, grants the superintendent or designee the authority to designate alternative observance dates for New Year’s Day, Independence Day, Christmas Eve, Christmas Day, or New Year’s Eve when it falls on the weekend.

B. Policies – District Revisions – Second Reading

Policies for the second reading are:

- DAC, Federal Fiscal Compliance
- DBG, Budget Adoption Process
- DJB, Budget Transfers
- DH, Bonded Employees and Officers
- DIE, Audits Financial Monitoring
- DJF, Local Competitive Purchasing
- EB, Environmental and Safety Program
- EBAB, Hazardous Materials
- EBAB-R, Hazardous Materials
- EBB, Accident Prevention and Safety Procedures
- EBBA, Prevention of Disease Infection Transmission
- EBBA-R, Prevention of Disease Infection Transmission
- EBBB, Accident Reports
- EBCA, Disaster Plans
- EBCB, Safety Drills
- EBCB-R, Safety Drills
- EBCC, Bomb Threats
- EBCC-R, Bomb Threats
- EBCCD-R, Weather-Related Emergencies
- EBCE, School Closings and Cancellations
- EBCE-R, School Closings and Cancellations

- EBCF-R, Civil Disturbances
- ECA ECAB, Security Access to Buildings
- ECAF-R, Use of Video and Audio Monitoring
- EEA, Student Transportation
- EEAE, Bus Safety Program
- EEAEA, School Transportation Vehicle Operator Requirements and Trainings
- EEAEAA, Drug and Alcohol Testing for Bus Drivers
- EEAEAA-R, Drug and Alcohol Testing for Bus Drivers
- EEAEAB, Bus Purchasing and Maintenance
- EEAEAG, Use of Wireless Communication Devices by School Transportation Vehicle Operators
- EEAFAR, Extracurricular Activity Buses Field Trips Special Events Transportation
- EEAFB, Use of School Vehicles by Community Groups
- EEAFB-R, Use of School Vehicles by Community Groups
- EEAG, Student Transportation in Private Vehicles
- EF, School Nutrition Program
- EFC, Free and Reduced-Price Food Services
- EF-E-1, School Meal Payments
- EFEA, Nutritious Food Choices
- EGAD, Copyright Compliance
- EGAD-R-1, Copyright Compliance
- EGAEA, Electronic Mail
- EBH, Record Retention
- EHC, Safeguarding Personal Identifying Information
- EI, Insurance Program Risk Management
- IJL, Library Resources Selection Adoption and Reconsideration
- JRA JRC, Student Records Release of Information on Students
- KEC, Public Concerns Complaints about Instructional Materials and Library Resources

REQUEST TO RETIRE

- ECABA, Staff Student Identification Procedures
- EDA, Materials and Equipment Receiving and Warehousing
- EDB, Maintenance and Control of Materials and Equipment
- JC-R, School Attendance Areas

There was no further discussion on these policies.

CONSENT AGENDA

- A. Personnel Action Report
- B. Claims and Accounts
- C. Approval of Consent Agenda

Mrs. Amy Grantham made a motion to approve the consent agenda as presented. Mrs. Kati Jess seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

ACTION ITEMS

A. Consideration to Approve the Contract Renewal for Rob Sanders for the 2026-2027 and 2027-2028 School Years

Mrs. Kati Jess made a motion to approve renewing the contract for Rob Sanders, Superintendent of Schools, for the 2026-2027 and 2027-2028 school years. Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

B. Consideration to Approve Cancellation of the Board of Education Meeting on May 18, 2026

Mrs. Mindy Smith made a motion to approve cancelling the Board of Education Meeting on May 18, 2026. Mrs. Christi Chisum seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

C. Consideration to Approve the 2026-2027 Lincoln High School Alternative Education Campus Designation Renewal Application

Mrs. Christi Chisum made a motion to approve the 2026-2027 Lincoln High School Alternative Education Campus Designation Renewal Application. Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

D. Consideration to Approve the Renewals of At-Will Classified Staff for the 2026-2027 School Year

Mrs. Kati Jess made a motion to approve the employment renewals of At-Will Classified Staff for the 2026-2027 School Year. Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

NEWSLETTERS

A. April Newsletters

- Sherman April 2026 Newsletter
- Baker April 2026 Newsletter
- Columbine April 2026 Newsletter
- Green Acres April 2026 Newsletter
- Pioneer April 2026 Newsletter

ADVANCED PLANNING

- The Board of Education Meeting in May is May 4, 2026.
- School Bus Driver Appreciation Day is Wednesday, April 22, 2026.
- Fort Morgan High School Mighty Mustangs Award Ceremony is Wednesday, April 29, 2026.

- The Last Day of School for our FMHS Seniors is Wednesday, May 6, 2026.
- The Fort Morgan High School Senior Banquet is Thursday, May 7, 2026.
- National Teacher Appreciation Week is May 4 to May 8, 2026. National Teacher Appreciation Day is Tuesday, May 5, 2026.
- The Lincoln High School Graduation Ceremony is Friday, May 8, 2026.
- The Fort Morgan High School Baccalaureate is Friday, May 15, 2026.
- The Fort Morgan High School Graduation Parade is Saturday, May 16, 2026.
- The Fort Morgan High School Graduation Ceremony is Sunday, May 17, 2026.
- The Fort Morgan Middle School Continuation Ceremony is Thursday, May 28, 2026.
- The last day of school is Thursday, May 28, 2026.
- The End of the Year Picnic and Making a Difference Award Ceremony is Friday, May 29, 2026.

ADJOURNMENT

The regular meeting adjourned at 8:26 p.m.

Respectfully submitted,

Kati Jess, Board Secretary

Nancy Hopper, Board President

/bbm

District Title I Parent and Family Engagement

Pursuant to federal law, the District and the parents of students participating in Title I District programs have jointly developed the following parent and family engagement policy to establish the District's expectations and objectives for meaningful parent and family engagement. The policy ~~will~~ shall be implemented by the superintendent or designee according to the timeline set forth in the policy and incorporated into the District's Title I plan.

Engagement with Title I Planning

The District ~~will~~ shall hold an annual meeting for parents and families of students in Title I programs, as well as school Title I staff, principals of schools receiving Title I funds and other interested persons to discuss the Title I program plan, review implementation of the Title I plan, discuss how Title I funds allotted for parent and family engagement activities shall be used, and invite suggestions for improvement.

District Support for Parent and Family Engagement

The District ~~will~~ shall provide coordination, technical assistance, and other support necessary to assist participating schools in building the capacity for effective parent and family engagement activities to improve student academic achievement and school performance.

This coordination, assistance, and support shall include:

- creation of a District Parent Advisory Council to provide advice on all matters related to parent and family engagement in programs supported by Title I funds
- allocating District resources to parent and family engagement activities, beyond minimum legal requirements
- providing professional development regarding parent and family engagement strategies, which ~~will~~ may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members
- engaging in activities and strategies to promote student achievement and learning at home, such as positive phone calls home and weekly data sharing folders
- supporting programs that reach parents and family members at home, in the community and at school
- disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members

Coordination of Parent and Family Engagement Activities with Other District Programs

The District ~~will~~ shall, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other relevant federal, state, and local laws and programs (including public preschools), and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in

the education of their students. The District will accomplish this through requiring annual meetings of staff involved in these programs, coordination of written materials to parents regarding these programs.

Student Learning

The District ~~will~~ ~~shall~~ coordinate and integrate Title I parent and family engagement strategies with those of other educational programs in the District. The purpose of this coordination ~~will~~ ~~shall~~ be to improve the academic quality of the schools served, including identifying challenges to greater participation by parents and families in activities authorized by law, particularly by parents and family members who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are of any racial or ethnic minority background
- are parents of migratory children

The District ~~will~~ ~~shall~~ provide to parents and families, as appropriate, information to help them understand the District's academic standards, state and District academic assessments, the requirements of Title I, how to monitor students' academic progress and how to work with school staff to improve the achievement of students. The District ~~will~~ ~~shall~~ develop written materials and training for staff to help parents and families work with students to improve student achievement.

The District will provide support for school-level training for parents in literacy, using technology, and other areas that will foster parent and family engagement.

School-Based Parent and Family Engagement Activities

Parents and families will be encouraged to support student learning at home and become involved in the activities of schools with Title I programs, including building accountability committees, parent-teacher organizations and volunteering.

Method of Communicating with Parents and Families

All information related to school and parent programs, meetings and other activities ~~will~~ ~~shall~~ be sent to parents and family members in a format and, to the extent practicable, in a language the parents and family members can understand.

Annual Evaluation

The District ~~will~~ ~~shall~~ conduct, with the meaningful engagement of parents and family members, an annual evaluation of the content and effectiveness of this policy. Effectiveness ~~will~~ ~~shall~~ be measured in part by improvements in student academic achievement and in school performance.

The evaluation ~~will~~ ~~shall~~ address the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies

to support successful school and family interactions. The evaluation ~~will~~ ~~shall~~ specifically address challenges to greater participation by parents and family members in activities authorized by law, particularly by parents and family members who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are of any racial or ethnic minority background
- are parents of migratory children

The District ~~will~~ ~~shall~~ use the findings of the evaluation to design evidence-based strategies for more effective parent and family engagement and to revise, if necessary, this policy.

The District ~~will~~ ~~shall~~ provide such other reasonable support for parent and family engagement activities as parents may request.

Development of School-Level Title I Parent Engagement Policy

Each school receiving Title I funds shall jointly develop with, agree on, and distribute to parents and family members of students participating in the Title I program (hereafter referred to as "parents") a written School-Level Title I Parent and Family Engagement Policy establishing the District's expectations and objectives for meaningful parent and family engagement in accordance with the requirements of federal law.

The policy ~~will~~ ~~shall~~ contain a school-parent compact or agreement that outlines how parents, school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students.

Adopted July 2018
Revised TBD

LEGAL REFS.: 20 U.S.C. 6301 et seq. (Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act)
Title I, Part A, Section 1112 (a) (parent role in the development of district Title I plan)
Title I, Part A, Section 1112 (e) (information for parents concerning teacher qualifications, assessments and language instruction)
Title I, Part A, Section 1114 (b)(2) (eligible school that desires to operate a schoolwide program must develop a comprehensive plan with involvement of parents and other community members)
Title I, Part A, Section 1115 (b)(2)(E) (Targeted Assistance Program must include parent involvement strategies)
Title I, Part A, Section 1116 (a) (parent and family engagement policy)
Title I, Part C, Section 1304 (c)(3) (parent involvement in projects and programs for the education of migratory children)

C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)

CROSS REFS.: ADA, School District Educational Objectives
AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education
IHBIB, Primary/Preprimary Education
IKA, Grading/Assessment Systems
KD, Public Information and Communications

School-Level Title I Parent and Family Engagement

This policy and compact have been jointly developed and agreed upon by the Morgan County School District and parents and families of students served in the school pursuant to Title I (hereafter referred to as “parents”).

Policy

The administration, staff, parents and family members of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents (as defined for purposes of this policy to include guardians and all members of a student’s family involved in the student’s education).

Parent and family engagement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student’s education
- Parents to participate in school decision-making
- Effective communication between the school and parents

Compact

Responsibilities of School

The school will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the district’s academic standards.
- Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, plans and policies.

School Parent and Family Engagement Policy, the administration will:

- Facilitate and implement the Title I Parent and Family Engagement Policy.
- Involve parents in the planning, review and improvement of the School Parent and Family Engagement Policy at least annually.
- Provide notice to parents of the School Parent and Family Engagement Policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Make the School Parent and Family Engagement Policy available to the community.

With regard to parent meetings, the administration will:

- Convene annual meetings to inform parents of their school’s participation in Title I, the requirements of Title I and the right of parents to be involved.

- Inform parents of all meetings and encourage and invite parents to attend. Meetings shall be offered at various convenient dates and times to facilitate attendance by parents.

With regard to Title I Programs and Plans, the administration will:

- Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Involve parents in the planning, review and improvement of any Title I programs at the school.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parents' suggestions and questions.
- Provide assistance to parents, as appropriate, in understanding such topics as the district's academic standards, state and district academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.

With regard to professional development, the administration will:

- With the assistance of parents, educate teachers, specialized instructional support personnel, principals and other school leaders and staff in:
 - the value and utility of contributions of parents
 - how to reach out to, communicate with, and work with parents as equal partners
 - implementing and coordinating parent programs
 - building ties between parents and the school

With regard to the coordination with other programs, the administration will:

- To the extent feasible and appropriate, coordinate and integrate parent programs and activities with other relevant federal, state and local laws and programs, (including public preschools), and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their students.

Shared Responsibilities of Administration and Staff

Administration and staff will:

- Provide assistance to parents, as appropriate, in understanding such topics as the district's academic standards, state and district academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology (including education about the harms of copyright privacy) as appropriate, to foster parental engagement.

- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
[Note: This may mean not only in a language that is something other than English, but also to address the education level and other factors that affect comprehensibility].
- Provide such other reasonable support for parental engagement activities as parents may request.
- [Provide access to educational resources for parents to use together with their students.]

Responsibilities of Staff

The staff will:

- Assist the administration in facilitating and implementing the Title I Parent and Family Engagement Policy and parent engagement activities.
- Advise parents of their student's progress on a regular basis.
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education. For elementary schools [may want to include this provision for all grade levels], at least one parent/teacher conference shall be held each year during which the School-Level Title I Parent and Family Engagement Policy (School/Parent Compact) will be discussed as it relates to the student's achievement.
- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities.
- Ensure regular two-way, meaningful communication between parents and school staff, and, to the extent practicable, in a language that parents can understand.

Responsibilities of Parents

Parents will:

- Support their student's learning at home by:
 - monitoring attendance
 - monitoring completion of homework
 - monitoring television watching
 - encouraging positive use of extracurricular time
- Volunteer in the classroom.
- Participate, as appropriate, in decisions related to their student's education.
- Participate in school activities on a regular basis.
- Actively communicate with school staff regarding their student's needs and circumstances.
- Be aware of and follow rules and regulations of the school and school district.

Adopted July 2018

Gifts/Donations to Schools

Any person or external organization wishing to make a gift or donation to the schools of the District or to a particular school in the District **must** ~~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.

At the time of acceptance, there **will** ~~shall~~ be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or for all schools in the District.

When the gift or donation has been accepted by the Board of Education, it shall become the property of the District.

Adopted October 1996
Revised

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

Public's Right to Know/Freedom of Information

The Board of Education is a public servant, and its meetings and records ~~will~~ 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 ~~will~~ 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 ~~will~~ 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 ~~will~~ shall be posted online in accordance with the Public School Financial Transparency Act.

In responding to a request for the District's public records, the District ~~will~~ may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for requested records; reviewing records to determine whether they are responsive to the request; and identifying and separating those records that are not public and/or are privileged or confidential. Such fee ~~will~~ shall be \$33.58 per hour, which may be increased from time to time as permitted by applicable state law. The District ~~will~~ may also charge other reasonable fees in responding to a request for the District's public records, in accordance with the accompanying regulation.

The Board wishes to support the right of the people to know about the programs and services of their schools and ~~will~~ shall make reasonable efforts to disseminate information. Each principal 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.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised September 15, 2014; March 2, 2020; TBD

LEGAL REFS.: C.R.S. 22-9-109 (*exemption from public inspection*)
 C.R.S. 22-32-109 (1)(c) (*documents available for public inspection*)
 C.R.S. 22-44-301 *et seq.* (*Public School Financial Transparency Act*)
 C.R.S. 24-72-201 *et seq.* (*access to public records*)
 C.R.S. 24-72-205 (6)(a) (*must adopt policy regarding the fee for research and retrieval of public records, if the district imposes such a fee; policy must be posted on website or otherwise published*)
 C.R.S. 24-72-205 (6)(b) (*maximum hourly fee for research and retrieval of public documents adjusted on July 1, 2019, and every five-year period thereafter*)

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

Parent Notification of Employee Criminal Charges

The District ~~will~~ ~~shall~~ notify students' parents when a District employee or former District employee is charged with a specific criminal offense, as required by state law and in accordance with this policy.

Definitions

For purposes of this policy, the following definitions shall apply:

1. "Employee" ~~is~~ ~~shall mean~~ a person currently employed by the District or formerly employed by the District at any time within twelve months prior to the person being charged with a specific criminal offense and whose work requires or required the employee to be in contact with students or whose work area gives or gave the employee access to students.
2. "Parents" ~~is~~ ~~shall mean~~ a student's biological or adoptive parents or a student's legal guardian or legal custodian.
3. "School day" ~~is~~ ~~shall mean~~ a day ~~that on which~~ student instruction occurs at the school and school is in session. When school is not in session (e.g. summer break), "school day" ~~is a~~ ~~shall mean~~ business day and ~~does~~ ~~shall~~ not include a Saturday, Sunday, or legal holiday.
4. "Specific criminal offense" ~~is~~ ~~shall mean~~:
 - a. felony child abuse, as specified in C.R.S. 18-6-401;
 - b. a crime of violence, as defined in C.R.S. 18-1.3-406(2), except second degree assault, unless the victim is a child;
 - c. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
 - d. felony domestic violence, as defined in C.R.S. 18-6-800.3;
 - e. felony indecent exposure, as described in C.R.S. 18-7-302; or
 - f. a level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 *et seq.*

Parent Notification

The District ~~will~~ ~~shall~~ notify parents within two school days after the employee's preliminary hearing for a specific criminal offense is held, waived or deemed waived by the employee. If the specific criminal offense is not eligible for a preliminary hearing, the District ~~will~~ ~~shall~~ notify parents within two school days after the date on which the employee is charged with a specific criminal offense. If the District cannot determine whether a preliminary hearing will be held or has been held or waived, the District ~~will~~ ~~shall~~ notify parents within two school days of learning that the employee has been charged with a specific criminal offense.

The notification shall be to those parents of students:

1. enrolled in the school in which the employee is employed or was employed at the time of the alleged specific criminal offense; or
2. with whom the District has reason to believe the employee may have had contact as part of his or her District employment.

Alternatively, the District may provide the parent notification required by this policy upon learning of the employee's arrest for a specific criminal offense from the Colorado Bureau of Investigation.

Within two school days after the District confirms the disposition of the charge against the employee for a specific criminal offense, the District ~~will~~ ~~shall~~ notify parents of such disposition using the same notification method used in the initial notice to parents.

If a delay in parent notification is requested by the appropriate law enforcement agency, the District ~~will~~ ~~shall~~ delay notification to parents until the request is withdrawn.

Adopted November 5, 2018
Revised TBD

LEGAL REFS.: C.R.S. 22-1-130 (*parent notification of employee criminal charges*)
C.R.S. 22-2-119 (4)(b) (*district notification of employee arrests*)

CROSS REFS.: ADD, Safe Schools
GBEB, Staff Conduct (and Responsibilities)

Public's Right to Know/Freedom of Information

The following procedure applies to requests by members of the public, including parents, community members, media organizations, and other third parties, for inspection of public records maintained by the District. 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.

Process for Requesting Records

1. All requests for public record(s) maintained by the District ~~will~~ ~~shall~~ be specific enough to allow the District to efficiently identify the requested record and respond to the request. To clarify and facilitate the processing of a request to inspect and/or obtain copies of records, the District ~~may~~ ~~requires~~ that the request be made in writing.
2. The District has no duty to create a public record that does not already exist.
3. If the requested public record is in active use, in storage, or otherwise not readily available at the time of the person's request, the person requesting the record ~~will~~ ~~shall~~ be informed of that fact. The custodian of records will then make the record available within a reasonable time of the person's request.

A reasonable time ~~will~~ ~~shall~~ not exceed three working days, ~~and~~ ~~but~~ may be extended by an additional seven working days if certain extenuating circumstances exist, in accordance with state law.

4. If the person seeking the record requests transmission of the record, the custodian of records ~~will~~ ~~shall~~ notify the person once the record is available that it will only be transmitted when the custodian receives payment ~~or makes arrangements for receiving payment for all costs associated with the record transmission and for all other fees lawfully allowed, unless the custodian waives all or any portion of such costs or fees.~~

Upon receipt of payment of any applicable copy costs and/or other fees ~~or upon making payment arrangements with the person requesting the record,~~ the custodian of records will transmit a copy of the record by United States mail ~~or by other delivery service, facsimile or electronic~~ ~~means~~ mail. Transmission will occur as soon as practicable but no more than three business days after the District's receipt of payment, ~~or making arrangements to receive such payment.~~

5. Inspection of any public record ~~will~~ ~~shall~~ take place in an area designated by the District's custodian of records and ~~will~~ ~~shall~~ occur in a manner that will not be

disruptive to Ddistrict operations. District employees ~~will~~ may be assigned to monitor any inspection of public records.

6. If the Ddistrict does not have facilities for making a copy of a record that a person has the right to inspect, the person ~~will~~ shall be granted access to the record for the purpose of making a copy. The copy ~~will~~ shall be made under the supervision of the custodian of records or designee. When practical, the copy ~~will~~ shall be made in the place where the record is kept but, if it is impractical to do so, the custodian may allow arrangements for the copy to be made at another facility.

Fees

1. The fee for copying public records will be \$.25 per page unless actual costs exceed that amount.
2. No transmission fee will be charged for transmission via electronic mail.
3. If the Ddistrict in response to a specific request manipulates data to generate a record in a form not used by the Ddistrict, 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 Ddistrict.
4. If a requested record ~~can be produced and provided electronically~~ 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.
5. If another facility is necessary, the costs of providing them ~~will~~ shall be paid by the person requesting the copy. The custodian may establish a reasonable schedule of times for making a copy and may charge the same fee for services rendered in supervising the copy as the custodian may charge for furnishing a copy.

In addition to the procedures contained in this regulation, the Ddistrict may develop further procedures governing the inspection, copying and transmission of its records as it deems necessary to protect its records and prevent unnecessary interference with Ddistrict staff responsibilities and district operations.

Adopted October 1996

Revised August 2014; TBD

Press Releases, Conferences, And Interviews

It is important that information about District and/or school activities and other events be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the school district.

The procedures listed below ~~will shall~~ be followed when providing official district information to the news media:

1. The Board President ~~will shall~~ be the official spokesperson for the board except as this duty is delegated to another board member or the superintendent.
2. The superintendent ~~will shall~~ provide for distribution of news releases which are of a district-wide nature or pertain to established district policy.
3. The superintendent ~~will shall~~ establish regulations for the dissemination of news releases pertaining to individual schools and athletics.

Adopted July 16, 2001
Revised March 20, 2017; TBD

Official Spokespersons

Crisis Management Communications

During a crisis, the spokesperson for the District ~~will 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 communication center.
5. Remind employees that only designated spokespersons are authorized to talk with ~~any the news~~ media.
6. Take initiative with news media and let them know what is or is not known about the situation.
7. Delay releasing information until facts are verified and the District's position regarding the crisis is clear.
8. Provide a uniform, concise, clear, and consistent message.
9. Assign sufficient staff members to handle phones and to seek additional information.
10. Keep a complete log of all incoming and outgoing calls and personal contacts.
11. Assign sufficient staff members to handle phones and to seek additional information.
12. Have key people relieved from their normal duties so they may focus on the crisis.

Adopted July 2001

Revised TBD

Public Concerns and Complaints

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

Public complaints made pursuant to this policy may involve personnel or ~~D~~district operations. Such complaints ~~will shall~~ be processed in accordance with this policy's accompanying regulation.

In addition, ~~p~~Public complaints concerning unlawful discrimination, instructional resources, or teaching methods ~~will shall~~ be processed according to applicable Board policy, as listed in this policy's cross references.

This policy and accompanying regulation ~~will shall~~ not apply to parent/guardian concerns or complaints filed on behalf of a student or concerning a student. If a parent/guardian files a complaint, the ~~D~~district ~~will shall~~ follow applicable Board policy in responding to the complaint, as listed in this policy's cross references.

The Board relies on ~~D~~district staff to resolve concerns raised by the public and believes that complaints are best handled and resolved as close to their origin as possible. Therefore, whenever a complaint is made directly to the Board or an individual Board member, it shall be referred to the superintendent, who ~~will shall~~ process the complaint in accordance with this policy's accompanying regulation.

The proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Adopted June 23, 1980

Revised May 20, 2013; July 15, 2019; March 2, 2020; TBD

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
IKE, Ensuring All Students Meet Standards (Promotion, Retention and Acceleration of Students)
JII, Student Concerns, Complaints and Grievances
JKD/JKE, Suspension/Expulsion of Students
JRA/JRC, Student Records/Release of Information on Students
KEC, Public Concerns/Complaints about Instructional Resources
KEF*, Public Concerns/ Complaints about Teaching Methods, Activities or Presentations

Public Concerns and Complaints

In accordance with this regulation's accompanying policy, this regulation contains the procedures to follow when a member of the public files a formal complaint against the ~~D~~istrict.

Any member of the public may file a formal complaint within the same school year that the incident or concern that is the subject of the complaint occurred. Any complaint filed outside of this timeline ~~will shall~~ not be considered.

If the public complaint does not involve personnel and the most direct staff member involved is the superintendent, the person may request to start at Step 3 of the following process.

The public complaint process ~~will shall~~ be as follows:

- Step 1. Generally, the first step is to discuss the complaint or concern with the ~~D~~istrict employee responsible for the event or action that forms the basis for the complaint.
- Step 2. If the complaint is not resolved at Step 1, the person may initiate a formal ~~written~~ complaint that ~~is shall be written~~, dated and signed. The person may then request review of the formal complaint by submitting it to the ~~D~~istrict employee having direct administrative or supervisory responsibility over the work of the employee involved in the complaint. Such complaint ~~must shall~~ be filed within 20 working days of discussing the complaint pursuant to Step 1. If the supervisor or administrator determines that the complaint cannot be resolved informally, the supervisor or administrator ~~will shall~~ render a written decision within 10 working days of receipt of the complaint.
- Step 3. If the complaint is not resolved at Step 2, the person may request review of the formal complaint by submitting it to the superintendent within 10 working days of receipt of the decision in Step 2. If the superintendent or superintendent's designee determines that the complaint needs further response, the superintendent ~~will shall~~ render a written decision within 10 working days of receipt of the complaint and any written decision from Step 2.
- Step 4. If the complaint is not resolved at Step 3, the person may request review of the formal complaint by submitting a written request to the Board of Education within 10 working days of receipt of the decision in Step 3. Matters referred to the Board ~~will shall~~ be specific in terms of the action desired. The person ~~will shall~~ submit the request for Board review to the superintendent. The Board ~~will shall~~ not consider or act on complaints that have not been explored at the appropriate administrative level. If the Board agrees to review the complaint by adding it to a Board meeting agenda, the Board's decision ~~will shall~~ be made in writing within 15 working days after the Board's review. All decisions and findings by the Board ~~will shall~~ be final.

Adopted July 15, 2019
Revised TBD

Community Use of School Facilities

School buildings and equipment represent a considerable investment of public funds. The Board of Education ~~may shall~~ permit ~~and encourage~~ community organizations to use school facilities for programs that provide a wide range of educational, social, recreational, and cultural activities for the citizens of the ~~D~~district. Such use ~~will shall~~ be subject to the conditions described in this policy and the accompanying regulations.

The primary use of school facilities ~~is shall be~~ for school purposes. No other use of facilities ~~is shall be~~ permitted that interferes with school-sponsored activities.

Eligible Organizations

Organizations connected with and promoting recognized school functions may use the buildings without charge.

Other organizations ~~or , including the Boy Scouts of America, Girl Scouts of America, Little League Baseball, and any other group~~ intended to serve youth under the age of 21, may use the school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent and approved by the Board of Education.

Whenever a community group is permitted to use a school or other facility, at least one ~~D~~district employee must be on hand. The number of paid employees ~~will shall~~ depend on the type of service, number to be served, and number of volunteer helpers. Applicable fees will be assessed according to policy.

Whenever a cafeteria is used, it ~~will shall~~ be under the supervision of a school employee.

No school building or facility ~~will shall~~ be used for any purpose which could result in picketing, rioting, disturbing the peace, ~~or~~ damage to property, ~~or~~ for any purpose prohibited by law.

Rental Charges and Approval of Use

Specific regulations for scheduling outside uses of school facilities ~~will be developed shall be drawn up~~ by the superintendent and approved by the Board. Fees for the use of school facilities ~~will shall~~ be determined by the superintendent or designee based upon the rental charges and personnel fees approved by the Board.

All rentals of school facilities ~~will~~ shall be approved by the superintendent or designee on the basis of this policy and its accompanying regulations. Any special requests or exception to policy and/or regulations must be approved by the superintendent.

Any individual, group, or organization using school property as provided under this policy ~~will~~ shall hold the Board of Education, individual Board members, and all ~~D~~istrict officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be in any way caused by such use or occupancy. When using school facilities, organizations will be required to furnish satisfactory liability insurance protection.

Adopted June 23, 1980

Revised June 9, 1986; March 1991; May 1993; October 18, 2010; TBD

LEGAL REF.: C.R.S. 22-32-110 (1)(f)
20 U.S.C. 7905 (*Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001*)

CROSS REF.: EDC, Authorized Use of School-Owned Materials and Equipment
JJA-2, Student Organizations – Open Forum (Secondary Schools)

Community Use of School Facilities

Responsibility

The building administrator or designee ~~will~~ shall be responsible for the administration of the accompanying policy on community use of school facilities.

The role of the building administrator or designee ~~will~~ shall be that of assisting potential users in finding suitable space and providing technical assistance to appropriate building staff upon request.

Scheduling

Space will be available with attention to broad and equitable use of facilities. Alternate locations will be offered whenever possible if a particular building cannot accommodate all requests. All use is subject to the general guidelines and availability of ~~D~~district staff.

A 'Request for Building Use' ~~F~~form may be submitted a maximum of one year prior to the date of the usage. Each 'Request for Building Use' ~~F~~form may only encompass ~~one~~ (1) calendar quarter of requested dates (ie. January, Feb, March = Quarter 1). Each new calendar quarter will require an additional 'Request for Building Use' ~~F~~form be completed. Each 'Request for Building Use ~~Form~~' will have a separate 'Building Rental Contract.'

~~The administrator or their designee reserves the right to refuse facility use requests during or immediately following the school day if the space is deemed necessary for school-related purposes. Permission for use during the hours of the regular school day or during the period immediately after the closing of school, which in the judgment of the principal or designee may be necessary for school purposes, may be refused.~~

Field Use

Fields will be available for approved community use. This use is subject to cancellation or adjustment due to weather or field conditions. Groups requesting reserved and exclusive use ~~will~~ shall be charged a fee based on the number of teams and fields used.

Application for Use

Written approval is required for use of a school building or grounds by any group that is not a part of the regular public school program. Such approvals which are considered to be a part of these regulations may be granted for a single use or a limited, continuing use.

The requestor must obtain a 'Request for Building Use ~~Form~~' from the ~~administrator or building principal~~/ designee or the District Support Center. A contract will be issued from the District Support Center after approval for use is received from the ~~administrator or building principal~~/ designee.

~~School~~ District property insurance and comprehensive general liability insurance does not extend to community or other groups using school facilities. The District will require non-school groups to provide certificates of insurance. See the Insurance section for more details.

Approval will depend upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who, in the judgment of the building administrator or designee, is responsible and competent to supervise the proposed program or activity. The supervision provided by each renting group must be adequate to ensure that the members of the group remain in the assigned portion of the facility.

Cancellation and Revocation

The user must notify the building administrator or designee if the event is canceled or times are adjusted. Repeated and/or short notification of cancellations may result in denial of further requests for building use.

The District reserves the right to cancel building rental contracts should the space be needed for school or school-related activities. This privilege will be used only when necessary due to unavoidable circumstances. Attempts will be made to offer alternative space. The District may revoke building use at any time. When this occurs, appropriate financial adjustments will be made.

General Regulations

1. A regularly employed member of the custodial staff ~~for~~ other District employee must be on duty during the use of any school building by groups to which permission has been granted.
2. No permit will be transferred to any person or group other than the one to whom issued.

Safety

Adequate, responsible adult supervision is required for all activities. All applicable fire and safety laws, and regulations governing use of school facilities must be observed at all times, including:

- a) Auditorium exit lights must be used.
- b) Open flame (including candles) is prohibited.
- c) Room capacity is not exceeded.
- d) Temporary electrical or mechanical modifications are prohibited.
- e) Flammable ~~holiday or other~~ decorations are prohibited.
- f) Stairways, corridors, and entrances, and exits must be kept free from obstruction at all times.
- g) No equipment, scenery, or decorations of any type may be used within the building or on the premises except as specifically authorized in the permit. Such authorized equipment, scenery, or decorations, must conform to all local and state regulations and must not be attached to the walls, floors, or ceilings (except to anchors presently provided).
- h) All District equipment must be operated by trained District staff members. Any equipment brought on the premises by the renting group must be pre-approved by the building administrator or designee.

Prohibited Activities

- a) Use or possession of alcohol or controlled substances. For purposes of this regulation, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamine). Failure to comply will be dealt with by local law enforcement agencies.
- b) Smoking, chewing, or any other use of tobacco products within the building or on school grounds in accordance with state law and Board policy on tobacco-free schools. If an individual group does not comply with this policy or these regulations, the group will be denied use of District facilities for a period of no less than 18 months.
- c) All disruptive or illegal activity, including obscene language, quarreling, or fighting.
- d) Unlicensed gambling.

Damage

- a) The approved party will be responsible for all damages and losses to the school facility and/or the contents and must indemnify and hold harmless the Board and its employees from any claim resulting from or arising out of the use of the school facilities named in the application or any part of the facilities covered in the application.
- b) The Board will not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property must be removed from the facility immediately after the use or before such time that the materials will interfere with school activities.

Insurance

- a) School District property insurance and comprehensive general liability insurance do not extend to community or other groups using school facilities.
- b) The District will require non-school groups to provide certificates of insurance in the following amounts:
 - (1) Entities which can establish coverage under the Colorado Governmental Immunity Act must provide certification of proof of insurance at least to the limitations provided in the act.
 - (2) All other entities not protected by the limitations of the Governmental Immunity Act must provide a certificate of insurance in the amount of \$500,000 and must accompany the Building Use Request Form.

Locations

All applications will be approved for specific rooms or fields. It will be the responsibility of the approved party to restrict the activities of the group to that specific area except for necessary hallways and restrooms. The approved party is responsible for not allowing unauthorized individuals into the approved area or activity. The presence of unauthorized individuals must be reported to the staff manager on duty.

Times

Facility use times will be specified in the application. All groups are expected to vacate the premises by the hour specified. An additional hour rental may be charged for early arrival or late exit. Exceptions to this may be approved by the building administrator or designee.

Days

Facilities may be rented ~~Monday through Friday~~ as space is available and as such rental does not interrupt or disturb regular school activities. ~~Use of school facilities on Saturday or Sunday may be permitted and will be~~ and is subject to staff availability where applicable. Summer and holiday use may be limited due to custodial work schedules.

Clean Up

General cleanup will be the responsibility of the approved party. Rubbish must be removed from the facility immediately after use or before such time as it will interfere with school activities. Additional fees will be charged for cleanup when deemed necessary. (See (6) Fee revision section).

Guidelines for Religious Use

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

Nondiscrimination

All users are subject to laws and regulations applicable to school districts which prohibit unlawful discrimination ~~on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, family composition, or need for special education services.~~ based upon age, sex, sexual orientation, national origin, race, color, ancestry, creed, religion, marital status, disability or need for special education services.

Rental Categories

Category 1

No facility rental fee or application fee ~~will~~ shall be charged to the following:

1. School-affiliated groups, including Morgan Community College; City of Fort Morgan; parent-teacher organizations; school-related parent and community groups; or employee groups, all of an educational, recreational, social or professional nature as approved by the building administrator or designee.
2. Groups conducting activities designed to directly benefit Morgan County School District Re-3 students.

3. Governmental entities using facilities as a polling place.
4. Precinct caucuses.

Category 2

A nominal non-refundable application fee ~~will~~ shall be charged to the following groups for each contract. No additional rental charges shall be made if their activities are restricted to fields.

1. Community-sponsored groups that do not charge a fee and whose main purpose is to hold an informative meeting that is open to the public, {such as League of Women Voters, political parties, local neighborhood organizations, and recognized community service groups}.
2. Community affiliated groups of an educational, recreational, social, professional nature for adults.
3. Community-sponsored activities when:
 - a. Instructors or supervisors receive no payment for their involvement in that activity.
 - b. Fees for the activity, if any, provide only for direct non-personnel costs.

Category 3

A nominal non-refundable application fee ~~will~~ shall be charged to the following groups for each contract.

Commercial, private, church, and other non-profit groups that do not meet the criteria in Category 2 and for-profit groups and individuals may rent school facilities when their use is compatible with Board policy.

Fees

1. Custodial

Any organization or individual, regardless of classification, may be required to pay the cost of custodial services. For those facilities where a custodian is regularly on duty during the rental, the user may be charged at the Board established fee schedule to compensate for additional work required in opening, securing, cleaning, etc., related to the rental and billed at the conclusion of the event. A renting group may be billed for custodial time.

2. Cafeteria/Kitchen

A school cafeteria manager or other designated cafeteria employee(s) must be present for general supervision of the kitchen. All persons working in the kitchen, {preparing food and/or handling kitchen equipment}-, must meet state and county requirements for school food handlers. The user ~~will~~ **shall** pay the ~~D~~district in accordance with the fee schedule for all cafeteria personnel. The user ~~will~~ **shall** be given and must abide by a set of guidelines for kitchen use.

3. Auditorium/Theatre/Sound Stage

A Stage Manager or other designated technician employee(s) must be present for general supervision of ~~any~~ the high school's auditorium/theatre/sound stage. The user ~~will~~ **shall** pay the ~~D~~district in accordance with the fee schedule for all high school's auditorium/theatre/sound stage ~~m~~Manager or technician personnel. The user ~~will~~ **shall** be given and must abide by a set of guidelines for the high school auditorium/theatre/sound stage use.

4. Billing

Organizations using the facility multiple times during a quarter ~~will~~ **shall** be billed for the entire calendar quarter at the end of the quarter. Organizations using the facility only once during a quarter ~~will~~ **shall** be billed at the end of the event.

5. Payment

~~The District Support Center will issue an invoice for all application, rental, and associated fees in accordance with the Board-approved fee schedule. Payments must be submitted to the District Support Center. Failure to comply with payment terms may result in the immediate revocation of facility access and the denial of all future use requests. A statement will be sent by the District Support Center to the user for application fees, rental fees, and other charges according to the fee schedule established by the Board. Checks should be made payable to the school district and returned to the DSC with the billing statement. Failure to pay as per agreement may result in denial of access to the facility and denial of future requests.~~

6. Financial Accountability

It will be the responsibility of the chief financial officer~~r~~ or designee to ensure that revenue is received.

7. Fee Revision

Fees are subject to review and revision and may be adjusted annually by the Board. A fee may be assessed if the facility is left in an unusable condition in the judgment of the building administrator or designee. A minimum of one hour custodial time will be assessed. Failure to comply with the fee assessment could result in denial of use in the future.

Guidelines for Denial of Use

The District reserves the right to deny building use. Approval will be denied if in the judgment of the building administrator or designee the proposed activities would:

1. Jeopardize the equipment and/or facilities.
2. Conflict with school activities.
3. Be incompatible with the school neighborhood.
4. Violate any Board policy or local, state, or federal law.
5. The renting organization fails to pay as per agreement on previous Building Rental Contracts.
6. The Request for Building Usage Form or Building Rental Contract have been falsified or misrepresented in any way.
7. The renting organization failed to provide the necessary supervision for participants during their usage.

Guidelines for Appeal

Applicant(s) may file a written appeal to the superintendent or designee if an application for use of school facilities is denied. Further appeal, if necessary, may be made to the Board of Education.

Approved June 23, 1980

Revised June 9, 1986; March 1991; May 1993; October 18, 2010; November 15, 2010; May 6, 2013; TBD

LEGAL REFS.: 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. 22-32-109 (1)(bb) (*board duty to prohibit use of tobacco products on school property and at school-sponsored activities*)
C.R.S. 24-10-101 *et seq.*, Colorado Governmental Immunity Act

C.R.S. 24-34-601 (*discrimination in places of public accommodation*)

C.R.S. 24-34-602 (*penalty and civil liability for unlawful discrimination*)

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(use of tobacco products on school property is prohibited)

CROSS REF.: ADC, Tobacco-Free Schools

Advertising/Revenue Enhancements

Revenue enhancement through a variety of marketing activities, including but not limited to advertising, corporate sponsorship, signage, etc. is a Board-approved venture. These opportunities are subject to certain restrictions as approved by the Board of Education in keeping with the community standards of good taste as determined at the discretion of the Board. Such advertising will seek to model and promote positive values for the students of the Morgan County School district Re-3 through proactive educational messages and not just traditional advertising of a product. Preferred advertising includes messages that encourage student achievement and the establishment of high standards of personal conduct.

Appropriate opportunities for these marketing activities include but are not limited to:

1. Fixed signage
2. Banners
3. District-level publications
4. Television/radio/electronic means
5. Athletic facilities (including middle school and high school)

The message or content of any advertising will shall not permit or allow any of the following:

1. Promote hostility, disorder, or violence
2. Attack ethnic, racial, or religious groups
3. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, family composition, or need for special education services of gender, race, national origin, age or religious beliefs.
4. Be libelous
5. Promote or encourage any product or activity which would be considered harmful to health or addictive

Advertising/Revenue Enhancement Approval

Any advertising or /revenue enhancements will be presented to the superintendent or designee and approved by the Board of Education.

Advertising Revenue Distribution

Revenue from schools will remain with the individual facility in keeping with the concept of site-based management. Existing revenue enhancing activities done by youth groups, booster clubs, etc. will keep the revenues they generate.

Advertising in Schools

Business enterprises and community organizations desiring to sponsor activities and programs in the schools ~~will shall~~ submit their plans and programs to the superintendent ~~or designee~~ in advance for approval. Consideration ~~will shall~~ be given in all cases to protecting students and teachers against unreasonable additional responsibilities.

Date of manual adoption

Revised August 15, 2016; TBD

Distribution/Posting of Promotional Materials

The purpose of this policy is to define the parameters applicable to the distribution or posting of noncurricular materials on ~~D~~istrict property in a manner that does not disrupt the ~~D~~istrict's educational programs nor interfere with the ~~D~~istrict's mission. Requests from the general public to distribute or post non-curricular materials in the Morgan County ~~Re-3~~ School District ~~Re-3~~ public schools may be permitted in accordance with this policy and accompanying regulations.

Noncurricular materials deemed "unacceptable" by the ~~D~~istrict ~~will~~ ~~shall~~ not be approved for posting or distribution. The following ~~will~~ ~~shall~~ be considered "unacceptable" material:

- Material that promotes or favorably portrays unlawful conduct or conduct that violates Board policy, including but not limited to the Board's policies prohibiting unlawful discrimination, harassment, and bullying.
- Material that is injurious to, or encourages conduct that threatens disruption of school operations or endangers the health or safety of staff and/or students.
- 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 or the material has been approved by the Board of Education.
- 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.
- 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 special election. The prohibition shall not apply on any Election Day or special election when the school is being used as a polling place.
- Material that is obscene, vulgar, patently offensive or pornographic as defined by prevailing community standards throughout the ~~D~~istrict.
- Material that is inconsistent with or unrelated to the ~~D~~istrict's mission and educational values.

This policy governs non-curricular materials and is not intended and ~~will~~ ~~shall~~ not be interpreted to prevent or limit distribution of materials by ~~D~~istrict staff that are intended to supplement and enrich district curriculum in accordance with Board policy.

District staff who wish to distribute noncurricular materials ~~will~~ shall comply with this policy and accompanying regulation.

The superintendent or designee ~~will~~ shall present to any person or persons wishing to distribute or post non-curricular materials a copy of this policy and the accompanying regulation.

Adopted October 1996

Revision Proposed September 1998; February 6, 2017; TBD

LEGAL REF.: C.R.S. 22-32-110 (I) (r)(Board's authority to exclude objectionable materials)

CROSS REFS.: JICEA, School-Related Student Publications
JICEC, Student Distribution of Non-curricular Materials
IMB, Teaching and Controversial issues and Use of Controversial Materials

Distribution/Posting of Noncurricular Materials

Approval

Any non-district group, organization, corporation, individual, club, society, or association (hereinafter referred to as "person" or "persons"), that wishes to distribute or post any noncurricular material in any ~~D~~district school or building or on ~~D~~district property **must** ~~shall~~ submit the material to the superintendent **or designee** for approval a minimum of 48 hours prior to the proposed distribution or posting. The superintendent or designee may approve distribution or posting in accordance with this regulation and accompanying policy unless it is determined that the material is "unacceptable" as defined in the accompanying policy.

Appeal

Any person or persons that are denied approval for distribution or posting of noncurricular materials may appeal the decision as follows:

1. Within 10 days after the superintendent's or designee's decision, written notice **will** ~~shall~~ be served by the aggrieved party or parties on the superintendent, requesting a hearing before the Board.
2. The superintendent **will** ~~shall~~ schedule the hearing on the agenda of the next regularly scheduled Board meeting which generally will be held within 30 days of the filing of a request for a hearing.

After providing the aggrieved party or parties an opportunity to be heard, the Board shall render a decision which **will** ~~shall~~ be final.

Regulations

1. Place

Posting of noncurricular materials is only permitted in areas designated by the school principal. To maintain an uninterrupted learning environment, materials may not be distributed in any classroom. At the District level, the superintendent or designee oversees the designation of these areas. ~~Distribution or posting of noncurricular materials shall be made at places within the school or on school grounds as designated by the school principal except that in no event shall such materials be distributed in any classroom of any school building. Distribution/posting in district buildings or on district property shall be as designated by the superintendent.~~

2. Time

Noncurricular materials will be displayed where they will maintain an uninterrupted learning environment. ~~Distribution or posting shall 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 or posted items discarded on school or district property ~~will~~ shall be removed by the persons distributing such materials.

4. Distributors

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

5. Manner

No student shall 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 ~~will~~ shall interfere with the distribution of approved materials.

Violation of these regulations or accompanying policy ~~will~~ shall be sufficient cause for denial of the privilege to distribute or post materials at future dates, subject to the ability to appeal as provided above.

Adopted March 20, 2017

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 must report to the school office immediately when entering a school. Authorized visitors ~~are~~ **may**: (1) ~~be~~ required to sign in and out; (2) ~~will~~ be given nametags 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 may 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 health, safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Approved August 1999
Revised July 17, 2020; TBD

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
EBBA, Prevention of Disease/Infection Transmission
ECA/ECAB, Security/Access to Buildings
JLCC, Communicable/Infectious Diseases
KFA, Public Conduct on District Property

RETIRE

Relations with Parent Organizations

Representatives and members of parent-teacher organizations in all circumstances shall be treated with respect and as supporters of public education in the District.

Staff members are encouraged to join the organization and to participate actively in its program.

Adopted June 23, 1980

Revised to conform with practice: date on manual adoption

RETIRE

Use of Student in Public Information Program

The strongest link of communication with parents is the student in the classroom. It shall be the responsibility of the administration to see that information regarding school activities and programs is properly disseminated through students to parents.

The use of letters and bulletins carried by students to their parents is encouraged. The use of students shall be limited entirely to information about school system, a particular school or the school district.

Adopted June 23, 1980

RETIRE

Duplicate of KDDA-R, Official Spokesperson

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.

Adopted September 15, 2009

Administrative Staff Vacation Leave and Holidays

VACATION LEAVE

All administrators who are employed on 12-month contracts shall receive 20 days of annual leave.

- Administrators may accumulate vacation leave up to a balance of 40 days. At that time, administrators will stop accruing additional days until the balance falls below 40 days.
- An administrative employee may be paid for up to twenty (20) accrued, unused vacation leave days upon termination of employment from the District.
- Vacation leave will be carried on a fiscal year basis (July 1-June 30) and prorated for partial year employment.
- The Board reserves the right to negotiate a separate annual leave benefit with the superintendent.

HOLIDAYS

Administrators employed on 12-month contracts shall receive the following holidays: New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day. **When** If New Year's Day, Independence Day, Christmas Eve Day, Christmas Day, or New Year's Eve Day falls on a weekend, **the superintendent or designee will determine the alternate date the holiday will be observed** following Monday shall be observed as a holiday. **All other listed holidays will be observed on their designated calendar dates.**

Adopted June 23, 1980

Revised August 1992; April 1996; July 2001; September 16, 2002; April 1, 2013;
September 19, 2016; December 3, 2018

LEGAL REF.: C.R.S. 22-1-112

School Year/School Calendar/ Instruction Time

Prior to the end of the school year, the Board must determine the length of time during which district schools must be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact must be consistent with the Board's definition of "actively engaged in the educational process," must meet or exceed the requirements of state law and must include a sufficient number of days to allow the superintendent flexibility in preparing a calendar that supports the District's educational objectives.

The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a licensed teacher, including:

- assemblies
- classroom instruction time
- independent study insofar as such study is allowed under District policy
- individual student work time while at school, including study hall and library research
- passing periods between classes
- recess time
- school-related field trips

The definition of "actively engaged in the educational process" includes all of the above and instruction delivered electronically and/or the use of other types of independent study, and distance learning for students provided under the supervision of a certified or licensed teacher. Morgan County School District Re-3 also provides an Online Program for part-time and full-time students. Students enrolled in the Online Program proceed through their online courses outside of the school building under the guidance of a Certified Online Mentor Teacher. Attendance in the Online Program is primarily substantiated through participation in asynchronous internet-based educational activities within the Learning Management System as documented on a corresponding student login report. If applicable, the following secondary forms of documentation are acceptable for purposes of tracking student attendance in the Online Program:

- Online Mentor Meeting Data Attendance Report for Online Advisory Sessions
- Sign-in Sheet (digital or physical) for Student Participation in State or Local Assessments

Students are expected to complete the equivalent amount of learning time as non-online students.

Student contact days may include E-learning which consists of the following:

- a. Attending class synchronously at a pre-appointed time by the teacher;
- b. Completing and submitting an assignment from home;
- c. Logging into an online learning platform;
- d. Signing an online form attesting to work completed at home;
- e. Engaging in any new assignment/or alternative demonstrations of learning;
- f. Participating in an online discussion;
- g. Responding to teacher emails or communication, or other ways communicated by the teacher.

"Actively engaged in the educational process" does not include:

- lunch
- time students spend before school waiting for classes to begin and time after the last class of the day, including waiting for the bus
- teacher preparation time

Supervision by a licensed teacher must not require that the teacher be in the student's physical presence at all times, but that the teacher is exercising direction and control over the nature of the student's activities.

The District calendar for the next school year must be prepared by the superintendent and presented to the Board for approval in the spring of each year. The superintendent must consult with other districts in the area when preparing the calendar.

The Board authorizes the administration in each school building to issue a school calendar based on the District calendar and in accordance with this policy. Administrators are encouraged to examine instruction time and calendar issues in the context of supporting the District's educational objectives.

Calendars must include the dates for all staff in-service programs scheduled for the upcoming school year. The administration will allow public input from parents and teachers prior to scheduling the dates for staff in-service programs.

A copy of the calendar must be provided to all parents/guardians of students enrolled in district schools. Any change in the calendar except for emergency closings or other unforeseen circumstances must be preceded by adequate and timely notice of no less than 30 days.

Adopted June 23, 1980

Revised June 1996; July 17, 2006; January 4, 2016; September 18, 2017;

July 17, 2020; June 30, 2021; August 31, 2022; October 2, 2023; November 4, 2024

LEGAL REFS.: C.R.S. 22-1-112 (*school year and national holidays*)
C.R.S. 22-32-109 (1)(n) (*duty to determine school year and instruction hours*)
C.R.S. 22-33-102 (1) (*definition of academic year*)
C.R.S. 22-33-104 (1) (*compulsory attendance law*)
C.R.S. 22-44-115.5 (*fiscal emergency*)
1 CCR 301-39, Rules 2254-R-2.06 (*school year and instruction hours; definition of contact/instruction time*)

CROSS REFS.: EBCE, School Closings and Cancellations
JH, Student Absences and Excuses

NOTE: State law establishes the school year as outlined below. The actual hours of teacher-student instruction may be reduced for parent/teacher conferences, staff in-service programs, and closings due to student health, safety, or welfare concerns to 1056 hours for secondary students, 968 hours for elementary students other than kindergartners, 870 hours for full-day kindergarten students, and 435 hours for half-day kindergarten students. In no case may a school schedule fewer than 160 days without specific prior approval of the commissioner of education, whether utilizing in-person instruction or remote learning (synchronous and asynchronous) time. [C.R.S. 22-32-109 (1)(n)].

Teacher-Pupil Instruction Minimum Hours/Days

<i>Half-Day Kindergarten</i>	<i>450 hours (can be reduced* to 435 hours) 160 days</i>
<i>Full-Day Kindergarten</i>	<i>900 hours (can be reduced* to 870 hours) 160 days</i>
<i>Elementary (besides kindergarten)</i>	<i>990 hours (can be reduced* to 968 hours) 160 days</i>
<i>Secondary</i>	<i>1,080 hours (can be reduced* to 1,056 hours) 160 days</i>

**Not more than 24 hours per school year may be used for parent/teacher conferences and staff in-service programs.*

Federal Fiscal Compliance

Federal funds received by the District will be administered in accordance with this policy and applicable federal law, including but not limited to the federal Uniform Grant Guidance. The Board designates the Chief Financial Officer, Superintendent, Assistant Superintendent for Curriculum and Instruction, Director of Special Services, and Director of Culturally and Linguistically Diverse Education as the District contacts for all federal programs and funding.

The superintendent or designee may develop and implement accompanying regulations to assist in the proper administration of federal funds and implementation of this policy, including but not limited to cash management procedures and allowability of costs.

Subrecipient Monitoring

If the District awards subgrants, the District will monitor grant subrecipients to ensure compliance with applicable law and Board policy.

Time and Effort Reporting

District employees paid with federal funds will document the time they expend in work performed in support of each federal program and/or such program's cost objective(s), in accordance with applicable federal law. Time and effort reporting requirements do not apply to contracted individuals.

Recordkeeping

The District will maintain proper federal fiscal records in accordance with Board policy and applicable law. Such records will be retrievable and available for programmatic or financial audit.

Adopted November 5, 2018

Revised May 4, 2026

LEGAL REFS.: 2 C.F.R. Part 200 (*Uniform Grant Guidance*)
34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

CROSS REFS.: BCB, School Board Member Conflict of Interest
DJB*, Federal Procurement
EHB, Records Retention
GBEA, Staff Ethics/Conflict of Interest

Budget Adoption Process

Following consideration of the budget proposal presented by the administration, the Board will approve a proposed budget.

Within 10 days of submission of a proposed budget to the Board, a notice will be published on the District's website that:

1. The proposed budget is available for inspection by the public at the District Support Center during business hours.
2. The Board will consider the adoption of the proposed budget at a hearing to be held at the date, time, and place specified in the notice.
3. Any interested taxpayer may inspect the proposed budget and file or register any objections thereto at any time prior to final adoption of the budget by the Board.

At the budget hearing specified in the notice, the Board or designee will present and explain the proposed budget, inviting questions and discussion from the audience. If the budget is to be adopted at a future meeting, the date, time, and place of such meeting will be entered in the minutes of the hearing.

The Board will officially adopt the budget and an accompanying appropriations resolution prior to the end of the fiscal year. The adopted budget will be posted online in accordance with the Public School Financial Transparency Act.

After adoption of the budget, the Board may review and change the budget with respect to both revenues and expenditures at any time prior to January 31 of the fiscal year for which adopted. After January 31 the Board will not review or change the budget except as otherwise authorized by state law including declaration of a fiscal emergency.

If money for a specific purpose other than *ad valorem* taxes becomes available to meet a contingency after January 31, the Board may adopt a supplemental budget for expenditures not to exceed that amount.

If the District is authorized to raise and expend additional local property tax revenues at an election, the Board may adopt a supplemental budget and appropriation resolution to cover the remainder of the fiscal year following the election based on the additional dollar amount authorized.

Adopted April 3, 2017
Revised May 4, 2026

LEGAL REFS.: See citations on exhibit coded DBG-E
C.R.S. 22-44-103
C.R.S. 22-44-107 through 111

C.R.S. 22-44-115

C.R.S. 22-44-115.5

C.R.S. 22-44-301 *et seq. (Public School Financial Transparency Act)*

CROSS REFS.: DAB*, Financial Administration
DBK*, Fiscal Emergencies
DEA, Funds from Local Tax Source

Budget Transfers

Unencumbered moneys will not be transferred from one fund to another unless authorized in advance by the Board. When a contingency occurs, the Board of Education by resolution may transfer any unencumbered moneys from the contingency reserve account, which is within the general fund, to any other fund or function.

The Board will not transfer moneys from the bond redemption fund, the special building fund, or the transportation fund.

School Budget Accounts

Principals and their designees are responsible for funds budgeted to that school and may transfer moneys between their discretionary accounts. The superintendent and/or business manager will be notified of such transfers.

Program Budget Accounts

Principals, assistant principals, administrators, and directors, along with their designees, are responsible for funds budgeted to their building or program and may transfer discretionary moneys to other funds according to procedures established by the superintendent or designee. The superintendent and/or chief financial officer (CFO) will be notified of such transfers.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised February 6, 2017; May 4, 2026

LEGAL REFS.: C.R.S. 22-32-107 (duties of treasurer)
 C.R.S. 22-44-102 (3) (definition of contingency)
 C.R.S. 22-44-112 (transfer of moneys)
 C.R.S. 22-44-113 (borrowing from funds)
 C.R.S. 22-45-103 (1)(a)(II) (general fund)
 C.R.S. 24-10-115 (authority for public entities to obtain insurance)

Bonded Employees and Officers

All school employees who are responsible for moneys controlled by the Board or who may have more than \$50 from such funds in their custody will be bonded under a group fidelity bond in individual amounts of \$10,000.

The secretary and treasurer of the Board and any custodian of moneys authorized and appointed by the Board will, as required by Colorado statute, be individually bonded. This bond will be in an amount not less than \$5,000.

In lieu of a bond, the District may maintain equivalent insurance coverage for such District employees, Board officers and Board-appointed custodians.

The cost of bonding will be borne by the District.

Current practice codified 1995
Adopted Date of manual adoption
Revised April 3, 2017; May 4, 2026

LEGAL REFS.: C.R.S. 22-32-104(4)(b),(c) (surety bond)
C.R.S. 22-32-109(1)(h) (bond requirement)
C.R.S. 22-32-121(3) (bond required if authorized to affix facsimile signature of treasurer)

Audits/Financial Monitoring

In accordance with state law, all funds and accounts of the District will be audited annually, following the close of the fiscal year.

The Board will appoint an independent auditor licensed to practice in Colorado and knowledgeable in government accounting to conduct the audit. The independent auditor will also audit the activities accounts of the District to report to the Board of Education.

The audit report will contain among other information:

1. Financial statements prepared insofar as possible in conformity with generally accepted governmental accounting principles. (The financial statements are the representation of the District whether prepared by the District or by the auditor.)
2. Disclosures in accordance with the *Financial Policies and Procedures Handbook*. The supplemental schedules of receipts and expenditures for each fund will be in the format prescribed by the State Board of Education and will be in agreement with the audited financial statements of the District.
3. All funds and activities of the District.
4. A budget to actual comparison for each fund and activity.
5. The auditor's opinion on the financial statements. If the opinion is anything other than unqualified, the reason must be explained. The opinion will include general fixed assets.
6. Disclosure of all instances of noncompliance with state law, including the Public School Finance Act of 1994, irrespective of materiality.
7. A supplemental listing of all investments held by the District at the date of the financial statement.
8. A calculation of the District's fiscal year spending in accordance with the state constitution.

The auditor will discuss the audit report with the Board, and also will make recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable and will perform such other related services as may be requested by the Board.

The audit report must be completed and submitted by the auditor to the District within five months after the close of the fiscal year unless a request for an extension of time is granted by the state auditor. Within 30 days after receiving the audit, the District will submit one copy each to the state auditor and the state commissioner of education.

The Board reserves the right to request an audit at more frequent intervals if desired.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised February 6, 2017; May 4, 2026

LEGAL REFS.: C.R.S. 22-32-109 (1)(k)
C.R.S. 24-75-601.3
C.R.S. 29-1-601 *et seq.*

Local/Competitive Purchasing

Morgan County School District Re-3 reserves the right to give preference to local vendors, including an allowance not to exceed 5% above low bid, on a case-by-case assessment. Influential factors which may be involved but not binding in the decision-making process will include local service, delivery terms, maintenance service, and warranties.

Local vendors will be defined as those vendors within the boundaries of Morgan County School District Re-3.

Adopted June 23, 1980

Revised February 6, 2017; May 4, 2026

Environmental and Safety Program

Accidents are undesirable, unplanned occurrences which usually can be prevented, and which often result in bodily harm, loss of school time, property damage, possible expensive legal action, and even death. The Board of Education believes that safety education and accident prevention are important to everyone concerned not only as a protective measure during school hours but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

Therefore, reasonable precautions will be taken for the safety of students, employees, visitors, and all others having business with this District.

The responsibility for developing the total safety program will be delegated to a safety committee directly responsible to the administrative team. This committee will act in an advisory capacity to all heads of major units within the District and is responsible for the promotion and development of an aggressive loss prevention and safety education program for the students and employees of the District.

General responsibilities of the committee will include but are not limited to safety awareness, in-service training, development of accident prevention procedures, accident recordkeeping, plant inspection, vehicle safety programs, fire prevention, school site selection, emergency procedures, and traffic safety problems related to employees, students, and the community.

It is the responsibility of the superintendent to execute this policy and to see that it best meets the needs of the District.

Every principal is responsible for the supervision of a safety program for his/her school. The superintendent has overall responsibility for the safety program of the District. It is the responsibility of the superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Adopted January 26, 1987

Revised January 1996; May 4, 2026

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106 (construction requirements, fire escapes, etc.)
 C.R.S. 22-3-101 through 22-3-104 (eye protective devices)
 C.R.S. 22-32-109 (1)(w)
 C.R.S. 22-32-110 (1)(k)
 C.R.S. 22-32-124 (2),(3) (building inspections)
 C.R.S. 24-10-106.5 (duty of care)

Hazardous Materials

The Board of Education recognizes its responsibility for providing an environment which is reasonably secure from known hazards. There are many areas of the school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that are hazardous.

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

District employees who work with hazardous material will endeavor to:

1. Protect the environment and the health of employees, students, visitors, and community from hazardous material;
2. Reduce the present and future risks of hazardous material; and
3. Comply with federal, state, and local laws pertaining to hazardous materials.

The Board, through the superintendent, will create procedures which address the purchase, storage, handling, transportation, and disposal of hazardous materials for all school facilities and operations including instructional areas. The hazardous materials/waste plan and procedures will include:

1. Terms and definitions
2. Responsibilities of individuals/groups
3. Acquisition of hazardous material
4. Receiving and warehousing of hazardous material
5. Transporting and delivery
6. Master emergency contingency plan
7. Use of hazardous material
8. Disposal of hazardous waste
9. Facilities design and renovation pertaining to hazardous material/waste

Appropriate school personnel will be trained to take precautions to prevent accidents and to handle them in the event one occurs.

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 will not be construed to create or assume any potential liability under any local, state, or federal law or regulation.

Adopted March 4, 1989

Revised January 1996; May 4, 2026

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)

Hazardous Materials

1. Terms and Definitions

- a. Hazardous material: Any material that presents a physical or health hazard or any material with one or more of the following characteristics: toxicity, flammability, corrosiveness, or reactivity (explosiveness)
- b. Hazardous waste: Any hazardous material that is no longer expected to be used. This may include contaminated materials or new materials that are not expected to be used. Only the safety committee chairman may declare a material hazardous waste.

2. Responsibilities of Individuals/Groups

- a. Overall coordination of the operation of all hazardous materials policies and procedures within the District will be the responsibility of the superintendent.
- b. Overall supervision of the operation of all hazardous materials policies and procedures within the District will be the responsibility of the superintendent who will serve as the hazardous materials program supervisor, referred to throughout these procedures as the "supervisor."
- c. The District safety committee will assist the supervisor in implementing the hazardous materials/waste plan and procedures and report any unsafe condition to the appropriate administrator.
- d. Building principals will brief teachers on safe practices and will ensure that these practices are complied with. The principal or designee will be the building inventory control representative and will be responsible for inventory of all hazardous materials in the building.
- e. The inventory control representatives will be responsible for logging in the receipt of all hazardous materials received at their locations. The inventory control representative will track and keep complete written records of the storage, use, and ultimate disposition of the hazardous materials. On or before May 31 of each year, the inventory control representative will provide a copy of the current inventory log and record of disposition of all hazardous materials to the supervisor.
- f. The superintendent will maintain a copy of each location's inventory and documentation of all hazardous materials. This information may be released to appropriate police, fire, and emergency service authorities. The superintendent will be responsible for establishing and maintaining the Material Safety Data Sheets (MSDS) system for the District.
- g. Purchasing agents will purchase only the hazardous materials needed, solely on need and not on bulk price discounts.
- h. Teachers will brief students on safe practices and insure that these practices are complied with in the classroom.
- i. The supervisor of transportation and supervisor of facilities management will brief those under their authority on safe practices and ensure that these practices are implemented.
- j. Nurses will be trained in first aid procedures to deal with hazardous waste incidents.

3. Acquisition of Hazardous Materials

- a. In addition to following the District's regular purchasing procedures, an employee may purchase hazardous materials only with the approval of the supervisor for use at a specific location. Only quantities that will be used in a reasonable length of time will be purchased. Cost of purchasing chemicals and other hazardous materials may be small compared to the cost of disposal. All purchases for hazardous materials must require the supplier furnish an MSDS with the materials. The shipment will be refused without it.

- b. Any unapproved purchase of hazardous materials is beyond the course and scope of the District employee's authority and is forbidden. Such a purchase may be grounds for termination.
- c. The supervisor, purchasing department, and warehouse will maintain a list of prohibited hazardous materials, and will update the list at least once each year.

4. Receiving and Warehousing of Hazardous Materials

- a. Access to storage areas must be restricted not only to prevent the theft or loss of materials but to limit the exposure in an accident.
- b. Adequate ventilation must be provided.
- c. Appropriate storage equipment must be provided, e.g., steel shelves for nitric acid since a spill on wooden shelves produces extremely toxic fumes.
- d. Whenever possible, operations involving direct contact with hazardous material should allow for a minimum of two people. This will permit one to assist the other to take appropriate emergency action should an emergency occur.
- e. Storage compatibility must be established and maintained, e.g., acids must be kept separate from bases, flammables separate from corrosives, and reactives separate from everything else.
- f. First in, first out procedures will be used to reduce stockpiles of older material being accumulated. Shelf life should be considered when appropriate.

5. Transportation and Delivery

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

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

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

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

6. Master Emergency Contingency Plan

In the event of an uncontrolled hazardous materials release, employees will use the following procedure:

- a. Evacuate the area
- b. Call 911 with the following information:
 - (1) Your name

- (2) The situation
 - What was released
 - Where (room number, building)
 - Is anyone injured? Is ambulance required?
- (3) Contact the building administrator
- (4) Contact the supervisor

7. Use of Hazardous Material

Any employee of the District who uses hazardous material must be aware of information on the MSDS pertaining to the product and must adhere to the instructions provided by the supplier. MSDS for all hazardous materials in a particular building will be on file in the nurse's office.

8. Disposal of Hazardous Waste

- a. Hazardous materials need to be disposed of for many reasons. Some of these are:
 - (1) Chemicals degrade over time. Some become unusable. Others become explosive.
 - (2) Labels fade, crumble, and fall off. Cans corrode and leak. Rust obliterates the labels. The analysis and disposal of unknowns is expensive.
 - (3) Rarely is there an up-to-date inventory. Without one, it is difficult to find the necessary chemical, but it is easy to order a fresh, new bottle.
 - (4) It is difficult to keep track of chemicals that should not be stored together.
 - (5) Most chemicals will need to be disposed of someday. The longer it is delayed, the harder and more expensive it becomes to be disposed of.
- b. Alternatives to disposal should be considered. Some of these are:
 - (1) Redistribution to other labs
 - (2) Recycling
 - (3) Neutralizing and disposing as non-hazardous
 - (4) Evaporation
- c. Disposal of Hazardous Materials

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

When materials are determined to be ready for disposal, the supervisor will arrange for disposal in a manner that complies with all local, state, and federal laws and regulations. Federal and state laws and regulations provide exemptions from certain regulatory requirements for small quantity generators, i.e., those entities or locations that generate waste in amounts below statutory or regulatory threshold amounts. Disposal determinations should preserve small quantity generator status for each location and for any central storage area.

The supervisor will maintain written documentation of the disposal of hazardous materials from all locations in the District. This documentation will be retained in permanent form at the transportation department.

9. Facilities Design and Renovation

All storage and holding facilities must be designed to comply with Colorado Department of Health regulations.

Approved April 1989

Revised January 1996; May 4, 2026

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

Accident Prevention and Safety Procedures
(Fire Prevention)

Principals will be aware of all fire hazards including empty flammable containers, flammable fluid storage, closed storage areas, and housekeeping procedures which may cause fire hazards.

All buildings will have adequate fire extinguishers as prescribed by the Fort Morgan Volunteer Fire Department.

No flammable materials are allowed for decorating.

Each principal or other administrator when requesting modifications to buildings will make sure that all exterior and interior doors open out and are operable from the inside.

Adopted June 23, 1980

Revised May 4, 2026

CROSS REF.: EBCB, Safety Drills

Prevention of Disease/Infection Transmission (Handling Body Fluids)

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

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

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

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

Adopted date of manual adoption
Current practice codified 1995
Revised July 17, 2020; May 4, 2026

LEGAL REF.: 6 CCR 1010-6 (*department of public health and environment rules governing schools*)

CROSS REFS.: GBGA, Staff Health (And Medical Examination Requirements)
JLCC, Communicable/Infectious Diseases
JLCE, First Aid and Emergency Medical Care

NOTE: See "Guidelines for Infectious Diseases in Child Care and School Settings: Guidelines for Child Care Providers, School Nurses and Other Personnel" published by the Colorado Department of Public Health and Environment (CDPHE). Visit CDPHE's Division of Disease Control and Environmental Epidemiology's website, www.cdphe.state.co.us, or call 303-692-2000 to access these guidelines and other information applicable to schools.

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

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

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

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

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

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

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

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

TRANSMISSION CONCERNS—BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS

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

– incontinence

Semen/vaginal fluids

Hepatitis B virus

HIV/AIDS

Gonococcus bacteria

cuts and abrasions on hands

Sexual contact (intercourse)

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

**HAND WASHING IS VERY IMPORTANT!

***These agents cause mononucleosis-like illness.

Approved January 11, 1988

Revised to conform with practice: date of manual adoption

Revised July 17, 2020; May 4, 2026

Accident Reports

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

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

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised January 12, 1987; July 1988; September 18, 2017; May 4, 2026

CROSS REF.: GBGD, Workers' Compensation

Disaster Plans

Each principal should become familiar with and adhere to the policies described in Section E: Support Services. The principal also has the responsibility of developing a workable written plan for his/her building to complement the disaster emergency policies and of informing his/her staff of their content.

All disaster planning will be structured around three-time phases:

- Phase 1: Pre-emergency phase – What currently is being done at this time to prepare for a disaster.
- Phase 2: Emergency phase – What will be done during a disaster to minimize loss of life and property.
- Phase 3: Recovery phase – What will be done to return the school system to normal operation after a disaster.

In order to ensure that school building plans and the District plans are complementary, all principals will use this general format in the development of their plans.

The District's disaster plan shall be reviewed and updated annually in October.

Responsibility for civil defense coordination is assigned to the superintendent. The president of the Board of Education, the superintendent, and the Director of Office of Emergency Management will report to the county emergency operations center if the severity of the emergency so requires. All policy decisions then will originate from the county emergency operations center.

Adopted June 23, 1980

Revised April 1999; May 4, 2026

CROSS REFS.: EBAB, Hazardous Materials
EBCB, Safety Drills
EBCC, Bomb Threats
EBCD, Weather-Related Emergencies
EBCF*, Civil Disturbances

Safety Drills

The District will cooperate with local fire department officials and other emergency response personnel in the examination of school buildings and the establishment of safety, security, and evacuation procedures.

Appropriate emergency response procedures, including but not limited to, the safe and orderly evacuation and/or lockdown of all buildings in the event of an emergency situation will be developed by the administration. Emergency Response drills will be held in each school at the intervals specified in the procedures.

Adopted October 19, 2009

Revised May 4, 2026

Safety Drills

1. The District will develop and maintain a set of Emergency Response Procedures. These procedures will be reviewed with staff at the start of each school year. Each principal will provide notices indicating the location of fire escapes and/or evacuation routes in each classroom.
2. The District will establish a schedule of required monthly drills to be implemented in each school and auxiliary building.
3. Each location will keep a record of all drills. Each location will also complete an Incident Report for each drill including a description of the incident, the action taken, the outcome of that action and any corrective actions needed.
4. In the event of an evacuation, every person will evacuate the building during the drill.
5. Copies of Incident Reports will be forwarded by the principals to the superintendent or designee monthly. The annual summary of drills will be submitted to the superintendent at the end of each school year. The superintendent will update the Board of Education regarding emergency preparedness annually.

In the event of an actual emergency, the building must be inspected by school officials and insurance adjusters before classes resume.

Approved June 23, 1980

Revised February 1996; April 1999; October 2009; May 4, 2026

Bomb Threats

The Board of Education acknowledges that its basic responsibility is to ensure the safety of the students under its care. Concurrently, the Board wishes to deal firmly with bomb threats in order to discourage this type of unwarranted disruption of the educational process.

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

1. Aim first toward insuring 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 and law enforcement agencies.
4. Not require evacuation of the threatened building. The principal will make the decision to evacuate, complying with a direction given by the superintendent or any order given for evacuation by the law enforcement.
5. Establish staff responsibilities for searching the building for UTOs (unidentified threatening objects). The request of an employee to refuse to participate in a search will be honored.
6. Provide that students will not be dismissed from school until the end of the school day. Instead, if evacuated, they will remain in designated areas until the principal and the law enforcement are satisfied that no danger exists. Teachers will remain with their students and be responsible for them.

Personnel of the District will cooperate fully with law enforcement in planning and carrying out procedures for dealing with bomb threats. All personnel will be given instructions for carrying out their responsibilities in the event of such situations.

Adopted January 1996
Revised May 4, 2026

Bomb Threats

Phase 1

The principal will:

- Advise office staff of the content of this plan. (Do not print this plan for general distribution.)
- Place signs on each entrance to the building requiring visitors to report to the office and state their business.
- Alert all staff to be aware of strangers on school property.

Phase 2

The person who answers the phone will:

- Attempt to identify the caller by stalling or asking questions.
- Listen for background noise that may locate the source of the call.

If a staff member receives a call or finds a suspect item in the building, he/she must contact the principal or immediate supervisor.

The principal will contact law enforcement and the superintendent.

The building will be evacuated as follows:

- The principal or designee will notify staff by all means available and necessary.
- In fair weather, all persons will remain outside at least 200 feet away from the nearest building.
- In the event of an evacuation during inclement weather, students will initially exit the building to designated assembly areas. If a pre-arranged, secured nearby facility is available, students will be directed there immediately. Staff will prioritize the safety sweep of the gymnasium, auditorium, or other adjoining wings of the main building; once these areas are cleared and deemed safe, students will be relocated back indoors to those specific sections.
- Teachers will be instructed to give their rooms a quick visual check as they leave with their students. They must not touch or move a suspected bomb.
- The principal will have the proper authorities check the building.

Phase 3

If no bomb is found, all persons will return to classes.

If a bomb explodes or is found, the principal will:

- Dismiss the students
- Turn the scene over to appropriately trained law enforcement, who are responsible for disarming the weapon
- Have the building inspected by the facilities management director supervisor before resuming classes

- Work with the superintendent or designee to obtain an estimate of the cost of the damage from an appropriate source

Approved June 23, 1980

Revised May 4, 2026

Weather-Related Emergencies (Tornadoes)

Phase 1

All principals will identify the best tornado shelter in their buildings.

An explanation of the tornado plan will be provided to parents/guardians.

Each building will specify the alarm to be used to identify a tornado alert.

A two-way radio will be kept at all locations.

Employees should be informed in the event of a tornado watch or warning.

Tornado survival techniques should be included in the class curriculum at all levels.

Phase 2

At the warning, all students and staff will take protective shelter in the designated areas, basements, halls, passage tunnels, etc., inside the building or, if outside, lie flat in ditches, culverts, or ravines.

Teachers will keep classes together and maintain full accounting for each student.

Phase 3

All employees will follow the District's Emergency Response Protocols handbook. This handbook will be provided to employees upon employment and updated biannually.

No damaged building will be used until inspected and declared safe by school, city, and county officials.

The principal will work with the superintendent in procuring needed classroom space.

Approved June 23, 1980

Revised April 1999; May 4, 2026

School Closings and Cancellations

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

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

Employees whose contracts are limited to student contact days or teacher workdays are exempt from reporting unless otherwise notified by their immediate supervisor. All year-round and essential personnel are required to report to work as soon as safely possible during emergency closures. This requirement applies to staff at Facilities Management, the District Support Center, and all custodial personnel.

In the event school is physically closed due to a public health emergency, all staff will physically report to work unless notified otherwise. The District will utilize a form of remote instruction. Remote instruction allows students to access lessons provided by, and supported by, their regular teachers and allows students to continue their sequence of learning despite their inability to access facilities.

In the event school is physically closed due to a public health emergency and to ensure all students have the ability to access their lessons via remote instruction, all students in grades 1-12 will be provided a Chromebook.

During days of remote instruction, teachers will take attendance and monitor student participation Infinite Campus. For situations that are out of the control of the student, days of remote instruction will be treated with the same exceptions as an excused absence in regard to work assigned.

The superintendent or their designee will develop administrative regulations or a plan for implementing this policy.

Adopted October 26, 1981

Revised to conform with practice: date of manual adoption;

Revised 1989; September 18, 2017; July 17, 2020; May 4, 2026

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

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

CONTRACT REF.: ACP Agreement, Article 12–Salaries, Section G–Snow Days and Section K–
Report-in Pay

School Closings and Cancellations

The following procedures will be adhered to when weather conditions deteriorate to the extent that it becomes necessary to temporarily close school or suspend the operation of buses.

Monitoring of Weather Conditions

At the beginning of each school year, the transportation director will develop a list of designated contact persons. These individuals may be consulted to provide information regarding local weather and road conditions to assist in decision-making.

Responsibility

The superintendent or designee will be responsible for making decisions regarding the temporary closing of schools, cancellation of school activities, suspension of bus routes, modification of bus schedules, and adjustments to school starting and ending times.

The transportation director will be responsible for advising the superintendent and assist in the collection of information. In situations requiring immediate action, and if the Superintendent or designee cannot be reached, the transportation director is authorized to suspend one or more bus routes.

School Closings

When weather and road conditions deteriorate prior to the start of the school day, the superintendent or designee will determine whether to close schools. Staff and families will be notified of the decision as soon as possible, with a determination made no later than 6:15 a.m.

Early Dismissals

Occasionally it will be necessary to dismiss school earlier than normal or release students transported by bus ahead of schedule. Once the decision is made, dismissal times and anticipated bus arrival times will be communicated promptly to staff and families.

Instructional staff, paraprofessionals, and food service personnel may be dismissed after students depart, unless otherwise directed by the superintendent or designee. Other staff may be dismissed at the discretion of the building principal or immediate supervisor, depending on conditions.

Athletic Practices and Games

Middle School

All middle school practices and games will be cancelled when schools are closed.

High School

All practices and games for ninth and tenth grade teams will be cancelled when schools are closed.

Decisions regarding varsity and junior varsity practices and games will be made by the principal or designee. Transportation decisions for all activities will be made by the transportation director. Bus drivers are responsible for safe transportation of students and have the authority to make decisions regarding return trips. Bus drivers will check weather conditions at the destination prior to departing.

On days when school is closed, or during weekends and vacation periods with questionable weather, the status of games and activities will be communicated electronically.

Special Events

Decisions regarding the cancellation of evening events, such as performances and concerts, will be made by the respective building principals and communicated electronically.

Approved June 23, 1980

Revised October 26, 1981; 1989; January 1996; May 4, 2026

Civil Disturbances

Phase 1

All principals will be aware of the following and ensure that adequate security (law enforcement protection, if necessary) is available:

- Athletic events
- Major school social activities
- Community or college activities
- Racial tension
- Influx of outside agitators
- Circulation of inflammatory literature among students

Student council officers are requested to inform the principal of any increase in tension among the students.

Phase 2

The principal will:

- Determine that there is a threat to the staff and the students.
- Notify the superintendent of the tension building up and advise him/her of the situation if time permits.
- Notify law enforcement immediately if the situation is critical.

If the situation warrants, the following actions may be considered:

- Arrange for relocation or cancellation of the event
- Request government officials to establish a curfew
- Request assistance from law enforcement as necessary through the District Support Center

Phase 3

School principals will work with the superintendent to see that the following are accomplished:

- Restoration of facilities
- Resumption of classes
- Assistance to the community for restoration of damaged areas

Approved June 23, 1980

Revised January 1996; April 1999; May 4, 2026

Security/Access to Buildings

Security for District buildings and properties, during regular school hours as well as non-school hours, contributes to the well-being and safety of students and staff as well as to that of the sites themselves. For safety and security purposes, access to school buildings, whether by students, staff members or visitors, will be limited as deemed appropriate for each location.

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

Visitors will be required to check in to show proper identification and reason for being at the school.

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

Approved August 1999

Revised August 2001; September 18, 2017; May 4, 2026

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

CROSS REF.: KI, Visitors to School

Use of Video and Audio Monitoring

Placement and Notification

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

Use

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

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

Storage/Security

1. The District will provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls, and controlled physical access to protect the video surveillance system from hackers, unauthorized users, and unauthorized use.
2. Video recordings will be stored for a minimum of 30 school days after the initial recording. If the designated District administrator and/or designee know no reason for continued storage, such recordings will be erased.
3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Board policy.
4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized District personnel.
5. Video recordings held by the District as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.

Viewing Requests

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

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff, and/or District officials with a direct interest in the recording as authorized by the designated district administrator. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. Written requests for viewing may be made to the designated District administrator within 20 school days of the date of recording.
3. Approval or denial for viewing will be made within five (5) school days of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within five (5) school days of the approval of the request.

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

Adopted September 18, 2017
Revised May 4, 2026

Student Transportation

The District's transportation program is designed to transport students who live an unreasonable walking distance to and from school in an efficient, safe, and economical manner.

Oversight of the transportation system is appointed to the transportation department. All personnel involved in the transportation department report to the transportation director. The transportation department will provide the Board with regular reports regarding the program's conduct and operational efficiency.

The District will maintain and operate its own fleet of buses and other types of vehicles as needed.

If the Board determines that unreimbursed transportation expenses are negatively impacting the instructional budget, the Board may elect to offset these costs by imposing a transportation fee in accordance with state law.

Alternatively, the District may seek voter approval for a mill levy increase to fund excess transportation costs. If approved, these revenues will be deposited into the District's transportation fund.

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

Adopted June 23, 1980

Revised 1989; January 1996; April 2018; May 4, 2026

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

CROSS REFS.: DEA, Fund from Local Tax Services
EEA subcodes (all relate to the district's transportation program)
EFC, Free and Reduced Price Food Services
JFBA, Intra-District Choice/Open Enrollment
JQ, Student Fees, Fines and Charges
LBD-R, Relations with District Charter Schools (Procedures for Establishment, Review, Renewal, Revocation and Closure) - Regulation

Bus Safety Program

Student safety is the District's top priority in all transportation operations. To maintain a safe environment, the District adheres to the following standards:

1. Students will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. Passengers of any school bus used on mountainous terrain will not occupy the front row of seats and any seats located next to emergency doors unless the bus is equipped with a braking retarder system or the passengers are adequately restrained in a fixed position.
4. All vehicles used for student transportation will undergo regular safety inspections to ensure they meet or exceed all state and federal safety regulations.

When bus driver observes a vehicle illegally passing the school bus when the signal lights are activated, the bus driver will notify the transportation director. The bus driver will provide all legally required information, which the transportation director will then convey to the appropriate law enforcement agency.

The District will comply with all state laws and regulations pertaining to school bus operation and will ensure all bus drivers are fully informed of these requirements. The District will also cooperate with local safety officials in formulating and implementing its school bus safety program.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised April 1989; August 2014; May 4, 2026

LEGAL REFS.: 1 CCR 301-26, Rules 4204-R-200 *et seq.*
 C.R.S. 42-4-707 (certain vehicles must stop at railroad grade crossings)
 C.R.S. 42-4-1901-1904

CROSS REF.: EEAEG, Use of Wireless Communication Devices by School Transportation
 Vehicle Operators

School Transportation Vehicle Operator Requirements and Training

School transportation vehicle operators will conform to state laws and federal laws licensing and other requirements and will participate in required in-service training programs.

This will apply to all operators including those on regular trips, activity trips, and/or other special trips.

Adopted June 23, 1980

Revised April 1989; January 1996; July 2014; May 4, 2026

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

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

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

Drug and Alcohol Testing for Bus Drivers

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

Prohibited Conduct

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

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

Required Testing

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

Pre-employment drug testing will be administered to an applicant offered a position in the District prior to the first time the bus driver performs any safety-sensitive function for the District.

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

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

Consequences if Testing Indicates Drug or Alcohol Misuse

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

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

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

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

Record Retention

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

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

Other Provisions

The District will take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program and employees receive the notifications required by federal regulations.

Adopted December 11, 1995
Revised July 14, 2014; May 4, 2026

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

CROSS REFS: GBEC, Alcohol and Drug Free Workplace
EEAEA, School Transportation Vehicle Operator Requirements and Training
GDQD, Discipline, Suspension and Dismissal of Support Staff

Drug and Alcohol Testing for Bus Drivers

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

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

References to tests in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms drugs and controlled substances are interchangeable and have the same meaning and the terms refer to marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamines).

Pre-Employment Drug Tests

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

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

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

Post-Accident Tests

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

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

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

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

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

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

Random Tests

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

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

Reasonable Suspicion Tests

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

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

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

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

Return-to-Duty Tests

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

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

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

Follow-Up Tests

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

Records

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

Notifications

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

1. The person designated by the District to answer driver questions about the materials.
2. Categories of drivers who are subject to the drug and alcohol testing requirements.
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required.
4. Specific information concerning driver conduct that is prohibited.
5. Circumstances under which a driver will be tested for drugs and/or alcohol.
6. Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and insure that test results are attributed to the correct driver.
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
9. Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.
10. Consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.

11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life, external and internal signs and symptoms of a drug or alcohol problem, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

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

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

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

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

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

Enforcement

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

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

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

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

1. Has been evaluated by a substance abuse professional.
2. Has complied with any recommended treatment.
3. Has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02.

4. Is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the driver's return to duty.

Adopted July 14, 2014
Revised May 4, 2026

Bus Purchasing and Maintenance

Replacement and Purchase

Specifications for the purchase of new or replacement buses will conform with the standards established by the Colorado Department of Education and the Colorado Department of Revenue Division of Motor Vehicles.

The District will maintain a school bus replacement schedule based on vehicle age, mileage, and overall mechanical condition. To ensure a safe fleet, the District aims to purchase a minimum of two buses annually. The Board reserves the right to waive or adjust this replacement schedule in response to budgetary constraints or other fiscal priorities. In the event of a total loss due to an accident, or upon other sufficient justification regarding student safety or operational efficiency, the Board may authorize the immediate replacement of vehicles as needed.

All vehicle purchases will be made through a competitive bidding process. The District may solicit separate bids for the chassis and body or combined bids for integrated chassis-body units. Surplus or retired units will be disposed of through trade-in, public auction, or direct sale. The District will select the disposal method that provides the greatest financial advantage or is in the best fiscal interest of the District.

Maintenance

All District-owned buses will be maintained in safe and optimal operating condition. Maintenance responsibilities include both the chassis and the body. Whenever possible, repairs and routine maintenance shall be performed by District mechanics. However, the District may contract with external vendors for specialized services when it is determined to be more cost-effective or when the complexity of the work exceeds in-house capabilities.

Adopted February 9, 1987
Revised April 1989; May 4, 2026

Use of Wireless Communication Devices by School Transportation Vehicle Operators

The Board recognizes that wireless communication is essential for student safety, emergency response, and efficient coordination. However, the primary responsibility of every vehicle operator is the safe operation of the vehicle. To minimize distractions and ensure the safety of students and the public, the following restrictions apply to all District transportation staff.

For the purposes of this policy, a wireless communication device is defined as any electronic device intended to facilitate communication or data transfer. This includes, but is not limited to:

- Cellular phones and smartwatches;
- Two-way radios and walkie-talkies;
- Portable computers, tablets, and Chromebooks;
- Headphones, earbuds, or other audio-listening devices.

Vehicle operators are prohibited from using personally owned wireless communication devices for any purpose while the vehicle is in motion or while passengers are boarding or exiting the vehicle.

The use of District-owned communication devices is permitted to facilitate necessary communication between operators and dispatchers for the safe and timely transport of students. To the extent possible, operators should avoid using these devices while the vehicle is in motion.

Vehicle operators must not under no circumstances, place or receive communications unrelated to District business while on duty.

Any violation of this policy may subject the vehicle operator to disciplinary action, up to and including termination of employment.

Adopted August 2014

Revised May 4, 2026

LEGAL REFS.: C.R.S. 42-4-239 (*using a wireless telephone for text messaging while driving is prohibited*)

1 CCR 301-26, Rule 4204-R-232.00

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

Extracurricular Activity Buses/Field Trips/Special Events Transportation

The transportation director is responsible for approving and scheduling the use of school district transportation equipment for school budgeted activities or special activities within the school district.

Those activities involving students and sponsors will be charged the rate per mile established according to existing cost plus the driver's salary. Existing cost per mile will include maintenance, gas, and oil.

All requests must be submitted in writing two calendar weeks prior to the date of use.

Approved June 23, 1980

Revised 1989

Revised to conform with practice: date of manual adoption

Revised May 4, 2026

Use of School Vehicles by Community Groups

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

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

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

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

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

Adopted July 14, 2014

Revised May 4, 2026

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

Use of School Vehicles by Community Groups

The transportation director or designee will determine the hours and days when school vehicles may be used by non-school community groups. This information will be made available to community groups through the office of the superintendent of schools.

The transportation director or designee will be responsible for approving and scheduling in the time available the use of school vehicles by community groups. In approving and scheduling such use, the following criteria will apply:

1. No use by groups of less than five will be approved.
2. Insurance coverage must:
 - a. be provided by the users
 - b. be in effect during the time of any such use, with coverage similar to and limits not less than the insurance coverage which is in effect while the school vehicle is being used for transportation of students
3. No use will be approved which involves travel over roads or distances which are unduly wearing or damaging to the vehicle or for which the vehicle is inappropriate.
4. Use will not be approved if the fuel consumption involved adversely affects the fuel availability for District purposes.
5. The District reserves the right to cancel any approved vehicle use at its sole due to adverse road or weather conditions that may pose a risk to passengers, drivers, or equipment; emergency school needs or unexpected mechanical issues; or any other condition deemed hazardous.
6. Approval for vehicle use is contingent upon the designation of a specific group leader or coordinator who formally agree to serve as the primary point of contact for the District; supervise the group's conduct; and assumes the responsibility for the collection and timely remittance of all required reimbursements or fees to the District.
7. To be considered for approval, any group requesting the use of District transportation must submit a written request to the transportation department at least ten (10) business days prior to the date of use. All requests must include the following information:
 - The total number of passengers;
 - The specific dates and hours of the requested use;
 - Precise pickup and delivery locations;
 - Any additional information required by the transportation director or their designee.

Every request must be accompanied by a deposit. The deposit amount will be an estimate of the total reimbursement cost, as determined by the superintendent or designee. Following the completion of the trip, the District will determine the exact cost

of the transportation services provided. If the final cost exceeds the initial deposit, the requesting group must pay the remaining balance to the District. If the final cost is less than the deposit, the District will issue a refund for the difference to the group.

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

All such use will be subject to the availability of appropriate vehicles and District personnel. The transportation director or designee may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing school vehicles. School vehicles may only be driven by school vehicle operators in compliance with policy EEAEA.

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

1. The actual cost of salaries of vehicle operators and other personnel involved in providing or facilitating the transportation by the non-school group.
2. The actual pro rata cost to the District, if any, of the insurance required to be provided.
3. The actual cost of fuel and oil consumed.
4. A reasonable pro rata assessment to cover maintenance.
5. A reasonable assessment to cover a pro rata share of depreciation.
6. A reasonable assessment to cover a pro rata share of driver preparation and training cost.
7. All costs resulting from vandalism occurring during the use.

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

Adopted July 14, 2014
Revised May 4, 2026

Student Transportation in Private Vehicles

A staff member may transport a student or group of students in his own car for school-related purposes only if he has standing authorization to do so or with special permission covering the specific trip.

Standing authorization may be granted by the Board of Education to school administrators, school nurses, and other student services personnel designated by the superintendent.

Special permission for providing student transportation may be granted in exceptional cases by the principal to other professional staff members such as coaches, music teachers, and activity sponsors. Exceptional cases may be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with standing authorization or with special permission to use their own cars for transporting students must carry liability insurance coverage in compliance with state law. A record of such coverage will be placed on file with the appropriate administrative official.

Approved January 1996

Revised May 4, 2026

LEGAL REFS.: C.R.S. 22-32-113 (4)
C.R.S. 42-7-101 *et seq.* (Motor Vehicle Financial Responsibility Act)

CROSS REFS.: EEAB, Use of Private Vehicles of School Business

School Nutrition Program

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

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

Nutrition services shall provide lunches and breakfasts, through participation in the National School Lunch Program and School Breakfast Program.

The Board will approve the prices set for meals and the price of beverages if applicable.

Adopted June 23, 1980

Revised January 1996; July 17, 2017; May 4, 2020; May 4, 2026

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

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

School Meal Payments

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

Colorado provides free breakfast and lunch to all Kindergarten through 12th grade students through the Healthy School Meals for All (HSMA) program. This was established by voters in 2022. The HSMA program ensures better nutrition, less family stress, and better focus for students by providing students with a standard meal, with *a la carte* and additional (seconds) entrees still costing money.

In the event the HSMA ends or is repealed, the following applies.

Student Meal Accounts and Meal Charges

Student meal accounts will be established by the District.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The District will ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person. At the time funds are distributed into student accounts, parents will be permitted to limit the amount of funds that a student may use daily, including for *à la carte* purchases.

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

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

A meal account balance remains with the student until the student is no longer enrolled in the District. Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund in the amount of the credit. This credit can also be transferred to a family member enrolled at or employed by the District.

Students paying full- or reduced-price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge *à la carte* or "extra" items, such as a second milk or additional entrée.

All students, regardless of payment status, will be charged for *a' la carte* or "extra" items, such as a second milk or additional entrée.

Each school year, elementary students will be permitted to charge a maximum of five (5) meals, middle school students will be permitted to charge a maximum of two (2) meals and high school students will be permitted to charge a maximum of two (2) meals. Students at the meal charge maximum will be provided a complimentary replacement meal. Students will be limited to five (5) complimentary replacement meals per school year.

Notification of Low or Negative Balances

Notification of a low balance and negative balances on a student account will be provided privately by payment notices sent directly to the parent's email address, telephone calls through the automated dialer system, and/or by electronic means.

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free- or reduced-price meal benefits. Parents will also be notified that any school meal debt accrued prior to the District's determination that the student is eligible for free or reduced lunch remains the parent's responsibility.

Collection of Meal Charge Debt

In collecting debt, the District will ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases.

For students with delinquent meal charges, the following process will be used to collect debt. The notification continues to the parent through the automated dialer system, monthly statements showing a balance owing are mailed to the parent at the address on file, and a monthly statement is emailed to the parent.

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

Annual Notice

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

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

Adopted July 17, 2017

Revised May 4, 2026

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

Free and Reduced-Price Food Services

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

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

Adopted July 17, 2017

Revised May 4, 2020; May 4, 2026

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

CROSS REF.: EF, School Nutrition Program

Nutritious Food Choices

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

Schools are encouraged to take steps to ensure:

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

The emphasis on healthy choices applies to:

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

Each beverage offered for sale to students from any source, including the school cafeteria, vending machines, school stores, and fund-raising activities conducted on school grounds, will ~~shall~~ satisfy the minimum nutritional standards for beverages adopted by the State Board of Education.

These standards will apply to beverages sold on campus during the regular school day and extended school day, including but not limited to extracurricular activities such as clubs, year book, band, student government, and drama as well as childcare programs.

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

Adopted July 13, 2009

Revised July 17, 2017; May 4, 2026

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

Copyright Compliance

It is the intent of the Board to adhere to the provisions of current copyright laws and Congressional guidelines.

The Board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentive for development of quality educational materials, and fosters an attitude of disrespect for law which is in conflict with the educational goals of this District.

The Board prohibits District employees from copying materials not specifically allowed by the copyright law, "fair use" guidelines, licenses or contractual agreements, or other permission. All other copying will require the written permission of the District's copyright officer.

The Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this policy are in violation of Board policy and do so at their own risk and assume all liability.

The Board requires that appropriate copyright notices be placed on or near all equipment capable of duplicating copyrighted materials and that appropriate records regarding the use of copyrighted materials be kept by District employees.

Though there continues to be controversy regarding interpretation of copyright laws, this policy represents a sincere effort to operate legally. Copies of this policy and accompanying regulations will be included in all staff handbooks.

Adopted June 1991

Revised to conform with practice: date of manual adoption

Revised May 4, 2026

LEGAL REF.: 17 U.S.C. §101 *et seq.*

Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions, 3/19/76, printed as H.R. Rep. No 1476, 94th Cong., 2d Sess. 81 (1976)

Copyright Compliance (Computer Software)

The Board recognizes that computer software piracy is a major problem for the software industry and that violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the development of good educational software. All of these results are detrimental to the development of effective educational uses of computers. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal activities:

1. The ethical and practical problems caused by software piracy will be taught in all schools in the District.
2. District employees will be allowed the use of software on District computers (including laboratories, classrooms, offices, and off-site locations) under the following conditions:
 - it is public domain (freeware) and written statement describing this exists, or
 - it is covered by a licensing agreement with the software author, vendor, or developer whichever is applicable, or
 - if it has been donated to the District a copy of the software license must also be donated to be used, or
 - it has been purchased by the District and a record of the bona fide purchase exists, or
 - it is being reviewed or demonstrated by the user in order to reach a decision about possible future purchase within the guidelines or at the request of the software author, vendor, or developer (beta test) and a written record of the agreement between the District and the appropriate person exists, or
 - it has been written or developed by a District employee or specific purpose of being used at the District and a written record of an agreement between the District and employee exists.
3. The copyright law allows for one backup of the software program, if a program is installed on the hard drive the originals are considered as a backup.
4. Illegal copies of copyrighted programs may not be made using school equipment.
5. All software will be registered by the technology director or designee coordinator or delegated person registered to the Morgan County School District Re-3.
6. The District will maintain an electronic inventory of all hardware, including computers, tablets, and mobile devices, as well as all licensed software. The technology director or designee is responsible for the ongoing maintenance and accuracy of these records.
7. The superintendent or his designee will be designated as the only individuals who may sign the license agreements for software for the District.

Current practice codified 1995
Approved date of manual adoption
Revised June 1996; May 4, 2026

Electronic Mail

Electronic communication, including e-mail", is defined as the transmission of messages, data, or information between two or more computers or electronic devices. This encompasses all messages transmitted through local, regional, or global networks. A communication is considered an electronic record regardless of whether it is viewed upon receipt or subsequently converted to a hard-copy format.

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

Electronic communication sent or received by the Board, the District, or the District's employees may be considered a public record subject to retention under state or federal law. Such electronic communication may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever the District is a party in litigation or reasonably anticipates being a party in litigation, Board members and District employees in possession of electronic documents, e-mail and/or other evidence relevant to the litigation or reasonably anticipated litigation will retain all such documents, e-mails, and other evidence until otherwise directed by the superintendent or designee.

To ensure compliance with applicable law and District policy, the District retains the right to review, store, and disclose all information sent over the District electronic communication systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence.

Upon sending or receiving an electronic communication, all users shall segregate or store those communications that are public records. Public records are those that evidence the District's functions, policies, decisions, procedures, operations, or other activities of the District or that contain valuable District data.

Electronic communication on District computers or district electronic communication systems will be retained only as long as necessary. Such electronic communication will be deleted on a routine basis unless otherwise required to be retained by District policy, or state or federal law.

The custodian of records for the District will assist the public in locating any specific public electronic record requested and will ensure public access to public electronic records in accordance with state law. The District's records custodian will also be responsible for assisting the District's schools and other sites in complying with record retention requirements.

Any violation of this policy may subject the employee to disciplinary action, up to and including termination of employment.

Approved August 4, 1997
Revised June 2, 2014; May 4, 2026

LEGAL REFS.: C.R.S. 24-72-203(1)(b)(I) (*district must adopt policy regarding the retention, archival and destruction of electronic records*)
C.R.S. 24-72-204.5 (*district must adopt policy on monitoring of electronic mail*)
CRS 24-80-101 et seq. (State Archives and Public Records Act)

CROSS REFS.: JRA/JRC, Student Records/Release of Information on Students
EHB, Records Retention
GBEE*, Staff Use of Internet and Electronic Communications
GBJ, Personnel Records/Files
JS*, Student Use of Internet and Electronic Communications
KDB, Public's Right to Know/Freedom of Information

Records Retention

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

The District will retain records for the time periods specified by the Records Management Manual, as may be amended from time to time, unless a longer retention period is required by state or federal law. District employees and the Board are responsible for adhering to the Records Management Manual.

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

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

Any violation of this policy may subject the employee to disciplinary action, up to and including termination of employment.

Adopted November 17, 2014
Revised May 4, 2026

LEGAL REF.: C.R.S. 24-80-101 *et seq.* (*State Archives and Public Records Act*)
C.R.S. 24-72-113 (*limit on retention of passive surveillance records*)
2 C.F.R. 200.333 (*retention requirements for federal fiscal records*)

CROSS REFS.: EGAEA, Electronic Communication
GBJ, Personnel Records and Files
JRA/JRC, Student Records/Release of Information on Students

Safeguarding Personal Identifying Information

The Board is committed to protecting the confidentiality of Personal Identifying Information (PII) obtained, created, and/or maintained by the District. The Board directs District staff to safeguard PII in accordance with this policy, other Board policies concerning the creation, use, storage or destruction of PII, and applicable law.

The District will implement and maintain reasonable security procedures appropriate to the nature of the PII to protect against unauthorized access, use, modification, disclosure, or destruction. The District will require third parties that create, maintain and/or obtain PII to also maintain reasonable security procedures appropriate to the nature of the PII designed to protect against unauthorized access, use, modification, disclosure, or destruction.

The District will ensure that records containing PII are appropriately destroyed when no longer needed and in such a manner as to make the PII unreadable or indecipherable, unless such record is required to be retained by applicable law.

In the event of a security breach, as defined by state law, the District will conduct a prompt investigation to determine the likelihood that personal information has been or will be misused and notify those Colorado residents affected by the breach, the Colorado Attorney General's Office, and consumer reporting agencies, in accordance with the notification and timeline requirements of state law.

Adopted July 15, 2019

Revised May 4, 2026

LEGAL REF.: C.R.S. 24-73-101 *et seq.* (consumer data privacy laws applicable to governmental entities, including school districts)

CROSS REFS.: EGAEA, Electronic Communication
EHB, Record Retention
GBJ, Personnel Records and Files
JRA/JRC, Student Records/Release of Information on Students
JRCB*, Privacy and Protection of Confidential Student Information

Insurance Program/Risk Management

The Board has the responsibility for maintaining an adequate insurance program covering its buildings and grounds, fleet of school vehicles, and employees carrying out official duties for the District. The Board may also authorize and participate in insurance programs for employees and students.

The administration will make reasonable efforts to obtain insurance at the best available rates consistent with required coverage and service through obtaining quotations or bids.

Adoption date May 15, 2017

Revised May 4, 2026

LEGAL REFS.: C.R.S. 8-44-110 (*notice of cancellation of insurance coverage*)
C.R.S. 22-32-110 (1)(s),(t),(u),(v) (*board to procure insurance coverage*)
C.R.S. 22-45-103 (1)(c),(e) (*risk management reserves*)
C.R.S. 22-54-105 (2) (*funding requirements*)
C.R.S. 24-10-115 (*authority to obtain insurance*)
C.R.S. 24-10-115.5 (*self-insurance pool*)
C.R.S. 29-13-101 *et seq.* (*insurance on property*)

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

Library Resource Selection, Adoption, and Reconsideration

Library resources are intended to support the District's instructional programs and content standards and should include up-to-date, high quality, and varied literature. Library resources mean material, both print and non-print, found in a public school library. Print items include books, magazines, newspapers, pamphlets, microfiche, or microfilm. Non-print items include e-books, streaming resources, films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs, and exhibits. Library resources do not include materials in an individual classroom library.

Selection

The Board delegates to the Superintendent the authority and responsibility of selection of library resources in all formats. Responsibility for actual selection rests with professionally trained personnel using the Board's adopted criteria and procedures. The following criteria will be used to guide school library professionals in the selection of library resources:

1. Be appropriate for the subject area, age, ability level, social, emotional, and intellectual development of the students for whom the materials are selected;
2. Represent differing viewpoints on controversial issues;
3. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures;
4. Include a variety of resources in physical and virtual formats.

In selecting library resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources, which could include recommendations from administrators, teachers, students, District personnel, and community members. Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Gift materials will be judged by the same criteria and will be accepted or rejected in the same manner.

Reconsideration

Despite the careful selection of library resources, objection to library resources that are deemed offensive or inappropriate may occur. Any parent or guardian of a student enrolled in the school may express a concern and request for reconsideration of a library resource. The school library must not remove, discontinue, or restrict a library resource as the result of a request for reconsideration, until the determination regarding the library resource has been made available to the public.

Informal Complaint. Parents or guardians with a complaint about a library resource should state their concerns to the principal. The principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the principal will explain the library's selection policy, selection criteria, and the selection process. Each parent/guardian has the right to determine the appropriateness of library resources for their own child.

Formal Complaint. If the complaint is not resolved informally, the complainant may file a formal request for reconsideration to the Superintendent within ten business days of the informal complaint discussion. The formal complaint must be filed in writing and should include the library resource of concern and reasons for the concern. Upon receipt of the formal request, the Superintendent will convene a Reconsideration Committee, which will consist of school and District staff knowledgeable about the issues raised in the complaint (e.g., teacher, principal, teacher librarian, media specialist, curriculum director) and a parent/community member, if appropriate and available. Generally, the Committee will schedule a meeting with the requesting party within a reasonable period of time, usually within 15 working days of receiving the request, at which time the requesting party should make statements and produce evidence relating to the complaint. The Committee may also request presentations from the supervisor, other parties involved, and/or experts in the area, and it may accept statements from interested persons. When reviewing the library resource of concern, the Committee will consider the following principles established by the Board:

1. The Board recognizes the right of a parent/guardian to request that their child not borrow a particular library resource. Parents/guardians can present the request in writing to the teacher and/or school administrator who will implement reasonable measures to restrict the student from borrowing the library resource;
2. The Board recognizes the right of a parent/guardian of a student who is enrolled in the public school for which the request is made to request that the school withdraw from school use a library resource unless the same library resource has been reconsidered in the last two years;
3. A library resource will not be excluded because of the writer's race, sexual orientation, gender identity, gender expression, nationality, or political or religious views;
4. A library resource will not be obscene, as defined by law;
5. Students have a First Amendment right to read, view, and listen to library resources;
6. The Board directs that no school library staff member will be subject to termination, demotion,
7. discipline, or retaliation for refusing to remove a library resource before the review process is complete or for making decisions that the school library staff member believes in good faith are in accordance with Board Policy;
8. All written requests for reconsideration of a library resource in a public school are open records under Colorado law.

Within ten working days of the meeting, unless additional time is needed, the Committee will deliver recommended findings and a proposed decision in writing to the Superintendent, who will then promptly release a final decision to the complainant, which will be made publicly available. The

decision will identify the process followed, the information received and the final determination of the resource.

Approved April 1989

Revised June 1996; May 4, 2026

LEGAL REF.: C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)

C.R.S. 24-72-201 et seq. (Colorado Open Records Act)

CROSS REF.: IJ, Instructional Resources and Materials

KEC, Public Concerns/Complaints about Instructional Resources

Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee will provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and Custody of Student Education Records

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that related directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health and medical information, family background information, teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or District that are created by that unit for the purpose of law enforcement.

Nothing in this policy will prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records and requests for copies of such records, and disclosure of personally identifiable information, must be maintained as a part of each student's record.

School personnel must use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures will be required.

Access to Student Education Records by Parent and Eligible Students

A parent or guardian (referred to as "parent") has the right to inspect and review the student's education files, if the student is under 18 years of age. If a student is 18 years old or older (eligible student), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent or guardian is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent

for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students will be in accordance with the regulation accompanying this policy.

Request to Amend Education Records

A parent or eligible student may ask the District to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. The request to amend a student's education records must be in accordance with the regulation accompanying this policy.

Disclosure with Written Consent

Whenever the District requires by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student will contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent is only valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program does not constitute the specific written consent required by this policy.

All signed consent forms will be retained by the District.

Disclosure Without Written Consent

The District may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy will be permitted access to specific student education records.
 - a. For purposes of this policy, a "school official" is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or

functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

- b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement, (2) used within the context of official District business and not for purposes extraneous to the official's areas of responsibility, (3) relevant to the accomplishment of some task or to a determination about the student, and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information will only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests, to administer student aid programs, or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. The District will make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
 - a. The court order or subpoena prohibits such notification; or

- b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
- 11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
- 12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
- 13. The disclosure is of "directory information" as defined by this policy.

Disclosure of Directory Information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released may include the student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Disclosure of Disciplinary Information to School Personnel

In accordance with state law, the principal or designee will communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported must maintain the confidentiality of the information and will not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to Military Recruiting Officers

Names, addresses, and home telephone numbers, as well as directory information, of secondary school students must be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the District in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the District must release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The District will obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the District will:

- Include a consent form with the "start of school" information each fall.
- Include a consent form with IEP packet materials.
- Include a consent provision on the Medical Emergency form.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the District will disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

Annual Notification of Rights

The District will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is a language other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the Office of the Superintendent during normal business hours.

Governing Law

The District will comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The District is entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law will control.

Adopted August 18, 1997

Revised October 1997; October 1998; April 2000; November 2014; July 2018;
September 15, 2025; May 4, 2026

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 7908 (*military recruiter access to student records*)
34 C.F.R. 99.1 *et seq.* (FERPA Regulations)
34 C.F.R. 300.610 *et seq.* (*IDEIA regulations concerning confidentiality of student education records*)
C.R.S. 19-1-303 and 304 (*records and information sharing under Colorado Children's Code*)
C.R.S. 22-1-123 (*district shall comply with FERPA*)
C.R.S. 22-32-109 (1)(ff) (*duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education*)
C.R.S. 22-32-109.1 (6) (*duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe*)
C.R.S. 22-32-109.3 (2) (*duty to share disciplinary and attendance information with criminal justice agencies*)
C.R.S. 22-33-106.5 (*court to notify of conviction of crime of violence and unlawful sexual behavior*)
C.R.S. 22-33-107.5 (*school District to notify of failure to attend school*)
C.R.S. 24-72-204 (2)(e) (*denial of inspection of materials received, made or kept by Safe2Tell Program*)
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*)
C.R.S. 24-72-204 (3)(e)(I) (*certain FERPA provisions enacted into Colorado Law*)
C.R.S. 24-72-204 (3)(e)(II) (*disclosure by staff of information gained through personal knowledge or observation*)
C.R.S. 24-72-205 (5) (*fee for copying public record*)
C.R.S. 25.5-1-116 (*confidentiality of HCPF records*)

CROSS REF.: JK, Student Discipline
JLC, Student Health Services and Records
JRCA*, Sharing of Student Records/Information between School District and State Agencies
KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers
KLG-R, Relations with Federal Immigration Officials

Public Concerns/Complaints about Instructional Materials and Library Resources

The Board has approved principles governing the selection of all instructional materials, and has established policies pertaining to the selection process. The Board assumes final responsibility for all textbooks and instructional materials it makes available to students. The Board 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.

Complaints about instructional materials should be initiated by directly contacting the people at the building level, including the teacher and principal. Review at this initial level is informal and should follow a discussion format.

If the complaint is not resolved satisfactorily, or in a timely manner, by the school, the complainant may request review of the curriculum, instructional activity, or material by submitting a written request. The request must be submitted within a reasonable period of time, generally not more than 30 days after the item or activity was identified.

Within 15 business days of receiving the request, the Superintendent will designate an employee who, together with the appropriate instructional personnel, will review the complaint, make a decision, and issue a written recommendation within 45 days of the date the request for review was initially received. When reviewing the complaint and issuing a decision, the designated employee should review the learning objectives, criteria, and procedure for initial selection of the instructional material, any information received, and the process followed to make the determination.

If the complainant is dissatisfied with the decision of the designated employee, they may appeal to the Board of Education within ten days of the designated employee's decision. The appeal should be in writing and directed to the Secretary of the Board and the Superintendent and must include (1) all prior decisions, (2) a statement of the complaint, and (3) reasons for the appeal. The Board has discretion in whether or not to take the appeal.

Adopted April 15, 2013

Revised July 17, 2023; September 15, 2025; May 4, 2026

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

CROSS REF.: IJ Instructional Resource and Materials
IMB, Teaching about Controversial Issues and Use of Controversial
Materials
FMEA Master Agreement

RETIRED MAY 4, 2026

Staff/Student Identification Procedures

Photo identification cards shall be issued to all high school students at the beginning of each school year. These cards shall be carried while on school grounds and when attending school functions. Failure to show an identification card to a staff member when requested shall constitute a violation of discipline policy and shall result in disciplinary action.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REF.: JK, Student Discipline, and Subcodes

RETIRED MAY 4, 2026

Materials and Equipment Receiving and Warehousing

A receiving/warehousing operation and delivery system shall be maintained to facilitate a steady flow of commonly used supplies to schools and departments. Every effort shall be made to stock good quality materials and make them conveniently available to schools and departments at the lowest possible cost.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

CROSS REF.: DJB, Purchasing Procedures

RETIRED MAY 4, 2026

Maintenance and Control of Materials and Equipment

Staff members shall be responsible for books and materials checked out for personal use from libraries and classrooms.

Records shall be kept of all books and equipment issued to students. Losses shall be reported to the principals. Students shall be charged for lost items.

Re-adopted October 1989

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

RETIRED MAY 4, 2026

**School Attendance Areas
(Attendance Boundaries and Bus Routes)**

Baker Elementary School:

- ❖ Students in grades one through five who live east of Main Street and south of Platte Avenue to the railroad tracks; east of the alley between Karen Street and Nancy Street and south of East 8th Avenue; east of Barlow Road and south of I-76; east of Sherman Street including the homes on the southwest corner of Sherman Street and County Road Q.

Columbine Elementary School:

- ❖ Students in grades one through five who live west of Main Street, north of the railroad tracks and south of I-76.

Green Acres Elementary School:

- ❖ Students in grades one through five who live east of Main Street and north of Platte Avenue; west of the alley between Karen Street and Nancy Street and north of East 8th Avenue; west of Barlow Road; and north of I-76.

Pioneer Elementary School:

- ❖ Students in grades one through five who live south of the railroad tracks and west of Sherman Street with the exception of the homes on the southwest corner of Sherman Street and County Road Q.

Sherman Early Childhood Center:

- ❖ All kindergarten students.

Fort Morgan Middle School:

- ❖ All students in grades six, seven, and eight.

Fort Morgan High School:

- ❖ All students in grades nine through twelve.

Rural students may be eligible to ride the established bus routes. All bus routes are evaluated on an annual basis and modified as needed.

Adopted August 18, 1997

Revised August 15, 2022

**MORGAN COUNTY SCHOOL DISTRICT RE-3
PERSONNEL ACTION REPORT
BOARD MEETING: MAY 4, 2026**

****CERTIFIED CONTINUED EMPLOYMENT**

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Julie Benson	Teacher	Adjunct	Sherman Early Childhood Center	2026-2027 School Year

CERTIFIED HIRING FOR THE 2026-2027 SCHOOL YEAR

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Susan Evans	Teacher - SPED	MA+30-E	Sherman Elementary School	08/04/2026

CLASSIFIED HIRING

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Guerreros Holguin	Facilities Maintenance	X-1	Facilities	04/22/2026
**Stephanie Underwood	Paraprofessional	**amend location	Green Acres Elementary	03/31/2026

CERTIFIED SUBSTITUTE HIRING

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Kourtney Smith	Certified Substitute	1-year sub license	District Wide	04/29/2026
Juan Faz	Certified Substitute	3-year sub license	District Wide	05/01/2026
Kealy Langford	Certified Substitute	1-year sub license	District Wide	05/01/2026

CLASSIFIED RESIGNATION

NAME	POSITION	LOCATION	EFFECTIVE DATE
Alexcia McQueen	Paraprofessional	Pioneer Elementary	06/06/2026

CLASSIFIED RETIREMENT

NAME	POSITION	LOCATION	EFFECTIVE DATE
Bev Morford	Administrative Assistant to the Superintendent/Clerk to the Board of Education	District Support Center	05/06/2026

STIPEND RESIGNATION

NAME	POSITION	LOCATION	EFFECTIVE DATE
Breonna Ruppel	Assistant Coach Gymnastics	Fort Morgan High School	04/17/2026

Recommend
for Action

Signature on File

Assistant Superintendent of Human
Resources

Recommend
for Action

Signature on File

Superintendent of Schools

Memorandum

To: School Board Members
From: Vicki Davis, Principal
Date: 4/22/2026
Re: 2026 Graduates

The following students are the 2026 graduates from Lincoln High School:

1. Mary Jane Aldama
2. Jealynn Castaneda
3. Juanita Fierro
4. Alexia Fisher
5. Nick Hendrickson
6. Jovanni Mata
7. Joey Mattos-Lopez
8. Mathew Mejia
9. Tatiyanna Reyes
10. Emily Robertson
11. Aubree Smith

The Fort Morgan High School Graduating Class of 2025-2026

<i>Christopher Anthony Abreo</i>
<i>Prunelle Deo-Gratias Adantohouede</i>
<i>Guerrero Alvidrez Gallegos Jr</i>
<i>Liliana Beatriz Andres Domingo</i>
<i>Dominic Earl Araujo-Woodward</i>
<i>Christaun Davante Astorga</i>
<i>Sintya Dayana Ayala Bonilla</i>
<i>Alijah Aaron Barham-Strange</i>
<i>Carlo-Ammiel Atcheni Oloushegun Bassale</i>
<i>Jamie Arely Beltran</i>
<i>Lorena Marie Beltran Torres</i>
<i>Ashlee Leann Benavidez</i>
<i>Julian Benitez</i>
<i>Diego Antonio Borja</i>
<i>Jasmine Marie Brindisi</i>
<i>Angelize Melina Caballero</i>
<i>Karen Calderon</i>
<i>George Jesus Campos</i>
<i>Andrea Canseco Rios</i>
<i>Leonardo Caraveo</i>
<i>Veronica Carias</i>
<i>Cade Thomas Carlson</i>
<i>Millie Carrasco</i>
<i>Jadin Rudy Carrera</i>
<i>Ana Elena Carrillo Urias</i>
<i>Jonathan Esau Cartagena Yan</i>
<i>Catelyn Alina Castaneda</i>
<i>Celeste Jocelyn Chavez Adame</i>
<i>Amy Linette Chavez Mendoza</i>
<i>Nicholas Gregory Christians</i>
<i>Dell Marquise Clay Jr</i>
<i>Jason Ramiro Corona Olivas</i>

The Fort Morgan High School Graduating Class of 2025-2026

<i>Madison Jay Cruz</i>
<i>Matthew Vicent Dabbs</i>
<i>Claire Ainsley Dalrymple</i>
<i>Rachael Ashlyn Daniels</i>
<i>Kaley Ann Darrell</i>
<i>Allyson Marie Donez</i>
<i>Israel Matthew Donez</i>
<i>Micheal Xzavier Ellsworth</i>
<i>Ibrahim Ali Elmi</i>
<i>Jasmine Marie Estrada</i>
<i>Josiah Estrada</i>
<i>Aaron Conner Ewing</i>
<i>Melany Maria Fabian Tzun</i>
<i>Olivia Angelita Penelope Felix</i>
<i>Isabella Flores</i>
<i>Kristalyn Nayeli Francisco</i>
<i>Adilia Rosalinda Francisco Francisco</i>
<i>Emely Cristal Franco-Soto</i>
<i>Jace William Freouf</i>
<i>Benjamin J Alexander Fritzler</i>
<i>Lesli Adalinda Funes Garcia</i>
<i>Alicianna Yazmine Gallardo-Quinonez</i>
<i>Eduardo Garcia Jr</i>
<i>Jacquelyn Andrea Garcia</i>
<i>Jose Angel Garcia</i>
<i>Mya Denae Garica</i>
<i>Dallana Garcia Cisneros</i>
<i>Yuridia Esmeralda Garcia Diaz</i>
<i>Arely Janet Garcia Garcia</i>
<i>Sarai Estefani Garcia Garcia</i>
<i>Adriana Nicolle Garcia Quiroz</i>
<i>Eduardo Garcia-Gomez</i>

The Fort Morgan High School Graduating Class of 2025-2026

<i>Misty Marie Gardner</i>
<i>Jayden Lee Wayne Gilbert</i>
<i>Edilser Gustavo Gomez Ramos</i>
<i>Carmen Marie Gonzales</i>
<i>Andy Cristian Gonzalez</i>
<i>Haylie Ann Gonzalez</i>
<i>Oliver D Gonzalez Oliva</i>
<i>Naidelyne Ruvi Gonzalez Ordonez</i>
<i>Manuel Jesus Guerrero Chavez</i>
<i>Jaime Gutierrez Hernandez</i>
<i>Julian Pina Hernandez</i>
<i>Miley Margarita Hernandez</i>
<i>Nicholas Isaiah Hernandez</i>
<i>Nehemias Hernandez Juan</i>
<i>Luis Hernandez Soto</i>
<i>Mary Ann Sena Hill</i>
<i>Robert Jody Hunt</i>
<i>Maria Del Rosario Ixcoy Perez</i>
<i>Brodin Randall Jess</i>
<i>Johana Jisel Jimenez Mendez</i>
<i>Cristofer Alexander Juan</i>
<i>Fernando Ruben Juarez Lima</i>
<i>Tapanga Lanae Kembel</i>
<i>Kenadee Jane Kohler</i>
<i>Carys Beverly Kudron</i>
<i>Taylor Katherine Kuntz</i>
<i>Jack Wesley Ladewig</i>
<i>Kaitlynn Emily Laird</i>
<i>Joselin Daniela Lazcano Martinez</i>
<i>Maya Evelyn Logalbo</i>
<i>Tatiana Lee Lopez</i>
<i>Mykenzi Lynn Lowrie</i>

The Fort Morgan High School Graduating Class of 2025-2026

<i>Jayleen Lozano Trejo</i>
<i>Domingo Manuel</i>
<i>Erick Marquez</i>
<i>Jonathan Marquez</i>
<i>Yoselin Anahi Martinez Hernandez</i>
<i>Taylor Don McAlister</i>
<i>Jorja Maun McDougall</i>
<i>Sophia Marie McGrory</i>
<i>Kimberly Medina Palomar</i>
<i>Yulisa Mendez</i>
<i>Jessica Meraz Arreola</i>
<i>Ellie Joelle Meyer</i>
<i>Jazlyn Guadalupe Meza Gamino</i>
<i>Oscar Ismael Meza Macias</i>
<i>Yandel Favian Meza Rangel</i>
<i>Emily Kae Mobley</i>
<i>Javier G Molina</i>
<i>Giancarlo Molina Deleon</i>
<i>Miley Grace Monaco</i>
<i>Paloma Mercedes Mondragon</i>
<i>Jay Tristian Moore</i>
<i>Yaslyne Edith Morales</i>
<i>Matthew Morales Amaya</i>
<i>Marco Gerardo Najera Acuna</i>
<i>Kathryn Mae Neville</i>
<i>Malackai Michael Newcomer-Moon</i>
<i>Zander Nye</i>
<i>Jeffrey Alfredo Ojeda</i>
<i>Fatima Orozco Martinez</i>
<i>Izeiah Tyrone Ortiz</i>
<i>Jennaveve Elisa Palacios</i>
<i>Dizarey Abarejo Palisoc</i>

The Fort Morgan High School Graduating Class of 2025-2026

<i>Lexi Kate Pascucci</i>
<i>Tyler Lee Paulsen</i>
<i>Azucely Pedro Garcia</i>
<i>Milton Alexander Perez Garcia</i>
<i>Emmanuel Moises Perez-Ramos</i>
<i>Brookelyn Taylor Quick</i>
<i>Abigail Ramirez</i>
<i>Julissa Yamilet Ramirez</i>
<i>Yelena Ramirez</i>
<i>Nadalie Isabel Ramos</i>
<i>Kenzie Joan Rau</i>
<i>Christian Uriel Raya</i>
<i>Ivan Reyes</i>
<i>Evelyn Elizabeth Reyes Rivas</i>
<i>Melina Richards</i>
<i>Noemi Rico</i>
<i>Aracely Julia Rivas</i>
<i>Nallely Cruz Rivas</i>
<i>Abraham Robles</i>
<i>Edgar Rodriguez</i>
<i>Jose Javier Romero Barrios</i>
<i>Daylin Damaris Romero Loera</i>
<i>La'Kira Promise Royster</i>
<i>Andreya Csenelle Dolores Ruiz</i>
<i>Emily Salazar</i>
<i>Paul Jared Bendol Saldevia</i>
<i>Juan Antonio Sanchez Calvillo III</i>
<i>Makenzie Lee Schrum</i>
<i>Christian Dale Seaman</i>
<i>Elizabeth Senabre</i>
<i>Aiden Joseph Serna-Camacho</i>
<i>Delaney Grace Shaw</i>

The Fort Morgan High School Graduating Class of 2025-2026

<i>Kaitlyn Sharon Shriver</i>
<i>Kevin Sixtos</i>
<i>Katherine Smith</i>
<i>Kaia Trachelle Stephens</i>
<i>Kymerlee Linda Strait</i>
<i>Yazline Ninel Tarin Zuniga</i>
<i>Italy Jackelyn Tomas</i>
<i>Joshua Caleb Torres Fabian</i>
<i>Alexandra Torresdey</i>
<i>Kenneth Wade Underwood</i>
<i>Ruby Valdez</i>
<i>Jasmine Denise Vallejo</i>
<i>Uriel Valverde</i>
<i>Ruben Anthony Vasquez</i>
<i>Karen Waleska Vasquez Paz</i>
<i>Kimberly Nayely Vicente Barrera</i>
<i>Miranda Shirley Ann Visser</i>
<i>Angelina Renea Vuittonet</i>
<i>Grace Ann Wagner</i>
<i>Carley MaeBell Wallace</i>
<i>Peyten Alexander Joseph White</i>
<i>Elizabeth Anne Whitney</i>
<i>Nathanael Whitney</i>
<i>Carter James Wiedrich</i>
<i>Ja'Qualin Alexxander Williams</i>
<i>Markus Wissar</i>
<i>Albert Zamarripa</i>
<i>Anais Keren Fifame Zannou</i>

April 22, 2026

Board of Education
Morgan County School District RE-3
715 West Platte Avenue
Fort Morgan, Colorado 80701

We are pleased to confirm our understanding of the services we will provide for the Morgan County School District RE-3 (the District) for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the District, as of and for the year ended June 30, 2026.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Schedules for General Fund and Major Special Revenue Funds
- Supplementary Pension Information

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- Combining and Individual Fund Financial Statements and Budget Schedules
- Schedule of Expenditures of Federal Awards
- Auditor's Integrity Report

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Revenue recognition, specifically grants revenue, state equalization, and property taxes

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Controls

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements and disclosures, schedule of expenditures of federal awards, pension and OPEB liability and similar calculations based on GASB 68 and GASB 75 (from audited PERA allocation reports) in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services were limited to the preparation of the financial statements and disclosures, schedule of expenditures of federal awards, pension and OPEB liability calculations based on GASB 68 and GASB 75 (from audited PERA allocation reports), and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the preparation of the financial statements and disclosures, schedule of expenditures of federal awards, pension and OPEB liability calculations (based on GASB 68 and GASB 75 and audited PERA allocation reports), and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and the pension and OPEB liability calculation and that you have reviewed and approved the financial statements, related notes, and the net pension and OPEB liability calculation services prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements).

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for providing information for drafting of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, if necessary, or other confirmations and schedules we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of DMC Auditing and Consulting, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Colorado Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of DMC Auditing and Consulting, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the District or the Colorado Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Dmitriy Chernyak, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately Fall 2026. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$50,085. This fee will also include Single Audits for up to three major federal programs. If additional major federal programs require a Single Audit, an additional fee will be discussed with the District. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

As an attest client, DMC Auditing and Consulting, LLC cannot retain your documents on your behalf. This is in accordance with the ET 1.295.143 of the *AICPA Code of Professional Conduct*. The District is responsible for maintaining its own data and records.

Dropbox is used solely as a method of exchanging information and is not intended to store District's information. At the end of the engagement, DMC Auditing and Consulting, LLC will provide the District with a copy (in an agreed-upon format) of deliverables and data related to the engagement from Dropbox. For multi-year engagements, this exchange will occur annually.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue reports, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

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We appreciate the opportunity to be of service to Morgan County School District RE-3 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Response

This letter correctly sets forth the understanding of Morgan County School District RE-3.

By_____

Title_____

Date_____

Federal Fiscal Compliance

Federal funds received by the District will be administered in accordance with this policy and applicable federal law, including but not limited to the federal Uniform Grant Guidance. The Board designates the Chief Financial Officer, Superintendent, Assistant Superintendent for Curriculum and Instruction, Director of Special Services, and Director of Culturally and Linguistically Diverse Education as the District contacts for all federal programs and funding.

The superintendent or designee may develop and implement accompanying regulations to assist in the proper administration of federal funds and implementation of this policy, including but not limited to cash management procedures and allowability of costs.

Subrecipient Monitoring

If the District awards subgrants, the District will monitor grant subrecipients to ensure compliance with applicable law and Board policy.

Time and Effort Reporting

District employees paid with federal funds will document the time they expend in work performed in support of each federal program and/or such program's cost objective(s), in accordance with applicable federal law. Time and effort reporting requirements do not apply to contracted individuals.

Recordkeeping

The District will maintain proper federal fiscal records in accordance with Board policy and applicable law. Such records will be retrievable and available for programmatic or financial audit.

Adopted November 5, 2018

Revised May 4, 2026

LEGAL REFS.: 2 C.F.R. Part 200 (*Uniform Grant Guidance*)
34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

CROSS REFS.: BCB, School Board Member Conflict of Interest
DJB*, Federal Procurement
EHB, Records Retention
GBEA, Staff Ethics/Conflict of Interest

Budget Adoption Process

Following consideration of the budget proposal presented by the administration, the Board will approve a proposed budget.

Within 10 days of submission of a proposed budget to the Board, a notice will be published on the District's website that:

1. The proposed budget is available for inspection by the public at the District Support Center during business hours.
2. The Board will consider the adoption of the proposed budget at a hearing to be held at the date, time, and place specified in the notice.
3. Any interested taxpayer may inspect the proposed budget and file or register any objections thereto at any time prior to final adoption of the budget by the Board.

At the budget hearing specified in the notice, the Board or designee will present and explain the proposed budget, inviting questions and discussion from the audience. If the budget is to be adopted at a future meeting, the date, time, and place of such meeting will be entered in the minutes of the hearing.

The Board will officially adopt the budget and an accompanying appropriations resolution prior to the end of the fiscal year. The adopted budget will be posted online in accordance with the Public School Financial Transparency Act.

After adoption of the budget, the Board may review and change the budget with respect to both revenues and expenditures at any time prior to January 31 of the fiscal year for which adopted. After January 31 the Board will not review or change the budget except as otherwise authorized by state law including declaration of a fiscal emergency.

If money for a specific purpose other than *ad valorem* taxes becomes available to meet a contingency after January 31, the Board may adopt a supplemental budget for expenditures not to exceed that amount.

If the District is authorized to raise and expend additional local property tax revenues at an election, the Board may adopt a supplemental budget and appropriation resolution to cover the remainder of the fiscal year following the election based on the additional dollar amount authorized.

Adopted April 3, 2017
Revised May 4, 2026

LEGAL REFS.: See citations on exhibit coded DBG-E
C.R.S. 22-44-103
C.R.S. 22-44-107 through 111

C.R.S. 22-44-115

C.R.S. 22-44-115.5

C.R.S. 22-44-301 *et seq. (Public School Financial Transparency Act)*

CROSS REFS.: DAB*, Financial Administration
DBK*, Fiscal Emergencies
DEA, Funds from Local Tax Source

Budget Transfers

Unencumbered moneys will not be transferred from one fund to another unless authorized in advance by the Board. When a contingency occurs, the Board of Education by resolution may transfer any unencumbered moneys from the contingency reserve account, which is within the general fund, to any other fund or function.

The Board will not transfer moneys from the bond redemption fund, the special building fund, or the transportation fund.

School Budget Accounts

Principals and their designees are responsible for funds budgeted to that school and may transfer moneys between their discretionary accounts. The superintendent and/or business manager will be notified of such transfers.

Program Budget Accounts

Principals, assistant principals, administrators, and directors, along with their designees, are responsible for funds budgeted to their building or program and may transfer discretionary moneys to other funds according to procedures established by the superintendent or designee. The superintendent and/or chief financial officer (CFO) will be notified of such transfers.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised February 6, 2017; May 4, 2026

LEGAL REFS.: C.R.S. 22-32-107 (duties of treasurer)
 C.R.S. 22-44-102 (3) (definition of contingency)
 C.R.S. 22-44-112 (transfer of moneys)
 C.R.S. 22-44-113 (borrowing from funds)
 C.R.S. 22-45-103 (1)(a)(II) (general fund)
 C.R.S. 24-10-115 (authority for public entities to obtain insurance)

Bonded Employees and Officers

All school employees who are responsible for moneys controlled by the Board or who may have more than \$50 from such funds in their custody will be bonded under a group fidelity bond in individual amounts of \$10,000.

The secretary and treasurer of the Board and any custodian of moneys authorized and appointed by the Board will, as required by Colorado statute, be individually bonded. This bond will be in an amount not less than \$5,000.

In lieu of a bond, the District may maintain equivalent insurance coverage for such District employees, Board officers and Board-appointed custodians.

The cost of bonding will be borne by the District.

Current practice codified 1995
Adopted Date of manual adoption
Revised April 3, 2017; May 4, 2026

LEGAL REFS.: C.R.S. 22-32-104(4)(b),(c) (surety bond)
C.R.S. 22-32-109(1)(h) (bond requirement)
C.R.S. 22-32-121(3) (bond required if authorized to affix facsimile signature of treasurer)

Audits/Financial Monitoring

In accordance with state law, all funds and accounts of the District will be audited annually, following the close of the fiscal year.

The Board will appoint an independent auditor licensed to practice in Colorado and knowledgeable in government accounting to conduct the audit. The independent auditor will also audit the activities accounts of the District to report to the Board of Education.

The audit report will contain among other information:

1. Financial statements prepared insofar as possible in conformity with generally accepted governmental accounting principles. (The financial statements are the representation of the District whether prepared by the District or by the auditor.)
2. Disclosures in accordance with the *Financial Policies and Procedures Handbook*. The supplemental schedules of receipts and expenditures for each fund will be in the format prescribed by the State Board of Education and will be in agreement with the audited financial statements of the District.
3. All funds and activities of the District.
4. A budget to actual comparison for each fund and activity.
5. The auditor's opinion on the financial statements. If the opinion is anything other than unqualified, the reason must be explained. The opinion will include general fixed assets.
6. Disclosure of all instances of noncompliance with state law, including the Public School Finance Act of 1994, irrespective of materiality.
7. A supplemental listing of all investments held by the District at the date of the financial statement.
8. A calculation of the District's fiscal year spending in accordance with the state constitution.

The auditor will discuss the audit report with the Board, and also will make recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable and will perform such other related services as may be requested by the Board.

The audit report must be completed and submitted by the auditor to the District within five months after the close of the fiscal year unless a request for an extension of time is granted by the state auditor. Within 30 days after receiving the audit, the District will submit one copy each to the state auditor and the state commissioner of education.

The Board reserves the right to request an audit at more frequent intervals if desired.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised February 6, 2017; May 4, 2026

LEGAL REFS.: C.R.S. 22-32-109 (1)(k)
C.R.S. 24-75-601.3
C.R.S. 29-1-601 *et seq.*

Local/Competitive Purchasing

Morgan County School District Re-3 reserves the right to give preference to local vendors, including an allowance not to exceed 5% above low bid, on a case-by-case assessment. Influential factors which may be involved but not binding in the decision-making process will include local service, delivery terms, maintenance service, and warranties.

Local vendors will be defined as those vendors within the boundaries of Morgan County School District Re-3.

Adopted June 23, 1980

Revised February 6, 2017; May 4, 2026

Environmental and Safety Program

Accidents are undesirable, unplanned occurrences which usually can be prevented, and which often result in bodily harm, loss of school time, property damage, possible expensive legal action, and even death. The Board of Education believes that safety education and accident prevention are important to everyone concerned not only as a protective measure during school hours but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

Therefore, reasonable precautions will be taken for the safety of students, employees, visitors, and all others having business with this District.

The responsibility for developing the total safety program will be delegated to a safety committee directly responsible to the administrative team. This committee will act in an advisory capacity to all heads of major units within the District and is responsible for the promotion and development of an aggressive loss prevention and safety education program for the students and employees of the District.

General responsibilities of the committee will include but are not limited to safety awareness, in-service training, development of accident prevention procedures, accident recordkeeping, plant inspection, vehicle safety programs, fire prevention, school site selection, emergency procedures, and traffic safety problems related to employees, students, and the community.

It is the responsibility of the superintendent to execute this policy and to see that it best meets the needs of the District.

Every principal is responsible for the supervision of a safety program for his/her school. The superintendent has overall responsibility for the safety program of the District. It is the responsibility of the superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Adopted January 26, 1987

Revised January 1996; May 4, 2026

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106 (construction requirements, fire escapes, etc.)
C.R.S. 22-3-101 through 22-3-104 (eye protective devices)
C.R.S. 22-32-109 (1)(w)
C.R.S. 22-32-110 (1)(k)
C.R.S. 22-32-124 (2),(3) (building inspections)
C.R.S. 24-10-106.5 (duty of care)

Hazardous Materials

The Board of Education recognizes its responsibility for providing an environment which is reasonably secure from known hazards. There are many areas of the school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that are hazardous.

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

District employees who work with hazardous material will endeavor to:

1. Protect the environment and the health of employees, students, visitors, and community from hazardous material;
2. Reduce the present and future risks of hazardous material; and
3. Comply with federal, state, and local laws pertaining to hazardous materials.

The Board, through the superintendent, will create procedures which address the purchase, storage, handling, transportation, and disposal of hazardous materials for all school facilities and operations including instructional areas. The hazardous materials/waste plan and procedures will include:

1. Terms and definitions
2. Responsibilities of individuals/groups
3. Acquisition of hazardous material
4. Receiving and warehousing of hazardous material
5. Transporting and delivery
6. Master emergency contingency plan
7. Use of hazardous material
8. Disposal of hazardous waste
9. Facilities design and renovation pertaining to hazardous material/waste

Appropriate school personnel will be trained to take precautions to prevent accidents and to handle them in the event one occurs.

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 will not be construed to create or assume any potential liability under any local, state, or federal law or regulation.

Adopted March 4, 1989

Revised January 1996; May 4, 2026

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)

Hazardous Materials

1. Terms and Definitions

- a. Hazardous material: Any material that presents a physical or health hazard or any material with one or more of the following characteristics: toxicity, flammability, corrosiveness, or reactivity (explosiveness)
- b. Hazardous waste: Any hazardous material that is no longer expected to be used. This may include contaminated materials or new materials that are not expected to be used. Only the safety committee chairman may declare a material hazardous waste.

2. Responsibilities of Individuals/Groups

- a. Overall coordination of the operation of all hazardous materials policies and procedures within the District will be the responsibility of the superintendent.
- b. Overall supervision of the operation of all hazardous materials policies and procedures within the District will be the responsibility of the superintendent who will serve as the hazardous materials program supervisor, referred to throughout these procedures as the "supervisor."
- c. The District safety committee will assist the supervisor in implementing the hazardous materials/waste plan and procedures and report any unsafe condition to the appropriate administrator.
- d. Building principals will brief teachers on safe practices and will ensure that these practices are complied with. The principal or designee will be the building inventory control representative and will be responsible for inventory of all hazardous materials in the building.
- e. The inventory control representatives will be responsible for logging in the receipt of all hazardous materials received at their locations. The inventory control representative will track and keep complete written records of the storage, use, and ultimate disposition of the hazardous materials. On or before May 31 of each year, the inventory control representative will provide a copy of the current inventory log and record of disposition of all hazardous materials to the supervisor.
- f. The superintendent will maintain a copy of each location's inventory and documentation of all hazardous materials. This information may be released to appropriate police, fire, and emergency service authorities. The superintendent will be responsible for establishing and maintaining the Material Safety Data Sheets (MSDS) system for the District.
- g. Purchasing agents will purchase only the hazardous materials needed, solely on need and not on bulk price discounts.
- h. Teachers will brief students on safe practices and insure that these practices are complied with in the classroom.
- i. The supervisor of transportation and supervisor of facilities management will brief those under their authority on safe practices and ensure that these practices are implemented.
- j. Nurses will be trained in first aid procedures to deal with hazardous waste incidents.

3. Acquisition of Hazardous Materials

- a. In addition to following the District's regular purchasing procedures, an employee may purchase hazardous materials only with the approval of the supervisor for use at a specific location. Only quantities that will be used in a reasonable length of time will be purchased. Cost of purchasing chemicals and other hazardous materials may be small compared to the cost of disposal. All purchases for hazardous materials must require the supplier furnish an MSDS with the materials. The shipment will be refused without it.

- b. Any unapproved purchase of hazardous materials is beyond the course and scope of the District employee's authority and is forbidden. Such a purchase may be grounds for termination.
- c. The supervisor, purchasing department, and warehouse will maintain a list of prohibited hazardous materials, and will update the list at least once each year.

4. Receiving and Warehousing of Hazardous Materials

- a. Access to storage areas must be restricted not only to prevent the theft or loss of materials but to limit the exposure in an accident.
- b. Adequate ventilation must be provided.
- c. Appropriate storage equipment must be provided, e.g., steel shelves for nitric acid since a spill on wooden shelves produces extremely toxic fumes.
- d. Whenever possible, operations involving direct contact with hazardous material should allow for a minimum of two people. This will permit one to assist the other to take appropriate emergency action should an emergency occur.
- e. Storage compatibility must be established and maintained, e.g., acids must be kept separate from bases, flammables separate from corrosives, and reactives separate from everything else.
- f. First in, first out procedures will be used to reduce stockpiles of older material being accumulated. Shelf life should be considered when appropriate.

5. Transportation and Delivery

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

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

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

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

6. Master Emergency Contingency Plan

In the event of an uncontrolled hazardous materials release, employees will use the following procedure:

- a. Evacuate the area
- b. Call 911 with the following information:
 - (1) Your name

- (2) The situation
 - What was released
 - Where (room number, building)
 - Is anyone injured? Is ambulance required?
- (3) Contact the building administrator
- (4) Contact the supervisor

7. Use of Hazardous Material

Any employee of the District who uses hazardous material must be aware of information on the MSDS pertaining to the product and must adhere to the instructions provided by the supplier. MSDS for all hazardous materials in a particular building will be on file in the nurse's office.

8. Disposal of Hazardous Waste

- a. Hazardous materials need to be disposed of for many reasons. Some of these are:
 - (1) Chemicals degrade over time. Some become unusable. Others become explosive.
 - (2) Labels fade, crumble, and fall off. Cans corrode and leak. Rust obliterates the labels. The analysis and disposal of unknowns is expensive.
 - (3) Rarely is there an up-to-date inventory. Without one, it is difficult to find the necessary chemical, but it is easy to order a fresh, new bottle.
 - (4) It is difficult to keep track of chemicals that should not be stored together.
 - (5) Most chemicals will need to be disposed of someday. The longer it is delayed, the harder and more expensive it becomes to be disposed of.
- b. Alternatives to disposal should be considered. Some of these are:
 - (1) Redistribution to other labs
 - (2) Recycling
 - (3) Neutralizing and disposing as non-hazardous
 - (4) Evaporation
- c. Disposal of Hazardous Materials

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

When materials are determined to be ready for disposal, the supervisor will arrange for disposal in a manner that complies with all local, state, and federal laws and regulations. Federal and state laws and regulations provide exemptions from certain regulatory requirements for small quantity generators, i.e., those entities or locations that generate waste in amounts below statutory or regulatory threshold amounts. Disposal determinations should preserve small quantity generator status for each location and for any central storage area.

The supervisor will maintain written documentation of the disposal of hazardous materials from all locations in the District. This documentation will be retained in permanent form at the transportation department.

9. Facilities Design and Renovation

All storage and holding facilities must be designed to comply with Colorado Department of Health regulations.

Approved April 1989

Revised January 1996; May 4, 2026

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

Accident Prevention and Safety Procedures
(Fire Prevention)

Principals will be aware of all fire hazards including empty flammable containers, flammable fluid storage, closed storage areas, and housekeeping procedures which may cause fire hazards.

All buildings will have adequate fire extinguishers as prescribed by the Fort Morgan Volunteer Fire Department.

No flammable materials are allowed for decorating.

Each principal or other administrator when requesting modifications to buildings will make sure that all exterior and interior doors open out and are operable from the inside.

Adopted June 23, 1980

Revised May 4, 2026

CROSS REF.: EBCB, Safety Drills

Prevention of Disease/Infection Transmission (Handling Body Fluids)

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

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

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

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

Adopted date of manual adoption
Current practice codified 1995
Revised July 17, 2020; May 4, 2026

LEGAL REF.: 6 CCR 1010-6 (*department of public health and environment rules governing schools*)

CROSS REFS.: GBGA, Staff Health (And Medical Examination Requirements)
JLCC, Communicable/Infectious Diseases
JLCE, First Aid and Emergency Medical Care

NOTE: See "Guidelines for Infectious Diseases in Child Care and School Settings: Guidelines for Child Care Providers, School Nurses and Other Personnel" published by the Colorado Department of Public Health and Environment (CDPHE). Visit CDPHE's Division of Disease Control and Environmental Epidemiology's website, www.cdphe.state.co.us, or call 303-692-2000 to access these guidelines and other information applicable to schools.

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

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

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

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

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

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

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

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

TRANSMISSION CONCERNS—BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS

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

– incontinence

Semen/vaginal fluids

Hepatitis B virus

HIV/AIDS

Gonococcus bacteria

cuts and abrasions on hands

Sexual contact (intercourse)

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

**HAND WASHING IS VERY IMPORTANT!

***These agents cause mononucleosis-like illness.

Approved January 11, 1988

Revised to conform with practice: date of manual adoption

Revised July 17, 2020; May 4, 2026

Accident Reports

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

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

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised January 12, 1987; July 1988; September 18, 2017; May 4, 2026

CROSS REF.: GBGD, Workers' Compensation

Disaster Plans

Each principal should become familiar with and adhere to the policies described in Section E: Support Services. The principal also has the responsibility of developing a workable written plan for his/her building to complement the disaster emergency policies and of informing his/her staff of their content.

All disaster planning will be structured around three-time phases:

- Phase 1: Pre-emergency phase – What currently is being done at this time to prepare for a disaster.
- Phase 2: Emergency phase – What will be done during a disaster to minimize loss of life and property.
- Phase 3: Recovery phase – What will be done to return the school system to normal operation after a disaster.

In order to ensure that school building plans and the District plans are complementary, all principals will use this general format in the development of their plans.

The District's disaster plan shall be reviewed and updated annually in October.

Responsibility for civil defense coordination is assigned to the superintendent. The president of the Board of Education, the superintendent, and the Director of Office of Emergency Management will report to the county emergency operations center if the severity of the emergency so requires. All policy decisions then will originate from the county emergency operations center.

Adopted June 23, 1980

Revised April 1999; May 4, 2026

CROSS REFS.: EBAB, Hazardous Materials
EBCB, Safety Drills
EBCC, Bomb Threats
EBCD, Weather-Related Emergencies
EBCF*, Civil Disturbances

Safety Drills

The District will cooperate with local fire department officials and other emergency response personnel in the examination of school buildings and the establishment of safety, security, and evacuation procedures.

Appropriate emergency response procedures, including but not limited to, the safe and orderly evacuation and/or lockdown of all buildings in the event of an emergency situation will be developed by the administration. Emergency Response drills will be held in each school at the intervals specified in the procedures.

Adopted October 19, 2009

Revised May 4, 2026

Safety Drills

1. The District will develop and maintain a set of Emergency Response Procedures. These procedures will be reviewed with staff at the start of each school year. Each principal will provide notices indicating the location of fire escapes and/or evacuation routes in each classroom.
2. The District will establish a schedule of required monthly drills to be implemented in each school and auxiliary building.
3. Each location will keep a record of all drills. Each location will also complete an Incident Report for each drill including a description of the incident, the action taken, the outcome of that action and any corrective actions needed.
4. In the event of an evacuation, every person will evacuate the building during the drill.
5. Copies of Incident Reports will be forwarded by the principals to the superintendent or designee monthly. The annual summary of drills will be submitted to the superintendent at the end of each school year. The superintendent will update the Board of Education regarding emergency preparedness annually.

In the event of an actual emergency, the building must be inspected by school officials and insurance adjusters before classes resume.

Approved June 23, 1980

Revised February 1996; April 1999; October 2009; May 4, 2026

Bomb Threats

The Board of Education acknowledges that its basic responsibility is to ensure the safety of the students under its care. Concurrently, the Board wishes to deal firmly with bomb threats in order to discourage this type of unwarranted disruption of the educational process.

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

1. Aim first toward insuring 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 and law enforcement agencies.
4. Not require evacuation of the threatened building. The principal will make the decision to evacuate, complying with a direction given by the superintendent or any order given for evacuation by the law enforcement.
5. Establish staff responsibilities for searching the building for UTOs (unidentified threatening objects). The request of an employee to refuse to participate in a search will be honored.
6. Provide that students will not be dismissed from school until the end of the school day. Instead, if evacuated, they will remain in designated areas until the principal and the law enforcement are satisfied that no danger exists. Teachers will remain with their students and be responsible for them.

Personnel of the District will cooperate fully with law enforcement in planning and carrying out procedures for dealing with bomb threats. All personnel will be given instructions for carrying out their responsibilities in the event of such situations.

Adopted January 1996
Revised May 4, 2026

Bomb Threats

Phase 1

The principal will:

- Advise office staff of the content of this plan. (Do not print this plan for general distribution.)
- Place signs on each entrance to the building requiring visitors to report to the office and state their business.
- Alert all staff to be aware of strangers on school property.

Phase 2

The person who answers the phone will:

- Attempt to identify the caller by stalling or asking questions.
- Listen for background noise that may locate the source of the call.

If a staff member receives a call or finds a suspect item in the building, he/she must contact the principal or immediate supervisor.

The principal will contact law enforcement and the superintendent.

The building will be evacuated as follows:

- The principal or designee will notify staff by all means available and necessary.
- In fair weather, all persons will remain outside at least 200 feet away from the nearest building.
- In the event of an evacuation during inclement weather, students will initially exit the building to designated assembly areas. If a pre-arranged, secured nearby facility is available, students will be directed there immediately. Staff will prioritize the safety sweep of the gymnasium, auditorium, or other adjoining wings of the main building; once these areas are cleared and deemed safe, students will be relocated back indoors to those specific sections.
- Teachers will be instructed to give their rooms a quick visual check as they leave with their students. They must not touch or move a suspected bomb.
- The principal will have the proper authorities check the building.

Phase 3

If no bomb is found, all persons will return to classes.

If a bomb explodes or is found, the principal will:

- Dismiss the students
- Turn the scene over to appropriately trained law enforcement, who are responsible for disarming the weapon
- Have the building inspected by the facilities management director supervisor before resuming classes

- Work with the superintendent or designee to obtain an estimate of the cost of the damage from an appropriate source

Approved June 23, 1980

Revised May 4, 2026

Weather-Related Emergencies (Tornadoes)

Phase 1

All principals will identify the best tornado shelter in their buildings.

An explanation of the tornado plan will be provided to parents/guardians.

Each building will specify the alarm to be used to identify a tornado alert.

A two-way radio will be kept at all locations.

Employees should be informed in the event of a tornado watch or warning.

Tornado survival techniques should be included in the class curriculum at all levels.

Phase 2

At the warning, all students and staff will take protective shelter in the designated areas, basements, halls, passage tunnels, etc., inside the building or, if outside, lie flat in ditches, culverts, or ravines.

Teachers will keep classes together and maintain full accounting for each student.

Phase 3

All employees will follow the District's Emergency Response Protocols handbook. This handbook will be provided to employees upon employment and updated biannually.

No damaged building will be used until inspected and declared safe by school, city, and county officials.

The principal will work with the superintendent in procuring needed classroom space.

Approved June 23, 1980

Revised April 1999; May 4, 2026

School Closings and Cancellations

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

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

Employees whose contracts are limited to student contact days or teacher workdays are exempt from reporting unless otherwise notified by their immediate supervisor. All year-round and essential personnel are required to report to work as soon as safely possible during emergency closures. This requirement applies to staff at Facilities Management, the District Support Center, and all custodial personnel.

In the event school is physically closed due to a public health emergency, all staff will physically report to work unless notified otherwise. The District will utilize a form of remote instruction. Remote instruction allows students to access lessons provided by, and supported by, their regular teachers and allows students to continue their sequence of learning despite their inability to access facilities.

In the event school is physically closed due to a public health emergency and to ensure all students have the ability to access their lessons via remote instruction, all students in grades 1-12 will be provided a Chromebook.

During days of remote instruction, teachers will take attendance and monitor student participation Infinite Campus. For situations that are out of the control of the student, days of remote instruction will be treated with the same exceptions as an excused absence in regard to work assigned.

The superintendent or their designee will develop administrative regulations or a plan for implementing this policy.

Adopted October 26, 1981

Revised to conform with practice: date of manual adoption;

Revised 1989; September 18, 2017; July 17, 2020; May 4, 2026

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

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

CONTRACT REF.: ACP Agreement, Article 12–Salaries, Section G–Snow Days and Section K–
Report-in Pay

School Closings and Cancellations

The following procedures will be adhered to when weather conditions deteriorate to the extent that it becomes necessary to temporarily close school or suspend the operation of buses.

Monitoring of Weather Conditions

At the beginning of each school year, the transportation director will develop a list of designated contact persons. These individuals may be consulted to provide information regarding local weather and road conditions to assist in decision-making.

Responsibility

The superintendent or designee will be responsible for making decisions regarding the temporary closing of schools, cancellation of school activities, suspension of bus routes, modification of bus schedules, and adjustments to school starting and ending times.

The transportation director will be responsible for advising the superintendent and assist in the collection of information. In situations requiring immediate action, and if the Superintendent or designee cannot be reached, the transportation director is authorized to suspend one or more bus routes.

School Closings

When weather and road conditions deteriorate prior to the start of the school day, the superintendent or designee will determine whether to close schools. Staff and families will be notified of the decision as soon as possible, with a determination made no later than 6:15 a.m.

Early Dismissals

Occasionally it will be necessary to dismiss school earlier than normal or release students transported by bus ahead of schedule. Once the decision is made, dismissal times and anticipated bus arrival times will be communicated promptly to staff and families.

Instructional staff, paraprofessionals, and food service personnel may be dismissed after students depart, unless otherwise directed by the superintendent or designee. Other staff may be dismissed at the discretion of the building principal or immediate supervisor, depending on conditions.

Athletic Practices and Games

Middle School

All middle school practices and games will be cancelled when schools are closed.

High School

All practices and games for ninth and tenth grade teams will be cancelled when schools are closed.

Decisions regarding varsity and junior varsity practices and games will be made by the principal or designee. Transportation decisions for all activities will be made by the transportation director. Bus drivers are responsible for safe transportation of students and have the authority to make decisions regarding return trips. Bus drivers will check weather conditions at the destination prior to departing.

On days when school is closed, or during weekends and vacation periods with questionable weather, the status of games and activities will be communicated electronically.

Special Events

Decisions regarding the cancellation of evening events, such as performances and concerts, will be made by the respective building principals and communicated electronically.

Approved June 23, 1980

Revised October 26, 1981; 1989; January 1996; May 4, 2026

Civil Disturbances

Phase 1

All principals will be aware of the following and ensure that adequate security (law enforcement protection, if necessary) is available:

- Athletic events
- Major school social activities
- Community or college activities
- Racial tension
- Influx of outside agitators
- Circulation of inflammatory literature among students

Student council officers are requested to inform the principal of any increase in tension among the students.

Phase 2

The principal will:

- Determine that there is a threat to the staff and the students.
- Notify the superintendent of the tension building up and advise him/her of the situation if time permits.
- Notify law enforcement immediately if the situation is critical.

If the situation warrants, the following actions may be considered:

- Arrange for relocation or cancellation of the event
- Request government officials to establish a curfew
- Request assistance from law enforcement as necessary through the District Support Center

Phase 3

School principals will work with the superintendent to see that the following are accomplished:

- Restoration of facilities
- Resumption of classes
- Assistance to the community for restoration of damaged areas

Approved June 23, 1980

Revised January 1996; April 1999; May 4, 2026

Security/Access to Buildings

Security for District buildings and properties, during regular school hours as well as non-school hours, contributes to the well-being and safety of students and staff as well as to that of the sites themselves. For safety and security purposes, access to school buildings, whether by students, staff members or visitors, will be limited as deemed appropriate for each location.

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

Visitors will be required to check in to show proper identification and reason for being at the school.

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

Approved August 1999

Revised August 2001; September 18, 2017; May 4, 2026

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

CROSS REF.: KI, Visitors to School

Use of Video and Audio Monitoring

Placement and Notification

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

Use

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

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

Storage/Security

1. The District will provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls, and controlled physical access to protect the video surveillance system from hackers, unauthorized users, and unauthorized use.
2. Video recordings will be stored for a minimum of 30 school days after the initial recording. If the designated District administrator and/or designee know no reason for continued storage, such recordings will be erased.
3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Board policy.
4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized District personnel.
5. Video recordings held by the District as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.

Viewing Requests

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

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff, and/or District officials with a direct interest in the recording as authorized by the designated district administrator. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. Written requests for viewing may be made to the designated District administrator within 20 school days of the date of recording.
3. Approval or denial for viewing will be made within five (5) school days of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within five (5) school days of the approval of the request.

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

Adopted September 18, 2017
Revised May 4, 2026

Student Transportation

The District's transportation program is designed to transport students who live an unreasonable walking distance to and from school in an efficient, safe, and economical manner.

Oversight of the transportation system is appointed to the transportation department. All personnel involved in the transportation department report to the transportation director. The transportation department will provide the Board with regular reports regarding the program's conduct and operational efficiency.

The District will maintain and operate its own fleet of buses and other types of vehicles as needed.

If the Board determines that unreimbursed transportation expenses are negatively impacting the instructional budget, the Board may elect to offset these costs by imposing a transportation fee in accordance with state law.

Alternatively, the District may seek voter approval for a mill levy increase to fund excess transportation costs. If approved, these revenues will be deposited into the District's transportation fund.

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

Adopted June 23, 1980

Revised 1989; January 1996; April 2018; May 4, 2026

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

CROSS REFS.: DEA, Fund from Local Tax Services
EEA subcodes (all relate to the district's transportation program)
EFC, Free and Reduced Price Food Services
JFBA, Intra-District Choice/Open Enrollment
JQ, Student Fees, Fines and Charges
LBD-R, Relations with District Charter Schools (Procedures for Establishment, Review, Renewal, Revocation and Closure) - Regulation

Bus Safety Program

Student safety is the District's top priority in all transportation operations. To maintain a safe environment, the District adheres to the following standards:

1. Students will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. Passengers of any school bus used on mountainous terrain will not occupy the front row of seats and any seats located next to emergency doors unless the bus is equipped with a braking retarder system or the passengers are adequately restrained in a fixed position.
4. All vehicles used for student transportation will undergo regular safety inspections to ensure they meet or exceed all state and federal safety regulations.

When bus driver observes a vehicle illegally passing the school bus when the signal lights are activated, the bus driver will notify the transportation director. The bus driver will provide all legally required information, which the transportation director will then convey to the appropriate law enforcement agency.

The District will comply with all state laws and regulations pertaining to school bus operation and will ensure all bus drivers are fully informed of these requirements. The District will also cooperate with local safety officials in formulating and implementing its school bus safety program.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised April 1989; August 2014; May 4, 2026

LEGAL REFS.: 1 CCR 301-26, Rules 4204-R-200 *et seq.*
C.R.S. 42-4-707 (certain vehicles must stop at railroad grade crossings)
C.R.S. 42-4-1901-1904

CROSS REF.: EEAE, Use of Wireless Communication Devices by School Transportation Vehicle Operators

School Transportation Vehicle Operator Requirements and Training

School transportation vehicle operators will conform to state laws and federal laws licensing and other requirements and will participate in required in-service training programs.

This will apply to all operators including those on regular trips, activity trips, and/or other special trips.

Adopted June 23, 1980

Revised April 1989; January 1996; July 2014; May 4, 2026

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

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

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

Drug and Alcohol Testing for Bus Drivers

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

Prohibited Conduct

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

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

Required Testing

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

Pre-employment drug testing will be administered to an applicant offered a position in the District prior to the first time the bus driver performs any safety-sensitive function for the District.

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

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

Consequences if Testing Indicates Drug or Alcohol Misuse

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

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

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

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

Record Retention

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

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

Other Provisions

The District will take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program and employees receive the notifications required by federal regulations.

Adopted December 11, 1995
Revised July 14, 2014; May 4, 2026

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

CROSS REFS: GBEC, Alcohol and Drug Free Workplace
EEAEA, School Transportation Vehicle Operator Requirements and Training
GDQD, Discipline, Suspension and Dismissal of Support Staff

Drug and Alcohol Testing for Bus Drivers

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

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

References to tests in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms drugs and controlled substances are interchangeable and have the same meaning and the terms refer to marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamines).

Pre-Employment Drug Tests

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

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

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

Post-Accident Tests

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

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

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

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

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

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

Random Tests

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

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

Reasonable Suspicion Tests

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

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

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

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

Return-to-Duty Tests

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

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

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

Follow-Up Tests

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

Records

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

Notifications

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

1. The person designated by the District to answer driver questions about the materials.
2. Categories of drivers who are subject to the drug and alcohol testing requirements.
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required.
4. Specific information concerning driver conduct that is prohibited.
5. Circumstances under which a driver will be tested for drugs and/or alcohol.
6. Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and insure that test results are attributed to the correct driver.
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
9. Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.
10. Consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.

11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life, external and internal signs and symptoms of a drug or alcohol problem, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

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

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

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

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

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

Enforcement

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

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

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

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

1. Has been evaluated by a substance abuse professional.
2. Has complied with any recommended treatment.
3. Has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02.

4. Is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the driver's return to duty.

Adopted July 14, 2014
Revised May 4, 2026

Bus Purchasing and Maintenance

Replacement and Purchase

Specifications for the purchase of new or replacement buses will conform with the standards established by the Colorado Department of Education and the Colorado Department of Revenue Division of Motor Vehicles.

The District will maintain a school bus replacement schedule based on vehicle age, mileage, and overall mechanical condition. To ensure a safe fleet, the District aims to purchase a minimum of two buses annually. The Board reserves the right to waive or adjust this replacement schedule in response to budgetary constraints or other fiscal priorities. In the event of a total loss due to an accident, or upon other sufficient justification regarding student safety or operational efficiency, the Board may authorize the immediate replacement of vehicles as needed.

All vehicle purchases will be made through a competitive bidding process. The District may solicit separate bids for the chassis and body or combined bids for integrated chassis-body units. Surplus or retired units will be disposed of through trade-in, public auction, or direct sale. The District will select the disposal method that provides the greatest financial advantage or is in the best fiscal interest of the District.

Maintenance

All District-owned buses will be maintained in safe and optimal operating condition. Maintenance responsibilities include both the chassis and the body. Whenever possible, repairs and routine maintenance shall be performed by District mechanics. However, the District may contract with external vendors for specialized services when it is determined to be more cost-effective or when the complexity of the work exceeds in-house capabilities.

Adopted February 9, 1987
Revised April 1989; May 4, 2026

Use of Wireless Communication Devices by School Transportation Vehicle Operators

The Board recognizes that wireless communication is essential for student safety, emergency response, and efficient coordination. However, the primary responsibility of every vehicle operator is the safe operation of the vehicle. To minimize distractions and ensure the safety of students and the public, the following restrictions apply to all District transportation staff.

For the purposes of this policy, a wireless communication device is defined as any electronic device intended to facilitate communication or data transfer. This includes, but is not limited to:

- Cellular phones and smartwatches;
- Two-way radios and walkie-talkies;
- Portable computers, tablets, and Chromebooks;
- Headphones, earbuds, or other audio-listening devices.

Vehicle operators are prohibited from using personally owned wireless communication devices for any purpose while the vehicle is in motion or while passengers are boarding or exiting the vehicle.

The use of District-owned communication devices is permitted to facilitate necessary communication between operators and dispatchers for the safe and timely transport of students. To the extent possible, operators should avoid using these devices while the vehicle is in motion.

Vehicle operators must not under no circumstances, place or receive communications unrelated to District business while on duty.

Any violation of this policy may subject the vehicle operator to disciplinary action, up to and including termination of employment.

Adopted August 2014

Revised May 4, 2026

LEGAL REFS.: C.R.S. 42-4-239 (*using a wireless telephone for text messaging while driving is prohibited*)

1 CCR 301-26, Rule 4204-R-232.00

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

Extracurricular Activity Buses/Field Trips/Special Events Transportation

The transportation director is responsible for approving and scheduling the use of school district transportation equipment for school budgeted activities or special activities within the school district.

Those activities involving students and sponsors will be charged the rate per mile established according to existing cost plus the driver's salary. Existing cost per mile will include maintenance, gas, and oil.

All requests must be submitted in writing two calendar weeks prior to the date of use.

Approved June 23, 1980

Revised 1989

Revised to conform with practice: date of manual adoption

Revised May 4, 2026

Use of School Vehicles by Community Groups

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

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

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

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

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

Adopted July 14, 2014

Revised May 4, 2026

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

Use of School Vehicles by Community Groups

The transportation director or designee will determine the hours and days when school vehicles may be used by non-school community groups. This information will be made available to community groups through the office of the superintendent of schools.

The transportation director or designee will be responsible for approving and scheduling in the time available the use of school vehicles by community groups. In approving and scheduling such use, the following criteria will apply:

1. No use by groups of less than five will be approved.
2. Insurance coverage must:
 - a. be provided by the users
 - b. be in effect during the time of any such use, with coverage similar to and limits not less than the insurance coverage which is in effect while the school vehicle is being used for transportation of students
3. No use will be approved which involves travel over roads or distances which are unduly wearing or damaging to the vehicle or for which the vehicle is inappropriate.
4. Use will not be approved if the fuel consumption involved adversely affects the fuel availability for District purposes.
5. The District reserves the right to cancel any approved vehicle use at its sole due to adverse road or weather conditions that may pose a risk to passengers, drivers, or equipment; emergency school needs or unexpected mechanical issues; or any other condition deemed hazardous.
6. Approval for vehicle use is contingent upon the designation of a specific group leader or coordinator who formally agree to serve as the primary point of contact for the District; supervise the group's conduct; and assumes the responsibility for the collection and timely remittance of all required reimbursements or fees to the District.
7. To be considered for approval, any group requesting the use of District transportation must submit a written request to the transportation department at least ten (10) business days prior to the date of use. All requests must include the following information:
 - The total number of passengers;
 - The specific dates and hours of the requested use;
 - Precise pickup and delivery locations;
 - Any additional information required by the transportation director or their designee.

Every request must be accompanied by a deposit. The deposit amount will be an estimate of the total reimbursement cost, as determined by the superintendent or designee. Following the completion of the trip, the District will determine the exact cost

of the transportation services provided. If the final cost exceeds the initial deposit, the requesting group must pay the remaining balance to the District. If the final cost is less than the deposit, the District will issue a refund for the difference to the group.

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

All such use will be subject to the availability of appropriate vehicles and District personnel. The transportation director or designee may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing school vehicles. School vehicles may only be driven by school vehicle operators in compliance with policy EEAEA.

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

1. The actual cost of salaries of vehicle operators and other personnel involved in providing or facilitating the transportation by the non-school group.
2. The actual pro rata cost to the District, if any, of the insurance required to be provided.
3. The actual cost of fuel and oil consumed.
4. A reasonable pro rata assessment to cover maintenance.
5. A reasonable assessment to cover a pro rata share of depreciation.
6. A reasonable assessment to cover a pro rata share of driver preparation and training cost.
7. All costs resulting from vandalism occurring during the use.

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

Adopted July 14, 2014
Revised May 4, 2026

Student Transportation in Private Vehicles

A staff member may transport a student or group of students in his own car for school-related purposes only if he has standing authorization to do so or with special permission covering the specific trip.

Standing authorization may be granted by the Board of Education to school administrators, school nurses, and other student services personnel designated by the superintendent.

Special permission for providing student transportation may be granted in exceptional cases by the principal to other professional staff members such as coaches, music teachers, and activity sponsors. Exceptional cases may be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with standing authorization or with special permission to use their own cars for transporting students must carry liability insurance coverage in compliance with state law. A record of such coverage will be placed on file with the appropriate administrative official.

Approved January 1996

Revised May 4, 2026

LEGAL REFS.: C.R.S. 22-32-113 (4)
C.R.S. 42-7-101 *et seq.* (Motor Vehicle Financial Responsibility Act)

CROSS REFS.: EEGB, Use of Private Vehicles of School Business

School Nutrition Program

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

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

Nutrition services shall provide lunches and breakfasts, through participation in the National School Lunch Program and School Breakfast Program.

The Board will approve the prices set for meals and the price of beverages if applicable.

Adopted June 23, 1980

Revised January 1996; July 17, 2017; May 4, 2020; May 4, 2026

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

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

School Meal Payments

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

Colorado provides free breakfast and lunch to all Kindergarten through 12th grade students through the Healthy School Meals for All (HSMA) program. This was established by voters in 2022. The HSMA program ensures better nutrition, less family stress, and better focus for students by providing students with a standard meal, with *a la carte* and additional (seconds) entrees still costing money.

In the event the HSMA ends or is repealed, the following applies.

Student Meal Accounts and Meal Charges

Student meal accounts will be established by the District.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The District will ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person. At the time funds are distributed into student accounts, parents will be permitted to limit the amount of funds that a student may use daily, including for *à la carte* purchases.

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

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

A meal account balance remains with the student until the student is no longer enrolled in the District. Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund in the amount of the credit. This credit can also be transferred to a family member enrolled at or employed by the District.

Students paying full- or reduced-price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge *à la carte* or "extra" items, such as a second milk or additional entrée.

All students, regardless of payment status, will be charged for *a la carte* or "extra" items, such as a second milk or additional entrée.

Each school year, elementary students will be permitted to charge a maximum of five (5) meals, middle school students will be permitted to charge a maximum of two (2) meals and high school students will be permitted to charge a maximum of two (2) meals. Students at the meal charge maximum will be provided a complimentary replacement meal. Students will be limited to five (5) complimentary replacement meals per school year.

Notification of Low or Negative Balances

Notification of a low balance and negative balances on a student account will be provided privately by payment notices sent directly to the parent's email address, telephone calls through the automated dialer system, and/or by electronic means.

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free- or reduced-price meal benefits. Parents will also be notified that any school meal debt accrued prior to the District's determination that the student is eligible for free or reduced lunch remains the parent's responsibility.

Collection of Meal Charge Debt

In collecting debt, the District will ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases.

For students with delinquent meal charges, the following process will be used to collect debt. The notification continues to the parent through the automated dialer system, monthly statements showing a balance owing are mailed to the parent at the address on file, and a monthly statement is emailed to the parent.

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

Annual Notice

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

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

Adopted July 17, 2017

Revised May 4, 2026

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

Free and Reduced-Price Food Services

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

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

Adopted July 17, 2017

Revised May 4, 2020; May 4, 2026

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

CROSS REF.: EF, School Nutrition Program

Nutritious Food Choices

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

Schools are encouraged to take steps to ensure:

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

The emphasis on healthy choices applies to:

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

Each beverage offered for sale to students from any source, including the school cafeteria, vending machines, school stores, and fund-raising activities conducted on school grounds, will ~~shall~~ satisfy the minimum nutritional standards for beverages adopted by the State Board of Education.

These standards will apply to beverages sold on campus during the regular school day and extended school day, including but not limited to extracurricular activities such as clubs, year book, band, student government, and drama as well as childcare programs.

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

Adopted July 13, 2009

Revised July 17, 2017; May 4, 2026

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

Copyright Compliance

It is the intent of the Board to adhere to the provisions of current copyright laws and Congressional guidelines.

The Board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentive for development of quality educational materials, and fosters an attitude of disrespect for law which is in conflict with the educational goals of this District.

The Board prohibits District employees from copying materials not specifically allowed by the copyright law, "fair use" guidelines, licenses or contractual agreements, or other permission. All other copying will require the written permission of the District's copyright officer.

The Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this policy are in violation of Board policy and do so at their own risk and assume all liability.

The Board requires that appropriate copyright notices be placed on or near all equipment capable of duplicating copyrighted materials and that appropriate records regarding the use of copyrighted materials be kept by District employees.

Though there continues to be controversy regarding interpretation of copyright laws, this policy represents a sincere effort to operate legally. Copies of this policy and accompanying regulations will be included in all staff handbooks.

Adopted June 1991

Revised to conform with practice: date of manual adoption

Revised May 4, 2026

LEGAL REF.: 17 U.S.C. §101 *et seq.*

Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions, 3/19/76, printed as H.R. Rep. No 1476, 94th Cong., 2d Sess. 81 (1976)

Copyright Compliance (Computer Software)

The Board recognizes that computer software piracy is a major problem for the software industry and that violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the development of good educational software. All of these results are detrimental to the development of effective educational uses of computers. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal activities:

1. The ethical and practical problems caused by software piracy will be taught in all schools in the District.
2. District employees will be allowed the use of software on District computers (including laboratories, classrooms, offices, and off-site locations) under the following conditions:
 - it is public domain (freeware) and written statement describing this exists, or
 - it is covered by a licensing agreement with the software author, vendor, or developer whichever is applicable, or
 - if it has been donated to the District a copy of the software license must also be donated to be used, or
 - it has been purchased by the District and a record of the bona fide purchase exists, or
 - it is being reviewed or demonstrated by the user in order to reach a decision about possible future purchase within the guidelines or at the request of the software author, vendor, or developer (beta test) and a written record of the agreement between the District and the appropriate person exists, or
 - it has been written or developed by a District employee or specific purpose of being used at the District and a written record of an agreement between the District and employee exists.
3. The copyright law allows for one backup of the software program, if a program is installed on the hard drive the originals are considered as a backup.
4. Illegal copies of copyrighted programs may not be made using school equipment.
5. All software will be registered by the technology director or designee coordinator or delegated person registered to the Morgan County School District Re-3.
6. The District will maintain an electronic inventory of all hardware, including computers, tablets, and mobile devices, as well as all licensed software. The technology director or designee is responsible for the ongoing maintenance and accuracy of these records.
7. The superintendent or his designee will be designated as the only individuals who may sign the license agreements for software for the District.

Current practice codified 1995
Approved date of manual adoption
Revised June 1996; May 4, 2026

Electronic Mail

Electronic communication, including e-mail", is defined as the transmission of messages, data, or information between two or more computers or electronic devices. This encompasses all messages transmitted through local, regional, or global networks. A communication is considered an electronic record regardless of whether it is viewed upon receipt or subsequently converted to a hard-copy format.

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

Electronic communication sent or received by the Board, the District, or the District's employees may be considered a public record subject to retention under state or federal law. Such electronic communication may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever the District is a party in litigation or reasonably anticipates being a party in litigation, Board members and District employees in possession of electronic documents, e-mail and/or other evidence relevant to the litigation or reasonably anticipated litigation will retain all such documents, e-mails, and other evidence until otherwise directed by the superintendent or designee.

To ensure compliance with applicable law and District policy, the District retains the right to review, store, and disclose all information sent over the District electronic communication systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence.

Upon sending or receiving an electronic communication, all users shall segregate or store those communications that are public records. Public records are those that evidence the District's functions, policies, decisions, procedures, operations, or other activities of the District or that contain valuable District data.

Electronic communication on District computers or district electronic communication systems will be retained only as long as necessary. Such electronic communication will be deleted on a routine basis unless otherwise required to be retained by District policy, or state or federal law.

The custodian of records for the District will assist the public in locating any specific public electronic record requested and will ensure public access to public electronic records in accordance with state law. The District's records custodian will also be responsible for assisting the District's schools and other sites in complying with record retention requirements.

Any violation of this policy may subject the employee to disciplinary action, up to and including termination of employment.

Approved August 4, 1997
Revised June 2, 2014; May 4, 2026

LEGAL REFS.: C.R.S. 24-72-203(1)(b)(I) (*district must adopt policy regarding the retention, archival and destruction of electronic records*)
C.R.S. 24-72-204.5 (*district must adopt policy on monitoring of electronic mail*)
CRS 24-80-101 et seq. (State Archives and Public Records Act)

CROSS REFS.: JRA/JRC, Student Records/Release of Information on Students
EHB, Records Retention
GBEE*, Staff Use of Internet and Electronic Communications
GBJ, Personnel Records/Files
JS*, Student Use of Internet and Electronic Communications
KDB, Public's Right to Know/Freedom of Information

Records Retention

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

The District will retain records for the time periods specified by the Records Management Manual, as may be amended from time to time, unless a longer retention period is required by state or federal law. District employees and the Board are responsible for adhering to the Records Management Manual.

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

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

Any violation of this policy may subject the employee to disciplinary action, up to and including termination of employment.

Adopted November 17, 2014
Revised May 4, 2026

LEGAL REF.: C.R.S. 24-80-101 *et seq.* (*State Archives and Public Records Act*)
C.R.S. 24-72-113 (*limit on retention of passive surveillance records*)
2 C.F.R. 200.333 (*retention requirements for federal fiscal records*)

CROSS REFS.: EGAEA, Electronic Communication
GBJ, Personnel Records and Files
JRA/JRC, Student Records/Release of Information on Students

Safeguarding Personal Identifying Information

The Board is committed to protecting the confidentiality of Personal Identifying Information (PII) obtained, created, and/or maintained by the District. The Board directs District staff to safeguard PII in accordance with this policy, other Board policies concerning the creation, use, storage or destruction of PII, and applicable law.

The District will implement and maintain reasonable security procedures appropriate to the nature of the PII to protect against unauthorized access, use, modification, disclosure, or destruction. The District will require third parties that create, maintain and/or obtain PII to also maintain reasonable security procedures appropriate to the nature of the PII designed to protect against unauthorized access, use, modification, disclosure, or destruction.

The District will ensure that records containing PII are appropriately destroyed when no longer needed and in such a manner as to make the PII unreadable or indecipherable, unless such record is required to be retained by applicable law.

In the event of a security breach, as defined by state law, the District will conduct a prompt investigation to determine the likelihood that personal information has been or will be misused and notify those Colorado residents affected by the breach, the Colorado Attorney General's Office, and consumer reporting agencies, in accordance with the notification and timeline requirements of state law.

Adopted July 15, 2019

Revised May 4, 2026

LEGAL REF.: C.R.S. 24-73-101 *et seq.* (consumer data privacy laws applicable to governmental entities, including school districts)

CROSS REFS.: EGAEA, Electronic Communication
EHB, Record Retention
GBJ, Personnel Records and Files
JRA/JRC, Student Records/Release of Information on Students
JRCB*, Privacy and Protection of Confidential Student Information

Insurance Program/Risk Management

The Board has the responsibility for maintaining an adequate insurance program covering its buildings and grounds, fleet of school vehicles, and employees carrying out official duties for the District. The Board may also authorize and participate in insurance programs for employees and students.

The administration will make reasonable efforts to obtain insurance at the best available rates consistent with required coverage and service through obtaining quotations or bids.

Adoption date May 15, 2017

Revised May 4, 2026

LEGAL REFS.: C.R.S. 8-44-110 (*notice of cancellation of insurance coverage*)
C.R.S. 22-32-110 (1)(s),(t),(u),(v) (*board to procure insurance coverage*)
C.R.S. 22-45-103 (1)(c),(e) (*risk management reserves*)
C.R.S. 22-54-105 (2) (*funding requirements*)
C.R.S. 24-10-115 (*authority to obtain insurance*)
C.R.S. 24-10-115.5 (*self-insurance pool*)
C.R.S. 29-13-101 *et seq.* (*insurance on property*)

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

Library Resource Selection, Adoption, and Reconsideration

Library resources are intended to support the District's instructional programs and content standards and should include up-to-date, high quality, and varied literature. Library resources mean material, both print and non-print, found in a public school library. Print items include books, magazines, newspapers, pamphlets, microfiche, or microfilm. Non-print items include e-books, streaming resources, films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs, and exhibits. Library resources do not include materials in an individual classroom library.

Selection

The Board delegates to the Superintendent the authority and responsibility of selection of library resources in all formats. Responsibility for actual selection rests with professionally trained personnel using the Board's adopted criteria and procedures. The following criteria will be used to guide school library professionals in the selection of library resources:

1. Be appropriate for the subject area, age, ability level, social, emotional, and intellectual development of the students for whom the materials are selected;
2. Represent differing viewpoints on controversial issues;
3. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures;
4. Include a variety of resources in physical and virtual formats.

In selecting library resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources, which could include recommendations from administrators, teachers, students, District personnel, and community members. Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Gift materials will be judged by the same criteria and will be accepted or rejected in the same manner.

Reconsideration

Despite the careful selection of library resources, objection to library resources that are deemed offensive or inappropriate may occur. Any parent or guardian of a student enrolled in the school may express a concern and request for reconsideration of a library resource. The school library must not remove, discontinue, or restrict a library resource as the result of a request for reconsideration, until the determination regarding the library resource has been made available to the public.

Informal Complaint. Parents or guardians with a complaint about a library resource should state their concerns to the principal. The principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the principal will explain the library's selection policy, selection criteria, and the selection process. Each parent/guardian has the right to determine the appropriateness of library resources for their own child.

Formal Complaint. If the complaint is not resolved informally, the complainant may file a formal request for reconsideration to the Superintendent within ten business days of the informal complaint discussion. The formal complaint must be filed in writing and should include the library resource of concern and reasons for the concern. Upon receipt of the formal request, the Superintendent will convene a Reconsideration Committee, which will consist of school and District staff knowledgeable about the issues raised in the complaint (e.g., teacher, principal, teacher librarian, media specialist, curriculum director) and a parent/community member, if appropriate and available. Generally, the Committee will schedule a meeting with the requesting party within a reasonable period of time, usually within 15 working days of receiving the request, at which time the requesting party should make statements and produce evidence relating to the complaint. The Committee may also request presentations from the supervisor, other parties involved, and/or experts in the area, and it may accept statements from interested persons. When reviewing the library resource of concern, the Committee will consider the following principles established by the Board:

1. The Board recognizes the right of a parent/guardian to request that their child not borrow a particular library resource. Parents/guardians can present the request in writing to the teacher and/or school administrator who will implement reasonable measures to restrict the student from borrowing the library resource;
2. The Board recognizes the right of a parent/guardian of a student who is enrolled in the public school for which the request is made to request that the school withdraw from school use a library resource unless the same library resource has been reconsidered in the last two years;
3. A library resource will not be excluded because of the writer's race, sexual orientation, gender identity, gender expression, nationality, or political or religious views;
4. A library resource will not be obscene, as defined by law;
5. Students have a First Amendment right to read, view, and listen to library resources;
6. The Board directs that no school library staff member will be subject to termination, demotion,
7. discipline, or retaliation for refusing to remove a library resource before the review process is complete or for making decisions that the school library staff member believes in good faith are in accordance with Board Policy;
8. All written requests for reconsideration of a library resource in a public school are open records under Colorado law.

Within ten working days of the meeting, unless additional time is needed, the Committee will deliver recommended findings and a proposed decision in writing to the Superintendent, who will then promptly release a final decision to the complainant, which will be made publicly available. The

decision will identify the process followed, the information received and the final determination of the resource.

Approved April 1989

Revised June 1996; May 4, 2026

LEGAL REF.: C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)

C.R.S. 24-72-201 et seq. (Colorado Open Records Act)

CROSS REF.: IJ, Instructional Resources and Materials

KEC, Public Concerns/Complaints about Instructional Resources

Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee will provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and Custody of Student Education Records

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that related directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health and medical information, family background information, teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or District that are created by that unit for the purpose of law enforcement.

Nothing in this policy will prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records and requests for copies of such records, and disclosure of personally identifiable information, must be maintained as a part of each student's record.

School personnel must use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures will be required.

Access to Student Education Records by Parent and Eligible Students

A parent or guardian (referred to as "parent") has the right to inspect and review the student's education files, if the student is under 18 years of age. If a student is 18 years old or older (eligible student), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent or guardian is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent

for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students will be in accordance with the regulation accompanying this policy.

Request to Amend Education Records

A parent or eligible student may ask the District to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. The request to amend a student's education records must be in accordance with the regulation accompanying this policy.

Disclosure with Written Consent

Whenever the District requires by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student will contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent is only valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program does not constitute the specific written consent required by this policy.

All signed consent forms will be retained by the District.

Disclosure Without Written Consent

The District may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy will be permitted access to specific student education records.
 - a. For purposes of this policy, a "school official" is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or

functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

- b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement, (2) used within the context of official District business and not for purposes extraneous to the official's areas of responsibility, (3) relevant to the accomplishment of some task or to a determination about the student, and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information will only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests, to administer student aid programs, or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. The District will make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
 - a. The court order or subpoena prohibits such notification; or

- b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
- 11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
- 12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
- 13. The disclosure is of "directory information" as defined by this policy.

Disclosure of Directory Information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released may include the student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Disclosure of Disciplinary Information to School Personnel

In accordance with state law, the principal or designee will communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported must maintain the confidentiality of the information and will not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to Military Recruiting Officers

Names, addresses, and home telephone numbers, as well as directory information, of secondary school students must be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the District in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the District must release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The District will obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the District will:

- Include a consent form with the "start of school" information each fall.
- Include a consent form with IEP packet materials.
- Include a consent provision on the Medical Emergency form.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the District will disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

Annual Notification of Rights

The District will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is a language other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the Office of the Superintendent during normal business hours.

Governing Law

The District will comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The District is entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law will control.

Adopted August 18, 1997

Revised October 1997; October 1998; April 2000; November 2014; July 2018;
September 15, 2025; May 4, 2026

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 7908 (*military recruiter access to student records*)
34 C.F.R. 99.1 *et seq.* (FERPA Regulations)
34 C.F.R. 300.610 *et seq.* (*IDEIA regulations concerning confidentiality of student education records*)
C.R.S. 19-1-303 and 304 (*records and information sharing under Colorado Children's Code*)
C.R.S. 22-1-123 (*district shall comply with FERPA*)
C.R.S. 22-32-109 (1)(ff) (*duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education*)
C.R.S. 22-32-109.1 (6) (*duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe*)
C.R.S. 22-32-109.3 (2) (*duty to share disciplinary and attendance information with criminal justice agencies*)
C.R.S. 22-33-106.5 (*court to notify of conviction of crime of violence and unlawful sexual behavior*)
C.R.S. 22-33-107.5 (*school District to notify of failure to attend school*)
C.R.S. 24-72-204 (2)(e) (*denial of inspection of materials received, made or kept by Safe2Tell Program*)
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*)
C.R.S. 24-72-204 (3)(e)(I) (*certain FERPA provisions enacted into Colorado Law*)
C.R.S. 24-72-204 (3)(e)(II) (*disclosure by staff of information gained through personal knowledge or observation*)
C.R.S. 24-72-205 (5) (*fee for copying public record*)
C.R.S. 25.5-1-116 (*confidentiality of HCPF records*)

CROSS REF.: JK, Student Discipline
JLC, Student Health Services and Records
JRCA*, Sharing of Student Records/Information between School District and State Agencies
KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers
KLG-R, Relations with Federal Immigration Officials

Public Concerns/Complaints about Instructional Materials and Library Resources

The Board has approved principles governing the selection of all instructional materials, and has established policies pertaining to the selection process. The Board assumes final responsibility for all textbooks and instructional materials it makes available to students. The Board 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.

Complaints about instructional materials should be initiated by directly contacting the people at the building level, including the teacher and principal. Review at this initial level is informal and should follow a discussion format.

If the complaint is not resolved satisfactorily, or in a timely manner, by the school, the complainant may request review of the curriculum, instructional activity, or material by submitting a written request. The request must be submitted within a reasonable period of time, generally not more than 30 days after the item or activity was identified.

Within 15 business days of receiving the request, the Superintendent will designate an employee who, together with the appropriate instructional personnel, will review the complaint, make a decision, and issue a written recommendation within 45 days of the date the request for review was initially received. When reviewing the complaint and issuing a decision, the designated employee should review the learning objectives, criteria, and procedure for initial selection of the instructional material, any information received, and the process followed to make the determination.

If the complainant is dissatisfied with the decision of the designated employee, they may appeal to the Board of Education within ten days of the designated employee's decision. The appeal should be in writing and directed to the Secretary of the Board and the Superintendent and must include (1) all prior decisions, (2) a statement of the complaint, and (3) reasons for the appeal. The Board has discretion in whether or not to take the appeal.

Adopted April 15, 2013

Revised July 17, 2023; September 15, 2025; May 4, 2026

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

CROSS REF.: IJ Instructional Resource and Materials
IMB, Teaching about Controversial Issues and Use of Controversial
Materials
FMEA Master Agreement

RETIRED MAY 4, 2026

Staff/Student Identification Procedures

Photo identification cards shall be issued to all high school students at the beginning of each school year. These cards shall be carried while on school grounds and when attending school functions. Failure to show an identification card to a staff member when requested shall constitute a violation of discipline policy and shall result in disciplinary action.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REF.: JK, Student Discipline, and Subcodes

RETIRED MAY 4, 2026

Materials and Equipment Receiving and Warehousing

A receiving/warehousing operation and delivery system shall be maintained to facilitate a steady flow of commonly used supplies to schools and departments. Every effort shall be made to stock good quality materials and make them conveniently available to schools and departments at the lowest possible cost.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

CROSS REF.: DJB, Purchasing Procedures

RETIRED MAY 4, 2026

Maintenance and Control of Materials and Equipment

Staff members shall be responsible for books and materials checked out for personal use from libraries and classrooms.

Records shall be kept of all books and equipment issued to students. Losses shall be reported to the principals. Students shall be charged for lost items.

Re-adopted October 1989

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

RETIRED MAY 4, 2026

**School Attendance Areas
(Attendance Boundaries and Bus Routes)**

Baker Elementary School:

- ❖ Students in grades one through five who live east of Main Street and south of Platte Avenue to the railroad tracks; east of the alley between Karen Street and Nancy Street and south of East 8th Avenue; east of Barlow Road and south of I-76; east of Sherman Street including the homes on the southwest corner of Sherman Street and County Road Q.

Columbine Elementary School:

- ❖ Students in grades one through five who live west of Main Street, north of the railroad tracks and south of I-76.

Green Acres Elementary School:

- ❖ Students in grades one through five who live east of Main Street and north of Platte Avenue; west of the alley between Karen Street and Nancy Street and north of East 8th Avenue; west of Barlow Road; and north of I-76.

Pioneer Elementary School:

- ❖ Students in grades one through five who live south of the railroad tracks and west of Sherman Street with the exception of the homes on the southwest corner of Sherman Street and County Road Q.

Sherman Early Childhood Center:

- ❖ All kindergarten students.

Fort Morgan Middle School:

- ❖ All students in grades six, seven, and eight.

Fort Morgan High School:

- ❖ All students in grades nine through twelve.

Rural students may be eligible to ride the established bus routes. All bus routes are evaluated on an annual basis and modified as needed.

Adopted August 18, 1997

Revised August 15, 2022



2026 MIDDLE SCHOOL & HIGH SCHOOL NATIONAL LEADERSHIP CONFERENCE



SAN ANTONIO, TX: JUNE 29 – JULY 2, 2026

Tentative Schedule at a Glance

**Below is a tentative schedule at a glance. Please note these times are subject to change between now and the conference.*

Sunday, June 28, 2026 (Day 0)

4:00 PM – 8:30 PM	Early Conference Check-In & Info Desk Open
7:00 PM – 10:00 PM	Optional Social Activity
12:00 AM	Curfew

Monday, June 29, 2026 (Day 1)

7:00 AM – 6:00 PM	Conference Check-In & Info Desk Open
8:00 AM – 6:00 PM	Competitive Events Info Desk Open
8:00 AM – 5:00 PM	Competitive Events
8:00 AM – 5:00 PM	LifeSmarts Competition
9:00 AM – 11:30 AM	Competitive Events Event Administrator & Judge Manager Orientation
9:00 AM – 10:00 AM	National Officer Candidate Orientation
9:00 AM – 4:00 PM	Workshops
10:00 AM – 4:00 PM	Future Leaders Expo Hall Open
6:00 PM – 7:00 PM	Doors Open for Opening General Session
7:00 PM – 9:00 PM	Opening General Session
12:00 AM	Curfew

Tuesday, June 30, 2026 (Day 2)

7:00 AM – 5:00 PM	Conference Info Desk Open
7:00 AM – 6:00 PM	Competitive Events Info Desk Open
8:00 AM – 6:00 PM	Competitive Events
9:00 AM – 4:00 PM	Workshops
9:00 AM – 4:00 PM	Future Leaders Expo Hall Open & National Officer Candidate Campaign Booths
12:00 PM – 1:00 PM	Regional Campaign Rally & Recognition Session (Eastern Region)
1:30 PM – 2:30 PM	Regional Campaign Rally & Recognition Session (Central Region)
3:00 PM – 4:00 PM	Regional Campaign Rally & Recognition Session (Western Region)
4:30 PM – 5:30 PM	Regional Campaign Rally & Recognition Session (Southern Region)
12:00 AM	Curfew

Wednesday, July 1, 2026 (Day 3)

5:00 AM	Competitive Events Finalists Posted
7:00 AM – 5:00 PM	Conference Info Desk Open
7:00 AM – 6:00 PM	Competitive Events Info Desk Open
8:00 AM – 6:00 PM	Competitive Events
8:00 AM – 9:00 AM	Q&A Session for the offices of President, Secretary, and Treasurer (Invite only for State Presidents & State Voting Delegates)
9:00 AM – 1:00 PM	Future Leaders Expo Hall
9:00 AM – 2:00 PM	Workshops
12:00 PM	National Officer Election Voting Window Opens
1:00 PM – 5:30 PM	Business Achievement Awards Capstone Competitive Review Finals
1:00 PM – 6:00 PM	Certification Lab
6:00 PM	Optional Social Activity
12:00 AM	Curfew

Thursday, July 2, 2026 (Day 4)

9:00 AM – 10:00 AM	Doors Open for Middle School Awards of Excellence General Session
10:00 AM – 12:00 PM	Middle School Awards of Excellence General Session
12:00 PM	National Officer Election Voting Window Closes
1:00 PM – 3:00 PM	2025–2026 National Officers Farewell Luncheon (Invite-Only)
4:00 PM – 5:00 PM	Doors Open for High School Awards of Excellence General Session
5:00 PM – 9:00 PM	High School Awards of Excellence General Session
12:00 AM	Curfew

Friday, July 3, 2026 (Day 5)

8:00 AM – 10:00 AM	National Officer Transition Meeting (Invite-Only)
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2026 **Tentative** Competitive Events High School Schedule National Leadership Conference

Competitive Event	Test	Preliminary Round	Final Round
Accounting	June 30, 9:00 am	N/A	N/A
Advanced Accounting	June 30, 10:00 am	N/A	N/A
Advertising	June 30, 11:00 am	N/A	N/A
Agribusiness	June 30, 1:00 pm	N/A	N/A
Banking & Financial Systems	June 29, 3:00 pm	N/A	July 1, Morning
Broadcast Journalism	N/A	June 30, Afternoon	July 1, Afternoon
Business Communication	June 30, 3:00 pm	N/A	N/A
Business Ethics	June 29, 2:00 pm	June 30, Afternoon	July 1, Morning
Business Law	June 30, 4:00 pm	N/A	N/A
Business Management	June 29, 3:00 pm	N/A	July 1, Morning
Business Plan	N/A	June 30, Afternoon	July 1, Afternoon
Career Portfolio	N/A	June 30, Afternoon	July 1, Afternoon
Coding & Programming	N/A	June 30, Morning	July 1, Morning
Community Service Project	N/A	June 30, Morning	July 1, Morning
Computer Applications	June 29, 8:30 am	N/A	N/A
Computer Game & Simulation	N/A	June 30, Afternoon	July 1, Afternoon
Computer Problem Solving	July 1, 9:00 am	N/A	N/A
Customer Service	June 29, 2:00 pm	N/A	July 1, Afternoon
Cybersecurity	June 30, 10:00 am	N/A	N/A
Data Analysis	N/A	June 30, Afternoon	July 1, Afternoon
Data Science & AI	June 30, 8:00 am	N/A	N/A
Digital Animation	N/A	June 30, Afternoon	July 1, Afternoon
Digital Video Production	N/A	June 30, Morning	July 1, Morning
Economics	June 30, 11:00 am	N/A	N/A
Entrepreneurship	June 29, 4:00 pm	N/A	July 1, Afternoon
Event Planning	N/A	June 30, Morning	July 1, Morning
Financial Planning	N/A	June 30, Afternoon	July 1, Afternoon
Financial Statement Analysis	N/A	June 30, Morning	July 1, Morning
Future Business Educator	N/A	June 30, Afternoon	July 1, Afternoon
Future Business Leader	June 30, 2:00 pm	June 29, Afternoon	July 1, Morning
Graphic Design	N/A	June 30, Morning	July 1, Morning
Healthcare Administration	June 30, 1:00 pm	N/A	N/A
Hospitality & Event Management	June 29, 4:00 pm	N/A	July 1, Morning
Human Resource Management	June 30, 2:00 pm	N/A	N/A
Impromptu Speaking	N/A	June 29, Afternoon	July 1, Morning
Insurance & Risk Management	June 30, 3:00 pm	N/A	N/A
International Business	June 30, 8:00 am	N/A	July 1, Afternoon
Introduction to Business Communication	June 30, 4:00 pm	N/A	N/A
Introduction to Business Concepts	July 1, 8:00 am	N/A	N/A
Introduction to Business Presentation	N/A	June 30, Afternoon	July 1, Afternoon
Introduction to Business Procedures	July 1, 9:00 am	N/A	N/A
Introduction to FBLA	June 30, 10:00 am	N/A	N/A
Introduction to Information Technology	June 30, 1:00 pm	N/A	N/A

THIS IS A TENTATIVE SCHEDULE BASED ON THE 2025 NLC. 2026 COMPETITIVE EVENTS SCHEDULES WILL BE AVAILABLE MID-MAY.

Individual Competitive Event Schedules will be available by no later than mid-June.

High School CE NLC Schedule - Page 1 of 2 - Posted February 1, 2026

2026 **Tentative** Competitive Events High School Schedule National Leadership Conference

Competitive Event	Test	Preliminary Round	Final Round
Introduction to Marketing Concepts	June 30, 2:00 pm	N/A	N/A
Introduction to Parliamentary Procedure	June 30, 3:00 pm	N/A	N/A
Introduction to Programming	N/A	June 30, Afternoon	July 1, Afternoon
Introduction to Public Speaking	N/A	June 29, Afternoon	July 1, Morning
Introduction to Retail & Merchandising	June 30, 11:00 am	N/A	N/A
Introduction to Social Media Strategy	N/A	June 30, Afternoon	July 1, Afternoon
Introduction to Supply Chain Management	June 30, 11:00 am	N/A	N/A
Job Interview	N/A	June 30, Morning	July 1, Afternoon
Journalism	June 30, 4:00 pm	N/A	N/A
Local Chapter Annual Business Report	N/A	June 30, Afternoon	July 1, Afternoon
Management Information Systems	June 30, 9:00 am	N/A	July 1, Afternoon
Marketing	June 30, 9:00 am	N/A	July 1, Morning
Mobile Application Development	N/A	June 30, Morning	July 1, Morning
Network Design	June 29, 2:00 pm	N/A	July 1, Morning
Networking Infrastructures	July 1, 8:00 am	N/A	N/A
Organizational Leadership	July 1, 9:00 am	N/A	N/A
Parliamentary Procedure	June 29, 1:00 pm	N/A	July 1
Personal Finance	June 30, 10:00 am	N/A	N/A
Project Management	June 30, 8:00 am	N/A	N/A
Public Administration & Management	June 30, 2:00 pm	N/A	N/A
Public Service Announcement	N/A	June 30, Morning	July 1, Morning
Public Speaking	N/A	June 29, Afternoon	July 1, Afternoon
Real Estate	June 30, 3:00 pm	N/A	N/A
Retail Management	June 30, 4:00 pm	N/A	N/A
Sales Presentation	N/A	June 30, Afternoon	July 1, Afternoon
Securities & Investments	June 30, 1:00 pm	N/A	N/A
Social Media Strategies	N/A	June 30, Morning	July 1, Morning
Sports & Entertainment Management	June 29, 11:00 am	N/A	July 1, Afternoon
Supply Chain Management	N/A	June 30, Morning	July 1, Morning
Technology Support & Services	June 29, 11:00 am	N/A	July 1, Afternoon
Visual Design	N/A	June 30, Morning	July 1, Morning
Website Coding & Development	N/A	June 30, Afternoon	July 1, Afternoon
Website Design	N/A	June 30, Morning	July 1, Morning

Open Objective Testing Events have been retired and will no longer be held at the National Leadership Conference.

All finalists will be announced at 5:00 AM on July 1.

Some competition finals are available for conference attendees to view. Click [here](#) for more information.

THIS IS A TENTATIVE SCHEDULE BASED ON THE 2025 NLC. 2026 COMPETITIVE EVENTS SCHEDULES WILL BE AVAILABLE MID-MAY.

Individual Competitive Event Schedules will be available by no later than mid-June.

High School CE NLC Schedule - Page 2 of 2 - Posted February 1, 2026

Boletín de mayo

May 7 - Sherman Fun Day

May 15 - Pet Zoo (8 a.m.-1:30 p.m.)

May 26 - Kindergarten Field Day



Parents, please
check REMIND and
Friday Folders on
other activities.

**May 22 - Last day of
Preschool's school**

**May 28 - Kindergarten
Last Day of School**



**21 May - Pre-school graduation
following:**

AM classes

**8:30 - 9 a.m. (Itzel, Kayla and
Michelle)**

9:10 - 9:40 a.m. (Sara and charity)

9:50 - 10:30 a.m. (Allie, Teresa)

PM classes

12:30 - 1:00 (Itzel, Kayla and Michelle)

1:10 - 1:40 (Sara and Charity)

1:50 - 2:30 p.m. (Allie and Teresa)



Calendar:

5/5—5/8 Teacher Appreciation Week

5/13 BSL

5/20 PTO Mtg

5/28 5th Grade Continuation 9AM in the Gym



****If your student has medication here in the office please make arrangements the last week of school to come pick it up and sign the medication out at the office. Thank you!**

****If your student has a library book out please make sure it is returned to the library or you will be charged a fee for a missing book. Let's get them in early!**

****Please have your student check the Lost & Found Box for any items left here: coats, hats, lunch box, water bottle, etc. Any items left here after school is out will be donated. The box is extremely FULL!! Please come look!**

****SCREEN TIME RULES****

HAVE YOU...

~~Made your bed?

~~Brushed your teeth?

~~Dressed ,and combed your hair?

~~Eaten Breakfast?

~~Cleaned your room?

~~Played outside for 30 minutes?

~~Assigned chores done?

~~PLUS: 20 Minutes of Reading, 20 minutes of Writing/Drawing/Coloring/Made or built something creative (Legos, crafts, etc)

CALENDARIO



5/5—5/8 Semana de Agradecimiento a los Maestros

5/13 COMITE DE LIDERAZGO DE ESTUDIANTES

5/20 COMITE DE PADRES Y MAESTROS

5/28 Ceremonia de continuación de 5.º grado 9AM in the Gym

****Si su estudiante tiene medicamentos aquí en la oficina, por favor haga los arreglos necesarios durante la última semana de clases para venir a recogerlos y firmar la salida de los mismos en la oficina. ¡Gracias!**

****Si su estudiante tiene un libro de la biblioteca en préstamo, por favor asegúrese de devolverlo a la biblioteca; de lo contrario, se le cobrará una tarifa por libro extraviado. ¡Devolvámoslos cuanto antes!**

****Por favor, pídale a su hijo que revise la caja de objetos perdidos en busca de cualquier artículo que haya dejado aquí: abrigos, gorros, loncheras, botellas de agua, etc. Cualquier objeto que permanezca aquí después de la salida de clases será donado. ¡¡La caja está completamente LLENA!! ¡Por favor, vengan a revisar!**

****Reglas sobre el tiempo de pantalla****

¿HAS...?

~~¿Tendido la cama?

~~¿Cepillado tus dientes?

~~¿Vestido y peinado tu cabello?

~~¿Desayunado?

~~¿Limpiado tu habitación?

~~¿Jugado al aire libre durante 30 minutos?

~~¿Completado tus tareas asignadas?

~~ADEMÁS: 20 minutos de lectura, 20 minutos de escritura/dibujo/coloreado, o de haber hecho o construido algo creativo (Legos, manualidades, etc.)



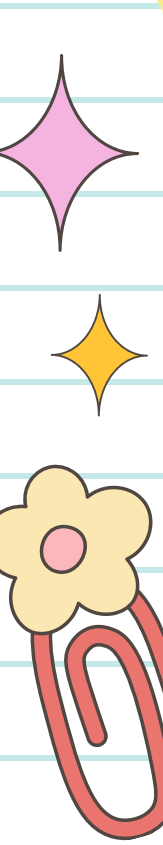
Columbine NEWSLETTER

MAY 2026

Principal's Notes

Happy May! This year has flown by. Thank you for all of your support during state testing. Attendance was good and the students worked really hard. I am excited to see our scores in August! May brings exciting end of year activities. Watch for notices about Field Day, the Art Show, Continuation, and field trips. The last day of school for students is May 28 and we will end the year in Columbine style with our House Hurrah.

Wellness



This month, our theme is "How to Say Goodbye." There are many exciting changes happening in our district. These changes mean the end of an era here at Columbine, and your student may have many mixed feelings about that. Whether your student is going to Sherman or staying at Columbine, he or she is saying goodbye to many friends and teachers. Students will be learning that it is OK to feel excited, scared, sad, worried, and enthusiastic all at the same time.

Jokes

Which month can't make a decision?
-MAY-be

Can February March?
-No, but April May!

What did Spring say when it was in trouble?
-May Day!

What is May's favorite generation?
-Baby Boomers

Upcoming Events

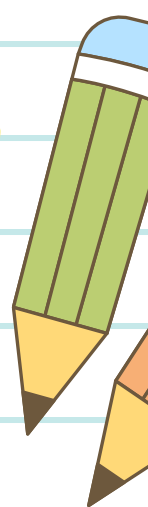
- 5/7 - Family Night
- 5/8- Grad Walk
- Week of 5/19 - Field Days
- 5/21 - Art Show downtown
- 5/25 - Memorial Day
- 5/28 - Last Day of School

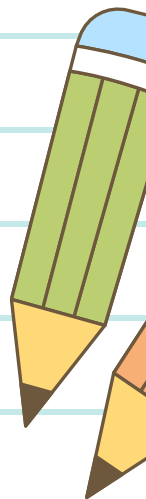
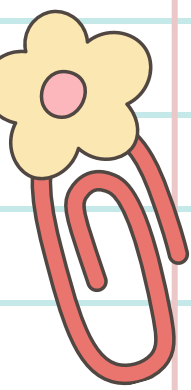
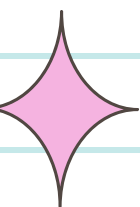
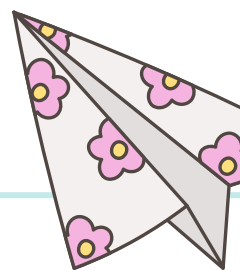
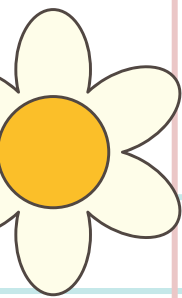
Contact Info

Phone: (970) 867-7418

Email:

simonecarruth@fortmorgank12.com





Columbine

CAPSULA INFORMATIVA

MAYO DE 2026

Notas de la directora

¡Feliz mayo! Este año ha pasado volando. Gracias por todo su apoyo durante las pruebas estatales. La asistencia fue buena y los estudiantes trabajaron muy duro. ¡Estoy emocionado por ver nuestros resultados en agosto! Mayo trae emocionantes actividades de fin de año. Estén atentos a los avisos sobre el Día de Campo, la Exposición de Arte, la Continuación y las excursiones. El último día de clases para los estudiantes es el 28 de mayo y cerraremos el año al estilo Columbine con nuestra Fiesta de la Casa.

Bienestar

Este mes, nuestro tema es "Cómo decir adiós". Se están produciendo muchos cambios importantes en nuestro distrito. Estos cambios marcan el fin de una era en Columbine, y es posible que su hijo/a tenga sentimientos encontrados al respecto. Ya sea que su hijo/a vaya a Sherman o se quede en Columbine, se despedirá de muchos amigos y profesores. Los estudiantes aprenderán que es normal sentir emoción, miedo, tristeza, preocupación y entusiasmo al mismo tiempo.

Chistes

¿Qué mes no puede tomar una decisión?
-Tal vez

¿Puede febrero marcar?
-¡No, pero abril y mayo!

¿Qué dijo la primavera cuando tuvo problemas?
-¡May Day!

¿Cuál es la generación favorita de May?
-Braguitas de bebé

Próximos eventos

- 5/7 - Noche Familiar
- 5/8 - Caminata de graduación
- Semana del 19/5 - Jornadas de Campo
- 21/5 - Exposición de arte en el centro
- 25/5 - Día de los Caídos
- 28/5 - Último día de clases

Información de contacto

Teléfono: (970) 867-7418
Correo electrónico:
simonecarruth@fortmorgank12.com



Green Acres May Newsletter



May Events!

- * **Monday, May 4th-Friday, May 8th—Teacher Appreciation Week!!** Let's celebrate our educators! 
- * **Thursday, April 30th-Friday, May 13th—NWEA TESTING for all grades**—Please ensure your child gets a good night's rest and breakfast so they are ready to test!!
- * **Tuesday, May 12th @ 3:45pm—PTO meeting in the school library.** Everyone is welcome to come.
- * **Tuesday, May 12th @ 6:00pm—Green Acres Choir Program in the Green Acres Gymnasium.** Doors open at 5:45pm.
- * **Wednesday, May 27th @ 9:00am—5th Grade Continuation!!**
- * **Thursday, May 28th—Last day of School!**
- * **No Cookie Day in May!!**

Dress Code Reminder!

As the warmer weather rolls in (finally!), we've noticed more students sporting shorts. This is a friendly reminder about our dress code policy. We ask that shorts be of an appropriate length and clothing not be too revealing (including but not limited to halter tops, 'see through' clothing, spaghetti straps, and shirts with oversized arm holes). Thanks for your partnership and support in this.

Online Registration for the 2026-2027 School Year is Now Open!

Please log in to the Parent Portal to complete your child's online registration. Registration for the 2026–2027 school year must be completed online for all students. If you do not have your username or need assistance resetting your password, please contact the school office at 970-867-5460. 

Field Day-Thursday, May 21st

Please come and join us at the north field for field day. Don't forget to send students with a water bottle, tennis shoes and sunscreen!

5th Grade: 7:50am-9:00am

4th Grade: 9:05am-10:15am

3rd Grade: 10:20am-11:30am

2nd Grade: 1:05pm-2:15pm

1st Grade: 2:15pm-3:25pm



A Message from our Principal!

Congratulations to our school on being named a Capturing Kids' Heart National Showcase School! I am honored we have been chosen among so many schools across the country! We have such good things going here and truly feel building relationships with students and families is a treasure! This year has flown by! I cannot believe we are in the final month. Thank you to all of the students and families who have made this year the best yet! Even though there are only a few weeks of school before summer, our teachers are still planning for lots of exciting learning to take place. End of year testing for NWEA will be the first couple weeks of May to help us see the growth of each of the students. Please look for their scores to come home towards the end of May to celebrate their accomplishments with them. Lots of fun activities are being planned so please watch for things coming up such as field day and the school carnival.

As the year winds down, I would like to take a moment to reflect on everything our school family has done and all the individual growth of our students. It has been an INCREDIBLE year together! Thank you for sharing your child with us each day!

Two final challenges for the 25-26 school year:

- 1) Reflect over the year and how much your child has grown - in their academic learning, social learning, and their emotional learning.
- 2) Finish the year strong by encouraging your child to come to school ready to learn and have fun!

Thanks for sharing your child with us each day!
Together we'll move mountains this year!

Order your yearbook today for only \$6! Please send cash and exact amount to Ms. Victoria or the front office. Thank you!



Noticias de Mayo de Green Acres



Eventos de Mayo!

- * **Lunes, 4 de Mayo-Viernes, 8 de Mayo—Semana de Apreciación de Maestros!!** Hay que celebrar a nuestros educadores! 
- * **Jueves, 30 de Abril-Viernes, 13 de Mayo—EXAMENES de NWEA para todos los estudiantes—**Por favor asegúrese de que su hijo/a descanse bien por la noche y desayune bien para que esté listo para los exámenes!!
- * **Martes, 12 de Mayo @ las 3:45pm—Junta de PTO en la biblioteca de la escuela.** Todos son bienvenidos.
- * **Martes, 12 de Mayo @ las 6:00pm—Programa de Coro de Green Acres en el Gimnasio de Fort Morgan.** Las puertas se abren alas 5:45pm.
- * **Miercoles, 27 de Mayo @ las 9:00am—Continuación de 5to grado!!**
- * **Jueves, 28 de Mayo—Ultimo día de Escuela!**
- * **No hay Día de Galleta en Mayo!!**

Un Recordatorio del Código de Vestir!

Con la llegada del buen clima (¡por fin!), hemos notado que más estudiantes están usando shorts cortos para vestir. Este es un recordatorio sobre nuestro código de vestir. Solicitamos que los shorts cortos tengan un largo apropiado y que la ropa no sea demasiado reveladora (incluyendo, entre otros, blusas con cuello halter, ropa transparente, tirantes finos y camisas con agujeros grandes). Gracias por su colaboración y apoyo.

La Inscripción en Línea para el Año Escolar 2026–2027 ya Está Abierta! Por favor, inicie su sesión en el Portal para Padres para completar la inscripción en línea de su estudiante. La inscripción para el año escolar 2026–2027 debe completarse en línea para todos los estudiantes. Si no tiene su nombre de usuario o necesita ayuda para restablecer su contraseña, comuníquese con la oficina al 970-867-5460. 

Día de Campo-Jueves, 21 de Mayo

Por favor, venga y únase a nosotros en el campo del lado norte para el día de campo. No olvides traer una botella de agua, usar tenis y protector solar!

5to Grado: 7:50am-9:00am

4to Grado: 9:05am-10:15am

3er Grado: 10:20am-11:30am

2do Grado: 1:05pm-2:15pm

1er Grado: 2:15pm-3:25pm



Un Mensaje de Nuestra Directora!

Felicidades a nuestra escuela por haber sido nombrada "Capturing Kids' Hearts National Showcase School"! ¡Me siento honrada de que hayamos sido elegidos entre tantas escuelas de todo el país! Están sucediendo cosas maravillosas aquí y realmente sentimos que construir relaciones con los estudiantes y las familias es un verdadero tesoro! Este año se ha pasado volando! No puedo creer que ya estemos en el último mes. Gracias a todos los estudiantes y familias que han hecho de este año el mejor hasta ahora! Aunque solo quedan unas pocas semanas de clases antes del verano, nuestros maestros siguen planificando muchas actividades de aprendizaje emocionantes. Las evaluaciones de fin de año de NWEA se llevarán a cabo durante las primeras semanas de Mayo para ayudarnos a observar el crecimiento individual de cada estudiante. Por favor, estén atentos a la llegada de sus resultados a casa hacia finales de Mayo, para que puedan celebrar sus logros junto a ellos. Se están planeando muchas actividades divertidas; por favor, manténganse al tanto de los próximos eventos, tales como el día de actividades deportivas y el carnaval escolar. A medida que el año escolar llega a su fin, me gustaría tomarme un momento para reflexionar sobre todo lo que nuestra familia escolar ha logrado y sobre el crecimiento individual de cada uno de nuestros estudiantes. Ha sido un año INCREÍBLE juntos! Gracias por compartir a sus hijos con nosotros cada día! Dos retos finales para el año escolar 2025-2026:

- 1) Reflexionen sobre el año y sobre cuánto ha crecido su hijo: en su aprendizaje académico, social y emocional.
- 2) Terminen el año con fuerza, animando a sus hijos a venir a la escuela listos para aprender y divertirse!

Gracias por compartir a sus hijos con nosotros cada día!
Juntos moveremos montañas este año!

Ordena tu anuario hoy por solo \$6!

Por favor, solo envíe efectivo y cambio exacto a Ms. Victoria o a la oficina. Gracias!



May 2026 Newsletter

**Thursday, May 28 –
LAST DAY OF SCHOOL!**

MAY 22 – FUN DAY

1st Grade – 1:30 - 2:20 p.m.

2nd, 3rd, 4th & 5th grade - 9:30 - 11:30 a.m.

Parents, you are invited to eat lunch with your child on Tuesday, May 5. The menu is Chicken Tamale, Mexicali corn and Pineapple tidbits. \$5 per adult. Please call by May 1st to make your reservation.

Upcoming Events:

May 5– 4th grade VoAg tours

May 5 – Parent Lunch

May 6 – 5th grade Step Up day to FMMS

May 8 – 3rd grade field trip to Butterfly Pavillion

May 21 – Family Night

May 22 – Fun Day

May 28 – 5th Grade Continuation @8:30 a.m.

Nickell's Newsletter

Dear Cheetah Families,

If you are reading this on Friday, April 24th, it is absolutely incredible to think we only have 19 days of school left! The energy in the building is high, and while we are all looking forward to summer, we are committed to making these final weeks some of the best ones yet.

First, a huge thank you to our families for continuing to prioritize attendance. Seeing our students arrive by 7:45 am ready to learn makes a world of difference in their success. Thank you for your partnership in keeping our morning momentum going.

We have officially crossed the finish line for CMAS testing—congratulations to our students for their hard work and focus. In a few weeks, all grade levels will begin the District NWEA end-of-year assessments. These help us celebrate how much growth your child has made since August. Per the Colorado Department of Education, parents can access their child's April CMAS scores starting June 1st at <https://familyportal.pearson.com/CO>.

Big changes are coming to our campus! Our building construction project is scheduled to begin on June 1st. We know this will impact how you access the building during the break. I will provide detailed information regarding our temporary summer entrance in our final end-of-year newsletter, so please keep an eye out for that update.

Our goal is to finish strong. We want to keep our students engaged, kind, and focused right up until the final bell. Thank you for your continued support of our staff and students as we navigate this busy, exciting season.

Warmly,
Mrs. Nickell

Q: Why don't fish go on summer vacation?

A: Because they're always in school!

COUNSELOR'S CORNER

Celebrating Creativity

As we reach the finish line of the 2025-2026 school year, we reflect on all the ways we've grown in our mission to **build purposeful people**. We are closing out the year with the theme of **Creativity**, defined as **"using your imagination to create something new or to solve a problem."**

Creativity in Action: Creativity isn't just about being a great artist; it's about being a great **problem solver**! For an elementary student, this might look like **"The Rain Delay Solution."** If it's raining and students can't play soccer at recess, a creative student might gather friends to invent a brand-new game using only a soft ball and some masking tape on the floor. Using what you have to turn a "bummer" into a "blast" is creativity at its finest!

Practice Prompts for Home

Keep the imagination flowing over summer break with these prompts:

1. **"The 'What Else?' Challenge."** Pick a common household object, like an empty paper towel roll or a spatula. Ask your child: **"What are five things this could be besides what it's actually for?"** (A telescope? A magic wand? A drumstick?)
2. **"Kitchen Invention."** On a night when the pantry is looking a little low, ask: **"If we had to make a snack using only three things we find in here, what would we create?"** This builds resourcefulness and out-of-the-box thinking.



Boletín de mayo de 2026

**Jueves, 28 de mayo –
Ultimo día de clases!**

22 DE MAYO – DÍA DE LA DIVERSIÓN
1er grado - 1:30 - 2:20 p.m.
2do, 3er, 4to y 5to grado -
9:30 - 11:30 a.m.

Padres, los invitamos a
comer con su hijo/a el
martes, 5 de mayo. El
menú es tamal de pollo,
maiz mexicali, y bocadillos
de piña. \$5 por adulto.
Por favor, llame a la
oficina antes del 1 de
mayo para hacer una

Próximos eventos:

5 de mayo - 4º grado giras de Ag
5 de mayo - Almuerzo para padres
6 de mayo - 5º grado Día de Step Up a FMMS
8 de mayo - Excursión de 3º grado al Pabellón Mariposa
21 de mayo - Noche familiar
22 de mayo - Día de la diversión
28 de mayo - Continuación de 5º grado @8:30 a.m.

Noticias de Nickell

Queridas familias guepardos,

Si estás leyendo esto el viernes 24 de abril, ¡es absolutamente increíble pensar que solo nos quedan 19 días de clase! La energía en el edificio es alta, y aunque todos esperamos con ganas el verano, estamos comprometidos a hacer de estas últimas semanas algunas de las mejores hasta ahora.

Primero, un enorme agradecimiento a nuestras familias por seguir priorizando la asistencia. Ver a nuestros estudiantes llegar a las 7:45 de la mañana listos para aprender marca una gran diferencia en su éxito. Gracias por su colaboración para mantener nuestro impulso matutino.

Hemos cruzado oficialmente la meta de las pruebas CMAS—enhorabuena a nuestros estudiantes por su esfuerzo y concentración. En unas semanas, todos los cursos comenzarán las evaluaciones de fin de curso de la NWEA del Distrito. Estas nos ayudan a celebrar cuánto ha crecido tu hijo desde agosto. Según el Departamento de Educación de Colorado, los padres pueden acceder a las puntuaciones CMAS de abril de sus hijos a partir del 1 de junio a [las https://familyportal.pearson.com/CO](https://familyportal.pearson.com/CO).

¡Se avecinan grandes cambios en nuestro campus! Nuestro proyecto de construcción está previsto para comenzar el 1 de junio. Sabemos que esto afectará a cómo accedéis al edificio durante las vacaciones. Proporcionaré información detallada sobre nuestra entrada temporal de verano en nuestro boletín final de fin de curso, así que por favor estad atentos a esa actualización. Nuestro objetivo es terminar con fuerza. Queremos mantener a nuestros estudiantes comprometidos, amables y concentrados hasta la campana final. Gracias por su apoyo continuo a nuestro personal y a los estudiantes mientras navegamos esta temporada tan ajetreada y emocionante.

Con cariño,
Señora Nickell

P: ¿Por qué los peces no se van de vacaciones de verano?

R: ¡Porque siempre están en la escuela!

ESQUINA DEL CONSEJERO

Celebrando la creatividad

Al llegar a la meta del curso escolar 2025-2026, reflexionamos sobre todas las formas en que hemos crecido en nuestra misión de **formar personas con propósito**. Cerramos el año con el lema de **la Creatividad**, definido como **"usar la imaginación para crear algo nuevo o resolver un problema."**

Creatividad en acción: La creatividad no es solo ser un gran artista; ¡es ser un gran **solucionador de problemas**! Para un alumno de primaria, esto podría parecer **"La solución para retrasar la lluvia"**. Si está lloviendo y los alumnos no pueden jugar al fútbol en el recreo, un estudiante creativo podría reunir a sus amigos para inventar un juego completamente nuevo usando solo una pelota blanda y cinta cinta en el suelo. ¡Usar lo que tienes para convertir un "desastre" en una "explosión" es creatividad en su máxima expresión!

Prompts de práctica para Home

Mantén la imaginación fluyendo durante las vacaciones de verano con estos prompts:

1. **"El reto de '¿Qué más?'**. Elige un objeto doméstico común, como un rollo de papel vacío o una espátula. Pregúntale a tu hijo: **"¿Qué son cinco cosas que esto podría ser además de para lo que realmente sirve?"** (¿Un telescopio? ¿Una varita mágica? ¿Una musla?)
2. **"Invención en la cocina."** En una noche en la que la despensa parece un poco baja, pregunta: **"Si tuviéramos que hacer un tentempié usando solo tres cosas que encontramos aquí, ¿qué crearíamos?"** Esto fomenta la ingeniosidad y el pensamiento fuera de lo común.