

## SECTION E – SUPPORT SERVICES

Section E contains policies, regulations and exhibits on and non-instructional services and programs, particularly those on business management, safety, building and grounds management, office services, transportation and food services. Also included are policies on busing, fire drills, vandalism, data management and insurance programs.

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|         |  |
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## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EBAB: 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 pose a fire, explosive, reactive or health hazard as more fully defined by law.

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

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

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

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

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

Adopted: October 1998

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*)

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

**EBAB-R: Hazardous Materials – Regulation (pg 1 of 6)**

**A. Hazardous materials program supervision:**

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."

At each location, a district employee will be designated as the local hazardous materials coordinator, referred to throughout these procedures as the "coordinator." At each location, there also will be an alternate district employee designated as a backup to the coordinator.

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

**B. Initial inventory and material identification:**

The supervisor will cause an initial inventory of all hazardous materials to be completed throughout the district to identify potentially hazardous substances. The supervisor will contract for a qualified hazardous materials person/firm to conduct the inventory of hazardous materials at each location with the assistance of the supervisor and the location/building administrator or a designee. This person/firm also will coordinate the identification of any unknown materials.

The party conducting the inventory will work with and provide training in the proper process of identifying hazardous materials to at least one designated district employee at each location (either the coordinator or an individual directly in charge of the hazardous materials storage/use areas.) At the direction of the coordinator, these trained employees will conduct all future inventories. The coordinator will arrange for the identification of any unknown suspected hazardous substances through the supervisor.

**C. Tracking, inventory, and materials safety data sheets:**

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

**EBAB-R: Hazardous Materials – Regulation (pg 2 of 6)**

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

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

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

The purchasing department and the warehouse each will maintain a set of MSDS for all hazardous materials with which they have had contact.

**D. Purchase of hazardous materials.**

In addition to following the district's regular purchasing procedures, an employee may purchase hazardous materials only with the approval of the coordinator for use at a specific location. The purchasing department will not process any purchase order which does not include the appropriate approval. The supervisor, the purchasing department and the warehouse will maintain a list of prohibited hazardous materials which will be updated at least once a year.

Hazardous materials will not be purchased through any mechanism other than a purchase order through the purchasing department unless the following conditions are fulfilled:

1. the requester secures the prior written approval of the supervisor;
2. the requester provides written notice of the purchase along with copies of all supporting documents including MSDS and the reason for the purchase to the supervisor, the location/building administrator and the supervisor of purchasing.

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

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

**EBAB-R: Hazardous Materials – Regulation (pg 3 of 6)**

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

**E. Storage, recycling or transfer of hazardous materials:**

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

1. materials which might become or are hazardous materials;
2. hazardous materials which have been declared waste and are being held for disposal.

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

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

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

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

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

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

**F. Disposal of hazardous materials:**

When a coordinator or a location/building administrator believes that the location has materials which may qualify as hazardous for which there is no immediate for program or operation requirements or which may need to be disposed of, the supervisor will be contacted. Only the

**EBAB-R: Hazardous Materials – Regulation (pg 4 of 6)**

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 one additional location.

**G. Transportation of hazardous materials:**

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

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

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

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

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

**EBAB-R: Hazardous Materials – Regulation (pg 5 of 6)**

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

**H. Emergency response plan:**

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

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

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

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

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

**I. Evaluation plan:**

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

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

As appropriate for the location, copies of the evacuation plan will be posted within the buildings. Copies of the evaluation plan will be maintained by the coordinator, the location/building administrator, the supervisor and any other designated person approved by any of the above-named persons.



**EBAB-R: Hazardous Materials – Regulation (pg 6 of 6)**

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

**J. Training of staff and students:**

The coordinators, administrators, staff members handling hazardous materials and school nurses/health paraprofessionals will receive training in responding to hazardous materials emergency incidents.

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

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

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EBBA: Prevention of Disease/Infection Transmission (Handling Body Fluids)**

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

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

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

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

Adopted: October 1998

Revised: May 2002

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

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

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### **EBBA-R: Prevention of Disease/Infectious Transmission** (Handling Body Fluids and Substances) – **Regulation (1 of 3)**

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

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

A. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, urine, feces, wound drainage, oral secretions, sputum or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily accessible at sites where students seek assistance for bloody noses or injuries.

1. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
2. Cuts and sores on *your skin* should be routinely covered to avoid infection.
3. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.

B. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.

C. Wash hands often and well, paying particular attention to areas around and under fingernails and between fingers.

D. Clean up as soon as possible after any skin contact with any body fluid or substance.

1. wash skin with soap and water;
2. wash contaminated surfaces and non-disposable items with standard disinfectant. Use aerosol germicide cleaner;
3. wash contaminated clothing and linen in detergent with hot water;
4. contaminated tissues, paper towels and other disposable items should be placed in plastic bags before being discarded.

**EBBA-R: Prevention of Disease/Infectious Transmission (Handling Body Fluids and Substances) – Regulation (2 of 3)**

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

Although HIV (Human Immunodeficiency Virus)/AIDS (Acquired Immune Deficiency Syndrome) has received a great deal of attention, there are other diseases more communicable than HIV/AIDS of which staff members also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.

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

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**EBBA-R: Prevention of Disease/Infectious Transmission (Handling Body Fluids and Substances) – Regulation (pg 3 of 3)**

| <b>TRANSMISSION CONCERNS-BODY SUBSTANCE SOURCES OF INFECTION AGENTS</b>      |   |  |
|--|---|--|
| <b>Body Substance Source</b>   | <b>Organism of Concern</b>                                    | <b>Transmission</b>  |
| Blood<br>-cuts/abrasions<br>- nose bleeds<br>-menses<br>-contaminated needle | Hepatitis B virus<br>HIV/AIDS<br>Cytomegalovirus              | Bloodstream inoculation through cuts and abrasions on hands<br><br>Direct blood stream inoculation |
| *Feces<br><br>-incontinence  | Hepatitis A virus<br>Salmonella bacteria<br>Shigella bacteria | **Oral inoculation from contaminated hands   |
| *Respiratory secretions<br><br>-saliva<br>-nasal discharge                   | Common cold virus<br>Influenza virus<br>***Epstein-Barr virus | **Oral inoculation from contaminated hands   |
| *Vomitus   | Gastrointestinal virus (e.g., Norwalk virus)                  | **Oral inoculation from contaminated hands   |
| *Urine<br><br>-incontinence  | **Cytomegalovirus   | Bloodstream inoculation through cuts and abrasions on hands  |
| Semen/vaginal fluids   | Hepatitis B virus<br>HIV/AIDS<br>Gonococcus bacteria          | Sexual contact (intercourse)   |

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

\*\*HAND WASHING IS VERY IMPORTANT!

\*\*\*These agents cause mononucleosis-like illness.

**EBBB: Accident Reports**

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

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

The superintendent shall establish procedures for filing accident reports including details that:

1. might be helpful in preventing similar accidents in the future;
2. are needed for filing insurance claims;
3. might be important in case of litigation.

Adopted: October 1998

Revised: May 2002

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### **EBCA: Disaster Plans**

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

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

Adopted: October 1998

CROSS REFS: EBAB, Hazardous Materials; EBCB, Safety Drills

## **Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado**

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### **EBCB: Safety Drills**

The school district shall cooperate with local fire department officials and personnel in the examination of school buildings and the establishment of evacuation procedures.

In order to ensure the safe and orderly evacuation of all school buildings in the event of a fire, fire drill procedures shall be developed by the administration for Board approval. Fire drills shall be held in each school at the intervals specified in the procedures.

In addition, the fire department shall have the authority to conduct a fire drill in any school building in the city at any time without warning. The fire department, if practicable, shall notify the superintendent in advance of any such drill.

Adopted: October 1998



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### **EBCB-R: Safety Drills - Regulation**

The health and safety of students and personnel in the public schools shall be the first concern of all employees. Principals and supervisors are responsible for the health and safety of employees and students under their jurisdiction; they are expected to take every safety precaution within their power and to report to their superiors any potentially dangerous condition not within their control.

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

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

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

Sufficient fire drills shall be held during the first two weeks of each school term to satisfy the principal that students and employees thoroughly understand the proper procedures and evacuation routes. After the first two weeks of school, fire drills must be held at least once a month during the school year. School personnel, as well as students, must evacuate.

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

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### **EBCC: Bomb Threats**

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

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

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

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

Adopted: October 1998

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### **EBCE: School Closings and Cancellations**

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

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

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

Adopted: October 1998

LEGAL REFS: C.R.S. 22-32-109 (1)(n); C.R.S. 22-33-104 (1)

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

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### **EC: Buildings/Grounds/Property Management**

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

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

At the building level, the principal shall be responsible for overseeing the school plant and for the proper care of school property by the staff and students.

Adopted: October 1998

LEGAL REFS: 6 CCR 1016, Rules 1-101, 2-101, 3-101, 4-101, 5-101, 10-101, *et seq.*

CROSS REFS: CF, School Building Administration

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### **ECA/ECAB: Security/Access to Buildings**

Security for district buildings and grounds (during regular school hours as well as non-school hours) contributes to the well being and safety of students and staff as well as to that of the sites themselves.

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

During regular school hours, flow of traffic into and out of buildings shall be closely monitored and limited to certain doors. Visitors shall be required to check in to show proper identification and reason for being at the school and shall wear name tags identifying them as visitors. This will not apply when parents/guardians have been invited to a classroom or assembly program.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it and to sponsors of approved student activities. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against entrance to buildings by persons unauthorized to have keys.

"Security" means not only keeping buildings locked and secure but also providing protection against physical hazards and acts of violence. It also includes having available floor plans of buildings and site plans showing campus boundaries and access points. The Board requires and encourages close cooperation with local police, fire and sheriff's departments and insurance company inspectors.

Funds and valuable records shall be kept in a secure place.

Alarm systems and other devices that protect buildings against illegal entry and vandalism shall be installed where appropriate. Employment of watchmen may be approved by the Board in situations where special risks are involved.

Adopted: October 24, 1998

Revised: June 2000

LEGAL REFS: C.R.S. 18-9-112; C.R.S. 18-9-117; C.R.S. 22-32-109.1(5) (*building safety and security policy is required part of school safety plan*)

CROSS REF: KI, Visitors to School

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### **ECAC: Vandalism**

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

The superintendent, the principal, or their designees are authorized to sign a criminal complaint against persons suspected of vandalism against school property.

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

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

Adopted: October 1998

Revised: April 2000

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

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

**EDB: Maintenance and Control of Materials and Equipment**

The district administration shall ensure that proper records are kept on all textbooks, materials, supplies and equipment owned by the school system.

Records shall include records of issuance of such items to various schools, records of issuance within each school to individual teachers, and teacher records of issuance to students.

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

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

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

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

Adopted: October 1998

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

**EDC: Authorized Use of School-Owned Materials or Equipment**

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

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

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

Adopted: October 1998

CROSS REFS: KF, Community Use of School Facilities



## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EEA: Student Transportation**

The school district's transportation program shall be designed to transport students in grades Kindergarten through Twelfth Grade (K-12) who live an unreasonable walking distance from school or are attending a school other than their assigned school pursuant to the No Child Left Behind Act (NCLB) choice option to school and back home in an efficient, safe and economical manner.

All children who ride the school bus must weigh at least 40 pounds and be at least five (5) years of age and enrolled in Kindergarten. Beginning with the 2007-08 school year and every year thereafter, due to continually increasing safety risks, requirements, state and federal recommendations and cost factors associated with transporting preschool and pre-Kindergarten children, the District will no longer transport children under five (5) years of age and who are not in Kindergarten.

If a child ages 3 - 5 is identified for the Early Childhood (special education) Program and has an Individual Education Plan (IEP), the District will make arrangements with the parent or guardian of that child to reimburse him/her for the cost of transporting the child to and from school, according to Colorado Department of Education reimbursement formulas.

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

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

The district shall operate its own fleet of buses and other types of vehicles as needed.

The district may submit to the voters the question of whether to impose and collect a fee for the payment of excess transportation costs in accordance with state law. If the fee is approved, the revenues shall be deposited in the transportation fund.

The district shall waive any transportation fee resulting from such approval by the voters for any student eligible for reduced price or free lunches as determined by federal regulations.

Adopted: October 1998

Revised: April 2003, June 2007

LEGAL REFS: C.R.S. 22-32-110 (1)(a) (*hold real property in name of district*); C.R.S. 22-32-113 (*transportation of pupils and special election provisions*); C.R.S. 22-32-114 (*transportation by parents of own children*); C.R.S. 22-51-101 *et seq.* (*Public School Transportation Fund*) CROSS REFS: DBGA, Budget Referenda; EEA subcodes (all relate to the district's transportation program); EFC, Free and Reduced Price Food Services

## **Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado**

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### **EEAA: Walkers and Riders**

The district shall furnish transportation to all elementary school students grades Kindergarten through Fifth (K-5) and who weigh at least 40 pounds who live beyond one (1) mile from their assigned school and to junior and senior high students grades Sixth through Twelfth (6-12) who live beyond one and one-half (1½) miles from their assigned school, and to students who are attending a school other than their assigned school pursuant to the No Child Left Behind Act (NCLB) choice option.

Transportation shall be furnished Grades K-12 for shorter distances, if, in the opinion of the Board, extreme hardship or dangerous conditions prevail.

Adopted: October 1998

Revised: April 2003, June 2007

**EEAC: Bus Scheduling and Routing**

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

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

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

The Board desires that all students shall be received and discharged from buses as near their homes as possible, but on public roads. But stops shall be designed to comply with state law regarding students' embarking and disembarking on major thoroughfares. In no event shall students be required to walk more than one-half mile to buses.

Adopted: October 1998

CROSS REFS: KF, Community Use of School Facilities

**EEAC-R: Bus Scheduling and Routing - Regulation**

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

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

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

Students always are to be received and discharged at the same point and are to ride their assigned bus except when written permission for change is requested by parents and approved by the principal who has the student in his attendance center.

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

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EEAE: Bus Safety Program**

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

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

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

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

Adopted: October 1998

LEGAL REFS: C.R.S. 42-2-123; C.R.S. 42-4-236; C.R.S. 42-4-608; C.R.S. 42-4-1901 to 1904; 1 CCR 301-26, Rules 4204-R-200 *et seq.*

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EEAEA: Bus Driver Requirements, Training and Responsibilities**

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

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

Adopted: October 1998

LEGAL REFS: C.R.S. 42-2-501 *et seq.* (*Commercial Vehicles*); C.R.S. 42-4-239 (*Mountain Training*); 1 CCR 204-12 (*Colorado Department of Revenue, Division of Motor Vehicles, Commercial Drivers' License rules*); 1 CCR 301-26, Rules 4204-R through 207

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

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

## **Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado**

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### **EEAEAA\*: Drug and Alcohol Testing for Bus Drivers (pg 1 of 2)**

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

#### **Prohibited conduct:**

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

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

#### **Required testing:**

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

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

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

#### **Consequences if testing indicates drug or alcohol misuse:**

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-related functions in accordance with federal regulations.

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EEAEA\*: Drug and Alcohol Testing for Bus Drivers (pg 2 of 2)**

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

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

#### **Record retention:**

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

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

#### **Other provisions:**

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

Adopted: October 1998

Revised: June 2001

LEGAL REFS: 49 U.S.C. §2717 *et seq.* (*Omnibus Transportation Employee Testing Act of 1991*); 49 C.F.R. Part 40 (*Procedures for Transportation Workplace Drug and Alcohol Testing Programs*); 49 C.F.R. Part 382 (*Controlled Substances and Alcohol Use and Testing*); 49 C.F.R. Part 391 (*Qualifications of Drivers*); C.R.S. 42-2-501 *et seq.* (*Commercial Driver's License Act*)

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



**EEAEA\*-R: Drug and Alcohol Testing for Bus Drivers – Regulation (pg 1 of 4)**

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. *Drugs* refer to marijuana, 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 substances 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;
2. received a citation under state or local law for a moving traffic violation arising from the accident.

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.

**EEAEA\*-R: Drug and Alcohol Testing for Bus Drivers – Regulation (pg 2 of 4)**

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 obtainable 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 work day 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.

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EEAEA\*-R: Drug and Alcohol Testing for Bus Drivers – Regulation (pg 3 of 4)**

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

#### **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 as expressly requested in writing by the driver.

#### **Notification:**

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 work day 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

## **Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado**

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### **EEAEA\*-R: Drug and Alcohol Testing for Bus Drivers – Regulation (pg 4 of 4)**

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 will also 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, or reasonable suspicion tests will not be allowed to perform or continue to perform safety-sensitive functions and will be terminated from employment as per the Primero RE-2 School District drug testing policy.

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.

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EEAEF\*: Video Cameras on Transportation Vehicles**

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

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

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

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with law.

Video surveillance shall be used only to promote the order, safety, and security of students, staff and property.

The superintendent is directed to develop regulations governing the use of video cameras in accordance with the provisions of law and established Board policies and regulations.

Adopted: October 1998

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

CROSS REFS: JIC, Student Conduct, and subcodes; JK, Student Discipline, and subcodes; JRA/JRC, Student Records/Release of Information on Students

**Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado**

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**EEAEF\*-E: Notice to Students and Parents/Guardians Regarding the Use of Video Recorders on School Buses - Exhibit**

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

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

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

1. Tapes will remain in the custody of the superintendent. Tapes may be erased after 365 days if no reason for continued storage is known to the district.
2. Parents/guardians or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set forth in policy JRA/JRC-Student Records/Release of Information on Students.
3. Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.

**Acknowledgment**

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

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Parent/guardian

Date

## **EEAEF-R: Video Cameras on Transportation Vehicles - Regulation**

### **Student records:**

1. The district will comply with provisions of federal law regarding student records requirements as applicable in the district's use of video recordings. Video recordings considered for retention as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
2. The district will include a notice in parent/student handbooks that video cameras may be used on school vehicles transporting students to and from school or extracurricular activities. The district will include as part of its notice to parents and guardians and students a copy of the Board's video camera policy and regulations accompanied by a form to be signed and returned to the district as an acknowledgment of its being read and understood.
3. Parents/guardians and students will not be notified when a video camera is on board and in use on a district vehicle.

### **Storage/security:**

1. All video recordings will be stored and secured to insure confidentiality.
2. Video recordings will be stored for a minimum of four (4) days after initial recording, whereupon, if no reason for continued storage is known to the district, such recordings will be released for erasure.
3. Video recordings held for review of student incidents will be maintained in their original form pending resolution. Tapes then will either be released for erasure or retained as necessary as part of the student's behavioral record in accordance with established district procedures.

### **Use:**

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

### **Viewing requests:**

1. Requests for viewing video recordings will be limited to the appropriate bus driver, transportation supervisor, school administrator, parent/guardian or eligible student (18 years of age or older), or others as deemed appropriate by the principal.

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### **EEAEF-R: Video Cameras on Transportation Vehicles – Regulation (pg 2 of 2)**

2. Requests for viewing may be made to the principal within four (4) school days of the date of recording.
3. Requests for viewing will be limited to those parents/guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the principal.
4. Only the portion of the video recording concerning a specific incident will be made available for viewing.
5. Approval/denial for viewing will be made within four (4) school days of receipt of the request and so communicated to the requesting individual.
6. Video recordings will be made available for viewing within four (4) school days of the request approval.

#### **Viewing:**

1. Actual viewing will be permitted only at school-related sites including the transportation office, school buildings, or central administrative offices.
2. All viewing will include the transportation supervisor and/or building principal.
3. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, vehicle video-taped, name of driver, and signature of the viewer.
4. Video recordings will remain the property of the district and may be reproduced only in accordance with law including applicable Board policy and regulations.

CROSS REFS: JRA/JRC, Student Records/Release of Information on Students



## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EEAFB\*: Use of School Buses by Community Groups**

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

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

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

1. student transportation to, from or between schools;
2. student transportation for school activities and functions;
3. emergency transportation for students;
4. time required for maintenance and service of equipment;
5. provisions of standby equipment for school purposes.

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

Adopted: October 1998

LEGAL REFS: C.R.S. 22-32-128; C.R.S. 39-27-102; C.R.S. 40-10-116 (1)(b); C.R.S. 40-16-101 (1.5); C.R.S. 40-16-104 (1)(d)

**EEAFB-R: Use of School Buses by Community Groups – Regulation (pg 1 of 2)**

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

1. No use by groups of less than five will be approved.
2. Insurance coverage provided by the users will be in effect during the time of any such use, with coverage similar to and limits not less than the insurance coverage which is in effect while the school district transportation equipment is being used for transportation of students. When district transportation equipment is leased as a children's activity bus by a nonprofit corporation, a minimum of \$1 million combined single limit liability insurance is required by law.
3. No use will be approved which involves travel over roads or distances which are unduly wearing or damaging to the equipment or for which the equipment construction or equipping is inappropriate.
4. Use will not be approved if the fuel consumption involved adversely affects the fuel availability for school district purposes.
5. Any approval of use will be subject to cancellation in the event of adverse road, weather or other conditions which could reasonably present a danger to passengers, drivers or equipment or in the event of unexpected or emergency school needs.
6. Use will not be approved unless some individual identifies himself as coordinator or leader of the group and agrees to assume the responsibility for collection and remittance to the district of the required reimbursement.
7. Use will be approved only where the group requesting such use submits a written request four (4) days prior to the use, designating the number of riders, the dates and hours of use, the pickup and delivery points, and such other information as the superintendent deems appropriate. Each such request must be accompanied by a deposit in the approximate amount of the reimbursement which will be required as determined by the superintendent. Upon final determination of reimbursement required, the deposit will be supplemented by the users or refund made by the district as appropriate.
8. Use will not be approved if it is for partisan political activity, activity promoting or opposing any sectarian views, activity which is potentially disruptive or dangerous, activity which if uniformly extended would result in uses which would impinge upon school use or activities or a similar nature which are inappropriate for school district participation.
9. As between qualified groups, special consideration will be given to groups comprised primarily of persons 65 years of age or older.

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### EEAFB-R: Use of School Buses by Community Groups – Regulation (pg 2 of 2)

10. Use will be approved only where the equipment and service available is appropriate to the physical condition of the users.
11. Use will be approved only where the group requesting such use is open to all persons who may be reasonably and appropriately included in the group.

All such use will be subject to the availability of appropriate equipment and district personnel. The superintendent may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing transportation equipment. School district transportation equipment may only be driven by district school bus drivers in compliance with policy EEAEA.

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

1. the actual cost of salaries of drivers and other personnel involved in providing or facilitating the transportation by the 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 equipment.

**EEAG: Student Transportation in Private Vehicles**

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

Standing authorization shall be granted by the Board 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 shall 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 shall be placed on file with the appropriate administrative official.

Adopted: October 1998

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

CROSS REFS: EEBB, Use of Private Vehicles on School Business

## **Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado**

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### **EEBA: School-Owned Vehicles (Use of Seat Belts)**

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

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

Adopted: October 1998

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

## **Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado**

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### **EEBB: Use of Private Vehicles on School Business**

School administrators, school nurses, other student services personnel and teachers traveling between schools may be granted standing authorization by the Board to use their private vehicles on school-related business.

They shall be reimbursed at the approved district mileage rate.

Adopted: October 1998

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

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### EF: Food Services

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

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

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

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

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

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

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

Adopted: 1990

Revised to conform with practice: April 1997

LEGAL REFS: 42 U.S.C. §1751 *et seq.* (*National School Lunch Act*); C.R.S. 22-32-120

**EFA: School Wellness Policy (pg 1 of 2)**

The Primero School District, in compliance with state and federal laws, promotes healthy schools by supporting regular physical activity, good nutrition, and wellness as part of the total learning environment. The Primero School District contributes to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Food available within the school environment shall support classroom nutrition lessons. Nutrition education shall be integrated into the curriculum and physical activity shall be encouraged on a daily basis. Improve health optimizes students and staff potential for academic performance and helps ensure that no child is left behind. Research proves that health students are better prepared to learn in school.

The Primero School District shall establish a School Health Advisory Council. The purpose of this council shall be to address nutrition and physical activity issues, and will develop, implement and evaluate guidelines that support a health school nutrition environment. The School Health Advisory Council shall offer revisions to these guidelines annually if deemed necessary and/or appropriate.

The goals of the Primero School Wellness Policy shall:

- A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors for students and staff in the district. The entire school environment shall be aligned with health school goals to positively influence students understanding, beliefs and habits as they relate to good nutrition and regular physical activity.
- B. Support and promote dietary habits contributing to student health status and academic performance. All schools participating in the School Breakfast and/or National Lunch Program shall comply with the USDA requirements to ensure high quality nutritious meals; foods shall be served with consideration toward appropriate portion sizes, variety, appeal, taste, nutrition and served when available and approved. The cafeteria environment is a place where students shall have adequate space to eat in a clean surrounding, adequate time to eat meals from the time they are seated, and **convenient access to hand washing or hand sanitizing facilities before meals.** Any food or beverage for sale prior to the start of school and throughout the instructional day, whether sold Ala Carte or in vending machines shall meet the District Nutrition Standards for Vend and Ala Carte Foods pursuant to state statutes. All foods available on school grounds and at school sponsored activities before and during the instructional day shall meet or exceed the District Nutritional Standards. The Primero School District shall promote and include policy guidance and health fundraising alternatives that promote physical activity and health choices.



**EFA: School Wellness Policy (pg 2 of 2)**

- C. Provide opportunities for students and staff to engage in physical activity. A quality physical education program is an essential component for all students to learn about and participate in physical activity. **Physical activity shall be included in a student's day from grades Pre-K through 12.** Physical activity shall include regular instructional physical education in accordance with the Primero School Physical Education framework as well as recess, extra-curricular and community activities.
  
- D. Improve academic performance for all students so that no child is left behind. Administrators, Parents, Teachers, Health Practitioners, etc. must consider the critical role health plays in academic performance and adapt the school environment to ensure students basic nourishments and activity needs are met. This can be accomplished through a range of after school programs, including but not limited to, school athletics, etc.
  
- E. The following School Health Advisory Committee shall consist of, but not be limited to the following:

- District Food Director
- Administration
- Teacher
- Physical Education/Health Instructor
- Athletic Director
- School Nurse
- Parent

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EFC: Free and Reduced-Price Food Services**

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

The administration shall establish regulations which conform with state and federal (or other) requirements regarding participation in programs for free and reduced price meals and supplementary food. Such regulations shall be presented to the Board from time to time for its approval.

Adopted: October 1998

LEGAL REFS: 42 U.S.C. §1751 *et seq.* (*National School Lunch Act*); C.R.S. 22-32-120

**EFC-R: Free and Reduced-Price Food Services - Regulation**

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

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

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EGAEA: Public Electronic Mail Records**

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

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

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

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

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

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

Adopted: October 1998

Revised: July 2002

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

CROSS REFS: GBEE\*, Staff Use of Internet and Electronic Communications; GBJ, Personnel Records Files; JRA/JRC, Student Records/Release of Information on Students; JS\*, Student Use of Internet and Electronic Communications

**EGAEA-R: Monitoring Public Electronic Mail Records - Regulation**

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

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

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

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

## Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

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### **EI: Insurance Program/Risk Management**

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

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

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

Adopted: October 1998

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

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