

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

SECTION K: School-Community-Home Relations

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

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KB: Parent Involvement in Education

The Board believes that productive interactions between home and school are essential to achieve the educational objectives of the district. To that end, the district is committed to fostering relationships with parents/guardians by:

1. consulting with and encouraging parents/guardians to share in school planning and in the setting of objectives through participating in the building level accountability committee;
2. helping parents/guardians understand the educational process and their role in promoting it;
3. informing parents/guardians of school choices within the district, including but not limited to, information on open enrollment, choice programs, and charter school programs;
4. providing opportunities for parents/guardians to be informed about their child's progress toward attaining proficiency on state and district content standards. Such information shall be provided through written materials and public meetings. Information shall explain how the student's progress in achieving standards will be measured and how parents/guardians will be informed of such progress. This information shall be provided to the building level and district accountability committees;
5. providing appropriate avenues for parents/guardians to find support in their role;
6. encouraging formal organizations for parents/guardians at each school building as well as at the district level. The organizations shall receive information concerning district and school activities and shall have opportunities for input into district decisions as appropriate.

Adopted: October 1998

Revised: July 1999

LEGAL REFS: C.R.S. 22-7-407 (5) (*informing parents about standards-based education*)

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KBBA: Custodial and Non-Custodial Parent Rights and Responsibilities

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

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

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

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

Adopted: October 1998

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

CROSS REFS: [JLIB](#), Student Dismissal Precautions; [JRA-JRC](#), Student Records/Release of Information on Students

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KBBA-R: Custodial and Non-Custodial Parent Rights and Responsibilities – Regulation (page 1 of 2)

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

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

Children of divorced/separated parents:

1. Both natural parents have the right to: (a) view the child's school records; and (b) received school progress reports.
2. If a student's parents are divorced or legally separated, district personnel will request a copy of the legal document pertaining to child custody.
3. The district will presume that both parents have equal access to a child when that student is registered in school unless one parent provides the district with a Colorado court order indicating otherwise.
4. A copy of the court order governing a divorce, separation or delineation of parental rights will be provided by the custodial parent and kept in the student's cumulative record as a temporary record.
5. If the school is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to the district, the principal will be advised and a statement of the refusal will be noted, including the date and situation. This statement will be filed in the student's cumulative records. The district will provide full access to both parents in this case.
6. A student will not be denied admission to school on the basis of refusing the request for documentation of a divorce, separation or delineation of parental rights.
7. In some instances, two opposing Colorado court orders may be presented to the school. In such event, the most current order will govern.
8. Joint custody stipulations in a divorce decree will be read carefully in order to understand the rights and privileges allowed each parent. The school will review such a decree for residency and visitation rights purposes. Students may be allowed by such a decree to attend two schools on a rotation basis corresponding to custody arrangements.

**KBBA-R: Custodial and Non-Custodial Parent Rights and Responsibilities – Regulation
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9. A student will not be released to or visited by a non-custodial parent during the school day unless the custodial parent has provided written permission stipulating the time and date of the release or permission for visitation.
10. If a school official is in doubt about the validity of a request or documentation presented, the official will contact the superintendent. The official should request positive identification of any individual making a request for release or visitation of a student.
11. If a parent making a request for release or visitation refuses to leave the school premises at the principal's request, the principal will contact the appropriate law enforcement agency.
12. Contact from an attorney on behalf of a parent may be referred to the school attorney on advice of the superintendent.

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KCB: Community Involvement in Decision-Making

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

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

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

Adopted: October 1998

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KD: Public Information and Communications

The residents of this district are interested in their schools as an extension of their homes - an extension which exists to perform a special function in the development of their children. Therefore the Board shall make every attempt to:

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

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

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

Adopted: October 1998

LEGAL REFS: C.R.S. 22-2-117; C.R.S. 22-7-104 (2); C.R.S. 22-35-109; C.R.S. 22-53-207 (5)

CROSS REF: [AEC](#), Accomplishment Reporting to Public; [BEC](#), Executive Sessions/Open Meetings

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KDB: Public's Right to Know/Freedom of Information

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

The official minutes of the Board, its written policies and its financial records shall be open for inspection at the office of the superintendent by any citizen desiring to examine them during hours when the office of the superintendent is open. However, no records shall be released for inspection by the public or any unauthorized persons - either by the superintendent or any other person designated as custodian for school district records - if such disclosure would be contrary to the public interest as described in state law.

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

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

Adopted: October 1998

LEGAL REFS: C.R.S. 22-9-109; C.R.S. 22-32-109 (1)(c); C.R.S. 24-72-201 *et seq.*

CROSS REFS: [BEDA](#), Notification of School Board Meetings; [BEDG](#), Minutes; [GBJ](#), Personnel Records and Files; [JRA-JRC](#), Student Records/Release of Information on Students

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KDB-R: Public's Right to Know/Freedom of Information - Regulation

1. A person who has the right to inspect a public record also has the right to request to be furnished with a copy of the record.
2. The fee for copying public records will be \$1.25 per page unless actual costs exceed that amount.
3. If the district in response to a specific request manipulates data to generate a record in a form not used by the district, it may charge a reasonable fee not to exceed the actual cost of manipulating the data and generating the record. Fulfilling such a request will be at the option of the district.
4. If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system. This fee may be reduced or waived by the superintendent or designee if the electronic service or product is used for a public purpose.

LEGAL REFS: C.R.S. 24-72-205

CROSS REFS: [BEDA](#), Notification of School Board Meetings

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KDDA: Press Releases, Conferences and Interviews

It is important that information about the activities and problems of the schools be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the school district.

Therefore, the procedures listed below shall be followed in giving official information to the news media:

1. The Board president shall be the official spokesperson for the Board, except as this duty is delegated to the superintendent.
2. News releases which are of a district-wide nature or pertain to established district policy shall be the responsibility of the superintendent.
3. The superintendent shall establish regulations for the dissemination of news releases pertaining to individual schools and athletics.

Adopted: October 1998

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KDDA-R: Press Releases, Conferences and Interviews - Regulation

The superintendent's office will issue all news releases on events and activities of a district-wide nature. This will include the assignment of staff and news concerning new personnel in any school.

Releases pertaining to the athletics and physical education programs will be the specific responsibility of the director of athletics and physical education but will be issued through the superintendent's office. However, coaches will report the results of games directly to newspapers.

Otherwise, the release of news pertaining to an individual school will be the responsibility of the school principal who will send a copy of all releases issued to the superintendent's office.

Every effort will be made to report news of school programs and activities adequately, regularly and well. News releases should be sent to all of the papers and radio stations serving the community.

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KDE: Crisis Management

The Board of Education acknowledges the necessity of preparing a crisis management plan in the event that, despite prevention efforts, a crisis should occur. Students have a basic need security and safety. Any disruptive event that threatens safety and security shall be considered a crisis. Crisis situations that could impact the district may or may not occur on school property and include, but are limited to, suicide, death, acts of violence, trauma, natural disaster, and accident.

To reduce the disruptive effects of a crisis, take reasonable steps to ensure pupil and staff safety, and minimize property damage, the superintendent is directed to develop a crisis management plan. Development of the plan shall involve local emergency agencies, staff members, parents, students, community members, and other interested persons. The plan shall include:

1. written procedures for taking action in the event of a crisis;
2. written procedures for communicating with local law enforcement agencies, community emergency services, parents, students, and the media in the event of a crisis;
3. a plan for crisis management training of all staff;
4. designation of specific management and reporting responsibilities of each staff member during a crisis;
5. an outline of aftermath services for staff and students affected by trauma that addresses who will provide such services; and
6. a crisis intervention checklist to be widely distributed to employees and other appropriate persons for use in the event of a crisis.

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

Adopted: October 24, 1998

Revised: June 2000

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

CROSS REFS: [ADD](#), Safe Schools; [GBGAA*](#), Staff Training in Crisis Management; [JLDBG](#), Peer Mediation; [JLDBH](#), Suicide or Other Traumatic Loss of Life; [JLIA](#), Security and Supervision of Students

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KDE-R: Crisis Management – Regulation (page 1 of 6)

Building-level Teams:

The building team will be composed of building staff. Team members should have an interest in crisis management, be willing to serve and have the time and flexibility to be trained and to respond. Members may include school administrators, counselors, classroom teachers, school psychologists, school social workers, school nurses, members of alcohol and drug abuse prevention teams and support staff. The principal will serve as coordinator of the building-level team.

All team members will be trained to serve as liaisons with specified groups within school and community. Each team member will be responsible for one or more of the following: law enforcement agencies, medical practitioner, students, parents, public/information media, clergy, mental health agencies and funeral homes.

Building-level Coordinator (Principal):

General responsibilities:

- Plan and support teacher inservice activities regarding crisis prevention and management;
- Plan presentations on identifying potential crisis situations;
- Ensure that liaisons (listed below) provide for student education in prevention and management areas;
- Promote close, respectful, warm communication between students and staff;
- Identify and discuss confidentiality issues;
- Explore ways that a signal or code could alert staff to a crisis;
- Discuss and plan for effective and immediate ways to let staff members know what has happened so that they may make a clear, honest and direct statement to students to help dispel rumors and assure students that they are safe;
- Educate the staff on the principles of psychological first aid and helping students to cope with the initial shock of a crisis;
- Plan for possible need of aftermath services for staff and students affected by trauma.

Crisis responsibilities:

- Follow crisis procedures;
- Identify those students most affected by the crisis and direct or have them escorted to the counselor's office as soon as the school is secured and safe;
- Conduct an after-school faculty meeting to debrief and tend to emotional needs and clarify events;

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KDE-R: Crisis Management – Regulation (page 2 of 6)

- Conduct follow-up faculty meetings to continue to debrief, review and learn from past events;
- Coordinate appropriate memorials and remembrances or compassionate assistance to the injured students and/or staff or surviving family.

Media Liaison:

General responsibilities:

- Clarify building and district policy concerning the media;
- Educate faculty and students on how to handle the media;
- Investigate ways to contain the media and discuss whether they will be allowed on school grounds and, if so, in what portions of the building;
- Identify the building liaison for all media contacts;
- Decide under what circumstances media will be allowed to talk with students.

Crisis responsibilities:

- Identify and prepare persons to be interviewed;
- Emphasize an honest, clear, direct and cooperative interview;
- Hold follow-up meeting with public information director and other media liaisons;
- Conduct follow-up discussions with faculty and students who were approached by the media.

Law Enforcement Liaison:

General responsibilities:

- Evaluate building security and review district policy;
- Develop relationships with local law enforcement agencies and guidelines for how and when to contact them and what support they need on arrival;
- Educate personnel on district policies on security, what they can look for and who to contact for assistance;
- Discuss ways to isolate a dangerous individual and cordon off parts of the building if necessary;
- Have available diagrams of sites, campus boundaries and points of access to buildings and grounds.

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KDE-R: Crisis Management – Regulation (page 3 of 6)

Crisis responsibilities:

- Contact significant district security, local law enforcement and other agencies in accordance with district policy and the severity of the situation;
- Isolate dangerous or threatening individuals;
- Review past events and analyze ways that improvement can be made.

Medical Liaison:

General responsibilities:

- Identify school personnel who have training in CPR and emergency first aid;
- Become familiar with local hospitals and ambulance services;
- Identify the school entrance at which an ambulance will be directed to stop;
- Discuss circumstances under which parents of an injured student will be contacted;
- Discuss how students under the influence of drugs will be handled and contained;
- Be familiar with the suicide detection program and alert to self-inflicted wounds and suicide attempts;
- Contact counselor when appropriate.

Crisis responsibilities:

- Assess severity of the situation and apply medical skills;
- Contact hospitals and families if necessary;
- Review and analyze the crisis event;
- Follow up communications with hospitals to monitor the medical conditions of ill or injured students or staff members;
- Provide correct and accurate information as to the condition of ill or injured students to the crisis coordinator for dissemination to students and faculty;
- Coordinate cards and letters sent to hospitals.

Funeral Home/Clergy Liaison:

General responsibilities:

- Be familiar with school crisis plan.

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KDE-R: Crisis Management – Regulation (page 4 of 6)

Crisis responsibilities:

- Assist school in maintaining confidentiality;
- Suggest appropriate funeral and memorial services.

Parent Liaison:

General responsibilities:

- Enlist support personnel to answer phone calls and brief them on approach to use;
- Discuss how and to whom phone calls will be referred;
- Discuss under what circumstances students will leave grounds and how parents will be notified;
- Be prepared to discourage parents from coming to school to pick up their children, but, if they insist, determine how that can best be accomplished;
- Be prepared to tell parents directly and honestly the facts as known and to assure them that the school is doing all that it can to ensure the safety and well-being of students;
- Discuss under what circumstances a written communication might be sent to parents and how this could be accomplished;
- Discuss with the transportation director how parents and the school will be notified in the event of a bus accident involving students from the school.

Crisis responsibilities:

- Follow crisis procedures;
- Provide meetings for parents;
- Review and analyze events with emphasis on improving building response;
- Conduct follow-up meetings for parents if determined necessary.

Counseling/Psychological Liaison:

General responsibilities:

- Improve ability to detect seriously disturbed and suicidal students;
- Learn crisis counseling techniques and psychological first aid principles;
- Assess severity level of suicidal intent and contact parents to gain needed increased supervision and possible hospitalization;
- Assist in the development of a plan to deal with large groups of students who have experienced a crisis;
- Read and discuss materials on sharing after a death;

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KDE-R: Crisis Management – Regulation (page 5 of 6)

- Explore ways to assist student liaison to improve communications and trust between students and faculty;
- Sponsor and promote activities such as SADD and other support groups.

Crisis responsibilities:

- Assist school personnel and student liaison to manage students immediately after a crisis;
- Provide supportive counseling and psychological first aid to students and faculty;
- Contact parents to recommend outside counseling for those students most seriously affected;
- Contact the injured or deceased staff member or student's family to offer assistance;
- Monitor student adjustment and provide long term counseling follow-up to those who need it;
- Be aware of stressful times such as anniversary dates of the crisis and birthdays of the deceased to provide assistance to those who will be most affected.

Student Liaison:

General responsibilities:

- Educate students about the seriousness of bringing weapons to school and the importance of reporting them to school officials;
- Taking threatening statements and behavior seriously;
- Provide for student education in matters of conflict resolution, and recognizing and reporting indicators of problem behavior and security concerns;
- Foster high morale, school spirit, improvement of self-concept, and close, respectful and warm communications between staff and students;
- Provide and support SADD chapters and perhaps a school crisis hotline or other activities at periodic stressful points in the year, such as the last month of school;
- Promote curriculum emphasis in classes such as health, psychology and sociology on such topics as stress management, anger control, decision making and problem solving;
- Promote safe and responsible student behavior both at home and at school;
- Plan and practice evacuation of all or part of the school building under a variety of circumstances;
- Utilize various administrative and physical education personnel to control crowds of students in various parts of the building;
- Clarify procedures to release students to parents and non-parents and under what circumstances;

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KDE-R: Crisis Management – Regulation (page 6 of 6)

- Present possible crisis situations and let building crisis team respond hypothetically.

Crisis responsibilities:

- Utilize above activities to ensure student safety and contain or evacuate students;
- Present an honest, clear, concise message to students concerning the nature of the crisis in age-appropriate terms;
- Guide students toward productive, reasonable and meaningful ways to assist injured students or staff members of the surviving families;
- Follow up to analyze crisis event and ways to improve communication between staff and students;
- Remove belongings of deceased students or staff members and rearrange classrooms to assist students in getting their minds on the future.

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KDEA: Crisis Management Communications

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

Adopted: June 2000

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

CROSS REFS: [ADD](#), Safe Schools; [GBGAA*](#), Staff Training in Crisis Management; [JLDBG](#), Peer Mediation; [JLDBH](#), Suicide or Other Traumatic Loss of Life; [JLIA](#), Security and Supervision of Students

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KDEA-R: Crisis Management Communications - Regulation

During a crisis, the spokesperson for the district shall communicate with the media and public as follows:

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

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KE: Public Concerns and Complaints

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

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

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

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

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

1. The Board member shall refer the person making the complaint to the principal or superintendent.
2. If the person will not personally present the complaint to the principal or superintendent, the Board member shall then ask that the complaint be written and signed. The Board member may then refer the complaint to the principal or superintendent for investigation.
3. If at any time the person making the complaint feels that a satisfactory reply has not been received from a principal, that person should be advised to consult with the superintendent, and, if still not satisfied, to request that the complaint be heard by the Board of Education.

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KEC: Public Concerns/Complaints About Instructional Resources (page 1 of 2)

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

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

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

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

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

1. The Board recognizes the right of an individual parent/guardian to request that his/her child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Board has adopted.
2. The Board shall not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at times a re-evaluation of certain materials may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
 - a. The person who objects to the book or other material shall be asked to sign a complaint on a standard form on which that person will document the criticism.

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KEC: Public Concerns/Complaints About Instructional Resources

b. Following receipt of the formal complaint, the superintendent shall provide for a re-evaluation of the material in question.

c. The re-evaluation shall be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:

(1) A book shall not be excluded because of the writer's race or nationality or political or religious views.

(2) The value of any book or other material shall be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.

d. The superintendent or designee shall review the complaint and re-evaluation and shall render a decision in the matter. Should the solution be unsatisfactory, the complainant may appeal the decision to the Board.

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

Adopted: October 1998

CROSS REFS: [IJ](#), Instructional Resources and Materials; [IJJ](#), Textbook Selection and Adoption; [IJK](#), Supplementary Materials Selection and Adoption; [IJL](#), Library Materials Selection and Adoption; [IJNDA](#), Online Instruction

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KEF*: Public Concerns/Complaints About Teaching Methods, Activities or Presentations (page 1 of 2)

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

1. The parent/guardian or patron with a concern is encouraged to meet with the appropriate teachers or other staff involved.
2. If not resolved with the teacher, the school principal shall hold a conference with the complainant. A written record shall be made of this meeting. Copies shall be supplied to all parties involved.
3. After the initial contact of the complainant with the school administrator, the teacher involved in the challenge shall be invited to attend any subsequent meetings. Written minutes shall be taken of subsequent meetings. Copies shall be supplied to all parties involved.
4. If the complainant is dissatisfied with the results of the conference(s), the principal shall inform the complainant of the following procedures and provide a copy of these procedures and the 'Citizen's Challenge or Objection to Teaching Methods, Activities or Presentations' form to be acted upon by a review committee appointed by the superintendent.
5. Within ten (10) working days of receiving the completed challenge form, the principal shall forward it to the chair of the review committee together with a written report of the conference(s) held with the complainant.
6. Copies of the report also shall be sent to the superintendent, the complainant and the teacher involved.
7. One copy of the report shall be kept in the school file.
8. The principal shall provide the chair of the review committee with a copy or copies or description of the methods, activities or presentations, and the principal involved shall be given the opportunity to render a professional opinion on the appropriateness of the methods, activities or presentation utilizing supporting evidence.
9. The complainant shall be given the opportunity to render an opinion on the appropriateness of the material utilizing supporting evidence.
10. Within sixty (60) calendar days from receiving the completed and signed challenge form, a written recommendation of the review committee shall be forwarded to the superintendent and all parties in interest. (Any deviation due to extenuating circumstances shall require the approval of the Board of Education.)
11. If the complainant or teacher involved is not satisfied with the recommendation of the review committee, he or she has the privilege of appealing to the superintendent and if necessary, the Board of Education.
12. If the same methods, activities or presentations are challenged at a future date, the principal and chair of the review committee shall examine the previous decision in the light of additional points of view. If they find any significant difference in the new

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

KEF*: Public Concerns/Complaints About Teaching Methods, Activities or Presentations (page 2 of 2)

challenge, the committee again may review the methods, activities or presentations. Otherwise, the original decision shall stand and a copy of the final written recommendations of the committee and any Board action shall be sent to the complainant with an explanation that the methods, activities and presentations have been evaluated previously. If the complainant believes his or her challenge is different from the previous one or that significant new evidence exists, the complainant may appeal the decision to the review committee, superintendent or Board of Education.

13. Any party may be represented by counsel at any step of this procedure.

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

Adopted: October 1998

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

KF: Community Use of School Facilities (page 1 of 2)

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school program. All arrangements shall be subject to the following provisions:

Eligible Organizations:

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

Other organizations, including the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc., and any other group intended to serve youth under the age of twenty-one (21) years listed in Title 36 of U.S. Code may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent and approved by the Board of Education. Rental or fees may be waived for charitable or other non-profit organizations or groups by the Board.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the superintendent it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse the district for the salary of the employee.

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

Rental Charges and Approval of Use:

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

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

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

KF: Community Use of School Facilities (page 2 of 2)

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

Adopted: October 1998

Revised: April 2003

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

CROSS REF: [EDC](#), Authorized Use of School-Owned Materials or Equipment; [JJA-2](#), Student Organizations - Open Forum

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

KF-R: Community Use of School Facilities – Regulation (page 1 of 6)

Responsibility:

The superintendent will be responsible for the administration of the accompanying policy on community use of school facilities.

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

Scheduling:

After district activities have been scheduled, space will be available with attention to broad and equitable use of facilities. Alternate locations will be offered whenever possible if a particular building cannot accommodate all requests. All use is subject to the general guidelines and availability of district staff.

The superintendent will be responsible for notification of each principal and head custodian of the date and time of all building activities and the rooms reserved and for keeping a calendar of all rental commitments and reservations for regular school activities during the year.

Permission for use during the hours of the regular school day or during the period immediately after the closing of school which in the judgment of the principal may be necessary for school purposes will be refused.

Permission will not be granted for use Monday through Thursday evenings for any high school facility in which an adult school program is being conducted if in the judgment of the principal such use would interfere with or impeded the conduct of the school program.

Field Use:

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

Application for Use:

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

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

KF-R: Community Use of School Facilities – Regulation (page 2 of 6)

The requester must submit a completed application form for 'Use of School Facilities' to the superintendent for approval, denial or modification.

Approval will depend upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who in the judgment of the superintendent is responsible and competent to supervise the proposed program or activity. The supervision provided by each renting group must be adequate to ensure that the members of the group remain in the assigned portion of the facility. If required by school officials, guards or uniformed police also must be provided at the expense of the user.

If approved, the activity will be added to the building master calendar and copies of the application will be completed and distributed to the superintendent, head custodian, principal and applicant (one copy each).

Cancellation and Revocation:

The user must notify the superintendent if the intended use is canceled or adjusted. Repeated, short notification of cancellations may result in further building use being denied.

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

General Regulations:

1. A regularly employed member of the custodial staff must be on duty during the use of any school building by groups to which permission has been granted.
2. No permit will be transferred to any person or group other than the one to whom issued.
3. Safety: All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including:
 - Auditorium exit lights must be used;
 - Open flame (including candles) is prohibited;
 - Room capacity is not exceeded;
 - Temporary electrical or mechanical modifications are prohibited;
 - Flammable holiday or other decorations are prohibited;
 - Stairways, corridors and entrance/exits must be kept free of obstruction at all times;
 - No equipment, scenery or decorations of any type may be used within the building or on the premises except as specifically provided in the permit. Such

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

KF-R: Community Use of School Facilities – Regulation (page 3 of 6)

equipment, scenery or decorations must be slow burning, must conform to all local and state regulations and must not be attached to the walls, floors or ceilings (except to anchors presently provided);

4. Prohibited Activities:

- use or possession of alcoholic beverages and controlled substances. Failure to comply will be dealt with by local law enforcement agencies;
- smoking, chewing or any other use of tobacco products within the building or on school grounds in accordance with state law and Board policy on tobacco-free schools. If an individual group does not comply with this policy or these regulations, the group will be denied use of district facilities for a period of no less than eighteen (18) months;
- all disruptive or illegal activity, including obscene language, quarreling or fighting;
- unlicensed gambling.

5. Damage:

- The approved party will be responsible for all damages and losses to the building and/or the contents and must indemnify and hold harmless the Board and its employees from any claim resulting from or arising out of the use of the school facilities named in the application or any part of the facilities covered in the application.

6. The Board will not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property must be removed from the facility immediately after the use or before such time that the materials will interfere with school activities.

7. Insurance:

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

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

KF-R: Community Use of School Facilities – Regulation (page 4 of 6)

8. Locations:

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

9. Times:

- Facility use times will be specified in the application. All groups are expected to vacate the premises by the hour specified. An additional hour rental may be charged for early arrival or late exit. All use permits will terminate by 10:00 P.M. Exceptions to this may be approved by the superintendent. No non-school groups will be permitted use of facilities on regularly scheduled school days prior to 4:30 P.M.

10. Days

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

11. Clean Up:

- General clean up will be the responsibility of the approved party. Rubbish must be removed from the facility immediately after use or before such time as it will interfere with school activities. Additional fees will be charged for clean up when deemed necessary.

Guidelines for Religious Use:

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

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

Non-discrimination:

All users are subject to laws and regulations applicable to school districts which prohibit discrimination based upon age, sex, national origin, race, color, religion, marital status or handicap.

Rental categories:

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KF-R: Community Use of School Facilities – Regulation (page 5 of 6)

Category 1:

No rental fee will be charged to the following:

1. school-affiliated groups such as parent-teacher organizations, school-related parent and community groups, or employee groups of an educational, recreational, social or professional nature as approved by the superintendent;
2. governmental entities using facilities as a polling place;
3. precinct caucuses.

Category 2:

A nominal non-refundable fee will be charged the following groups for each application. No additional rental charges will be made if their activities take place when normal supervisory or custodial personnel are present or use is restricted to fields.

1. community-sponsored groups that do not charge a fee and whose main purpose is to hold an informative meeting that is open to the public (such as League of Women Voters, political parties, local neighborhood organizations and recognized community service groups);
2. community-sponsored youth and senior citizen activities when:
 - o instructors or supervisors receive no payment for their involvement in that activity;
 - o fees for the activity, if any, provide only for direct non-personnel costs

Category 3

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

Fees:

1. Custodial: Any organization or individual, regardless of classification, will be required to pay the cost of custodial services if use of the facility would result in direct costs to the school district. For those facilities where a custodian is regularly on duty during the rental, the user may be charged up to two hours per use at the current custodial salary rate to compensate for additional work required in opening, securing, cleaning, etc., related to the rental.

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KF-R: Community Use of School Facilities – Regulation (page 6 of 6)

2. Cafeteria: A school cafeteria manager or other designated cafeteria employee(s) must be present for general supervision of the cafeteria/kitchen. All persons working in the kitchen (preparing food and/or handling kitchen equipment) must meet state and county requirements for school food handlers. The user will pay the district in accordance with the fee schedule for all cafeteria personnel. The user will be given and must abide by a set of guidelines for kitchen use.
3. Payment: All users will be expected to pay rental fees in advance. Organizations that have made prior arrangements with the superintendent may pay on a monthly basis. Organizations wishing to pay on a monthly basis should submit a request in writing. Failure to pay as per agreement may result in denial of access to the facility and future requests being denied. Checks should be made out to the Primero RE-2 School District and forwarded to the district business officer.
4. Financial Accountability: It will be the responsibility of the superintendent to ensure that revenue received is forwarded to the business office for deposit to the appropriate accounts. Fees collected for salaries will be used to reimburse those accounts. Fees collected for facility rental/use will be deposited in the district facility maintenance account.
5. Fee Revision: All fees are listed in the accompanying exhibit and are designed to reflect these regulations. These fees are subject to review and revision and may be adjusted annually by the Board.

Guidelines for Denial of Use:

The District reserves the right to deny building use for any reason. Approval will be denied if in the judgment of the superintendent the proposed activities would:

1. jeopardize the equipment and/or facilities of the building;
2. conflict with school activities;
3. be incompatible with the school neighborhood;
4. violate any Board policy or local, state or federal law.

Guidelines for Appeal:

The applicant may file a written appeal to the Board if a use application has been denied by the superintendent. Further appeal, if necessary, may be made to the Board of Education.

LEGAL REFS: C.R.S. 22-32-109 (1)(bb); C.R.S. 24-10-101 *et seq.* (*Colorado Governmental Immunity Act*); C.R.S. 25-14-103.5

CROSS REFS: [ADC](#), Tobacco-Free Schools

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

KFA: Public Conduct on School Property (page 1 of 2)

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

1. any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board;
2. physical abuse or threat of harm to any person or school district owned or controlled property at school district sponsored or supervised functions;
3. threat of damage to property of the school district regardless of the location, or property of a member of the community or a visitor to the school when such property is located on school district controlled premises;
4. forceful or unauthorized entry to or occupation of school facilities, including both building and grounds;
5. unlawful use, possession, distribution or sale of drugs or other controlled substances, alcohol and other illegal contraband on school district property, at school sponsored functions, on any school bus transporting students or within 1,000 feet of the perimeter of the school grounds. Persons known to be under the influence of liquor shall not be permitted to enter the school building or grounds.
6. unlawful use of tobacco;
7. unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings unless the person falls into one of the exceptions in state law for possession of a deadly weapon including that the person:
 - o has legal authority to carry or possess a deadly weapon;
 - o is presenting an authorized public demonstration for the school or an organized class;
 - o is carrying out duties for the school district which require use of a deadly weapon;
 - o is participating in an authorized extra-curricular activity or team involving the use of firearms;
 - o has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons;
 - o is a peace officer on duty;
8. profanity or verbally abusive language;
9. any conduct constituting a breach of any federal, state or city law or duly adopted policy and/or regulation of the Board.

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

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

KFA: Public Conduct on School Property (page 2 of 2)

Adopted: October 1998

Revised: June 2003

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

CROSS REFS: [ADC](#), Tobacco-Free Schools; [GBEB](#), Staff Conduct; [GBEC](#), Drug-Free Workplace; [JICH](#), Weapons in School; KI, Visitors to Schools

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

KHC: Distribution/Posting of Promotional Materials

Requests from the general public to distribute printed non-curricular materials in the Primero RE-2 School District public schools shall be allowed subject to the following policy and accompanying regulations unless the material is 'unacceptable' as described below:

The following shall be considered 'unacceptable' material:

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

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

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

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

Adopted: October 1998

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

CROSS REFS: [JICEA](#), School-Related Student Publications; [JICEC*](#), Student Distribution of Non-curricular Materials

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

KHC-R: Distribution/Posting of Promotional Materials – Regulation (page 1 of 2)

Approval:

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

Appeal:

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

1. Within 10 days after the superintendent's or designee's action, written notice must be served by the aggrieved party or parties on the superintendent requesting a hearing before the Board.
2. The superintendent will schedule the hearing on the agenda of the next regularly scheduled meeting of the Board which generally will be held within 30 days of the filing of a request for a hearing.
3. The aggrieved party or parties must attend the meeting. The superintendent will have the burden of establishing to the Board's satisfaction by clear and convincing evidence that the materials which are sought to be distributed are 'unacceptable' as defined in policy. The aggrieved party will be allowed to defend distribution of the material.
4. The Board will issue a decision in writing within 5 working days following the hearing. The Board's decision to support or reject the superintendent's action will be final.

Regulations:

1. Place: Distribution of printed non-curricular materials must be made at places within the school or on school grounds as designated by the principal except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.
2. Time: Distribution may be made one-half hour before school and/or during regularly scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.

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

KHC-R: Distribution/Posting of Promotional Materials – Regulation (page 2 of 2)

3. Littering: All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.
4. Distributors: Students may not be used as the agents for distribution of such materials without the written consent of the student's parent or guardian.
5. Manner: No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such materials or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

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

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

KI: Visitors to School

The Board encourages parents/guardians and other citizens of the district to visit classrooms, activities, and functions at any time to observe the work of the schools. The Board believes that there is no better way for the public to learn what the schools actually are doing.

In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors to the schools shall report to the school office when entering, showing proper identification and reason for being at the school. Visitors shall wear name tags which identify them as visitors. This will not apply when parents/guardians have been invited to a classroom or assembly program.

To promote the general health, welfare and well being of all who enter school property, and pursuant to state law, smoking, chewing or any use of tobacco products by staff, students or visitors is prohibited on all school property.

The district shall notify the public in an appropriate manner that persons violating the criminal law by using, selling or distributing any controlled substance on school grounds, on school buses transporting students or within 1,000 feet of the perimeter of the school grounds shall be subject to enhanced criminal penalties.

Adopted: October 24, 1998

Revised: June 2000

LEGAL REF: C.R.S. 18-9-112; C.R.S. 18-12-105.5; C.R.S. 18-18-407 (2); C.R.S. 22-32-109.1(7) (*open school policy is a required part of school safety plan*)

CROSS REFS: [ADC](#), Tobacco-Free Schools; [ECA/ECB](#), Security and Supervision of Students; [JLIA](#), Security and Supervision of Students; [KFA](#), Public Conduct on School Property

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

KLG: Relations with State Agencies

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

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

This cooperative and pro-active effort shall pursue the following primary objectives:

1. development and periodic review of crisis prevention and management plans and safe school plans;
2. assessment of district and building security and violence prevention policies and procedures;
3. development of guidelines for how and when to contact law enforcement agencies and what support the district shall provide to aid in the effectiveness of the state agency; and
4. protection of the civil rights of all individuals.

Adopted: October 24, 1998

Revised: June 2000

LEGAL REFS: C.R.S. 22-32-109.1(2)(b)(3) (*agreements with state agencies*)

CROSS REFS: [ECA/ECAB](#), Security/Access to Buildings; [GBGAA*](#), Staff Training in Crisis Management; [JIH](#), Student Interrogations, Searches and Arrests; [JLIA](#), Security and Supervision of Students; [KDE](#), Crisis Prevention and Management

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

KLG-R: Relations with State Agencies - Regulation

Guidelines for School Contacts with the Police Department:

The principal (or designee) may call the police department for assistance when deemed appropriate. During this notification, information given to the police complaint clerk shall include the following:

1. identification of the caller;
2. from what school you are calling, the address and telephone number;
3. why the police are needed. This communication must be explicit and include all pertinent information including the location within the school or on the school grounds and whom to contact.

Call back if the situation changes before police arrive. This action can eliminate over or under reaction by the police.

When in doubt, call the police. Let them make the judgment as to what action, if any, should be taken.

Once the police have arrived at school, decisions concerning appropriate actions will be the responsibility of the police department in consultation with building administration.

Approved: October 24, 1998

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

KLMA: Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

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

All military recruiters, postsecondary institutions, and prospective employers shall be treated uniformly with regard to the conduct of on-campus student recruitment. A schedule of recruiters visiting the district's high schools will be announced to the student body in advance by each school's guidance office through publications and/or posting on bulletin boards. Recruiters will be allowed to conduct meetings during the school day with those students who are interested.

Recruiters shall be permitted to conduct follow-up visits to the high school in order to meet with individual students upon the individual request of the student involved and with the authorization of the high school administration. Request for follow-up individual meetings are to be scheduled through the student's guidance counselor.

All group meetings are to be scheduled through the guidance office at each high school. Classroom teachers who schedule organizational recruiters as a career awareness activity should coordinate those activities through the appropriate member of the guidance staff.

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

Adopted: April 2003

LEGAL REFS: 10 U.S.C. 503, 504 (*military recruiter access to student records contained in National Defense Authorization Act for FY 2002*); 20 U.S.C. 1232g (*Family Educational Rights and Privacy Act*); 20 U.S.C. 7908 (*military recruiter access to student records contained in No Child Left Behind Act of 2001*); 34 C.F.R. 99.1 *et seq.* (*district shall comply with FERPA*); C.R.S. 24-72-204 (3)(a)(VI) (*schools cannot disclose address and phone number without consent*); C.R.S. 24-72-204 (3)(d) (*information to military recruiters*)

CROSS REFS: [JRA-JRC](#), Student Records/Release of Information on Students; [KI](#), Visitors to Schools