

SECTION 100 – DISTRICT ORGANIZATION AND ADMINISTRATION

SAFETY

POLICY 106

ARTICLE 1 SAFE SCHOOLS MISSION

- A. The Board of Education has adopted a Mission statement, in compliance with C.R.S. 22 -32-109.1 that makes safety a priority in each public school of the District: The Mission of the Platte Canyon School District is to promote educational excellence in safe schools (Policy 102, Article 1).

ARTICLE 2 SAFE SCHOOLS PLAN

- A. In order to Provide a learning environment that is safe, conducive to the learning process, and free from unnecessary disruption the Board has established, revised and reviewed several safety related policies that, when combined with administrative procedures, create a safe school plan. Such plan is to be kept as a singular document that sets minimum requirements for School Safety Plans and that shall serve as a guide for these Plans. The Plan includes the following Policies:

1. Policy 102, Article 1 Mission
2. Policy 102, Article 3 Goals and Expectations
3. Policy 106 Safety
4. Policy 107, Article 1 Discrimination and Harassment Prohibited
5. Policy 108, Article 4 School Advisory Councils
6. Policy 150, Article 3 Facility and Grounds Security
7. Policy 150, Article 5 Facility and Grounds Maintenance
8. Policy 305 Staff Health and Safety
9. Policy 307, Article 1 Staff Responsibilities – Safety and Welfare of Students
10. Policy 403 Student Conduct Code
11. Policy 404, Article 2 Harassment
12. Policy 404, Article 3 Sexual Harassment
13. Policy 404, Article 4 Bullying
14. Policy 405 Dress Code (Students)
15. Policy 406 Secret Societies/Gang Activity
16. Policy 407 Drugs and Alcohol
17. Policy 408 Weapons
18. Policy 410 Vandalism
19. Policy 411 Bus Conduct
20. Policy 420 Student Discipline
21. Policy 421 Restraint of Students
22. Policy 422 Time-out Practices
23. Policy 423 Student Interrogations, Searches and Arrests
24. Policy 510, Article 3 Safety Instruction
25. Policy 530, Article 3 Trips and Excursions
26. Policy 530, Article 4 Animals in the Classroom
27. Policy 602, Article 3 Safety and Maintenance Inspections
28. Policy 608 Health Services
29. Policy 720 Public Conduct on School Property

References:

- C.R.S. 18-9-109 Interference with staff, faculty, or students of educational institutions
- C.R.S. 18-9-110 Public buildings - trespass, interference
- C.R.S. 18-9-112 Loitering
- C.R.S. 18-9-117 Unlawful conduct on public property
- C.R.S. 18-9-301 to -313 Offenses involving communications
- C.R.S. 18-13-122 Possession of Alcohol
- C.R.S. 22-3-101 through 104 Eye Protective Devices
- C.R.S. 22-32-109 (bb) Smoking on School Property
- C.R.S. 22-32-109.1 (2) Safe Schools Plan and Reporting Requirements
- C.R.S. 22-32-109.1 (3) Agreements with State Agencies
- C.R.S. 22-32-109.1 (4) Crisis Management Policy
- C.R.S. 22-32-110 (1) (k) Policies, Board Powers – Safety, Welfare
- C.R.S. 22-32-124(2)(3) Building Inspections
- C.R.S. 24-10-1-6.5 Duty of Care

20 U.S.C. 6083 Prohibits smoking in facility use to provide educational services

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ARTICLE 3 SCHOOL SAFETY PLANS

- A. The Principal of each school, following consultation with constituent groups, shall create a School Safety Plan that is reviewed annually by the School Advisory Council and faculty and revised as appropriate to maintain a safe school. Each Plan is to reference, include or summarize policies listed in Article 2 of this policy along with school procedures for policy implementation. The focus of the plan shall be on student conduct and discipline as required by C.R.S. 22-32-109.1.

ARTICLE 4 SAFE SCHOOLS REPORTING

- A. Each Principal shall submit annually, in the manner and by the date specified by the State Board of Education a written report to the Superintendent concerning the learning environment in the school during that school year. Each report shall contain information as specified by the State Board.
- B. The Superintendent shall compile the annual safety reports from each Principal and submit the compilation to the Board of Education.
- C. The Board shall issue a final safety report. The report shall be made available to the public and shall be submitted to the State Board of Education in accordance with State law and regulation.

ARTICLE 5 INTER-AGENCY COOPERATION

- A. The Board directs that staff shall cooperate with law enforcement officials, the juvenile justice system, and social services, as allowed under state and federal law, to keep school environments safe. To the extent feasible and necessary for safety purposes, written agreements with these agencies may be made by principals with regard to their schools or by the Superintendent with regard to District safety management.

References:

C.R.S. 18-9-109 Interference with staff, faculty, or students of educational institutions
C.R.S. 18-9-110 Public buildings - trespass, interference
C.R.S. 18-9-112 Loitering
C.R.S. 18-9-117 Unlawful conduct on public property
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ARTICLE 6 EMERGENCY RESPONSE AND CRISIS MANAGEMENT

- A. The District shall have a Safety, Readiness and Incident Management Plan that sets forth District and school Emergency Response and Crisis Management (ERCM) procedures for taking action and communicating with local law enforcement agencies, community emergency services, parents, students, and the media in the event of an emergency or crisis situation. The purpose of this plan is to establish sequential planning and operational actions that will be taken prior to, during, and subsequent to a school emergency or crisis situation. The primary objective is to prevent injury and/or death, prevent and/or limit property damage, and restore services and functions essential to the District's mission as quickly and safely as possible. The plan shall:
1. Establish requirements, guidelines and tools for School ERCM Planning, Practicing and Partnering with Community Partners and serve as a resource for each school as School ERCM Plans are revised and updated.
 2. Describe the basic mechanisms and structures by which the District will respond to threats or events, both natural and man-made, including school violence, in an effort to maximize the safety and welfare of all students, staff and visitors.
 3. Establish an ERCM framework in compliance with the National Incident Management System (NIMS) including the Incident Command System by July 1, 2009.
 4. Meet the requirements of C.R.S. 22-32-109.1 (4) and Senate Bill 08-181.
- B. Each school shall have an Emergency and Crisis Management (ERCM) Plan that adheres to requirements and procedures established by the District Safety, Readiness and Incident Management Plan. Because each school has unique characteristics, ERCM planning and practices must be site and situational specific to maximize prevention, mitigation, preparedness, response and recovery.
- C. Staff and students shall be appropriately trained and empowered to make life preserving decisions. Knowledge and understanding of the District Plan and school ERCM plans provide a framework for this decision.
- D. The Park County Sheriff or designee, the Platte Canyon Fire Chief or designee, the Park County Emergency Manager, and other emergency response officials shall be consulted in the development of District Plan and school level Crisis Management Plans and in drills or practices related to the plans. Memorandums of Understanding to facilitate ERCM shall be completed to the extent feasible.
- E. Drills and practices shall be scheduled to assure the effectiveness of ERCM Plans.

References:

C.R.S. 18-9-109 Interference with staff, faculty, or students of educational institutions
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ARTICLE 7 SUPERVISION OF STUDENTS

- A. Principals shall assure that adequate supervision of students exists at all times to minimize any possibility of violent behavior and to minimize potential accidents.
- B. Regular staffing of schools shall include staff necessary for student security and safety and enforcement of student conduct codes.
- C. Any staff member, at any time, may be assigned responsibilities for the supervision of students. A staff member so assigned outside of her/his regular work time shall be compensated in keeping with scheduled extra duty rates.

ARTICLE 8 EYE PROTECTIVE DEVICES

- A. The Board of Education shall furnish industrial quality eye protective devices and staff shall assure their use at any time an individual is engaged in, or observing, an activity that may result in injury to the eyes or using hazardous substances likely to cause injury to the eyes.

ARTICLE 9 SAFETY SYSTEMS

- A. Fire alarm systems shall be operational and be in compliance with county, state and federal statutory and regulatory requirements and codes.
- B. Water and septic systems shall be constructed and operated in compliance with county, state and federal statutory and regulatory requirements and codes.
- C. Facility construction and re-modeling shall be in compliance with county, state and federal statutory and regulatory requirements and codes including electrical, lighting, ventilation and heating systems.
- D. The swimming pool water shall be treated as required by state health regulations.
- E. Food service equipment and facilities shall be in compliance with state health regulations.
- F. Toxic materials and chemical shall be stored in compliance with state health regulations.

References:

C.R.S. 18-9-109 Interference with staff, faculty, or students of educational institutions
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C.R.S. 18-9-117 Unlawful conduct on public property
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ARTICLE 10 TOBACCO-FREE SCHOOLS

- A. Smoking, chewing, or any other use of any tobacco products by staff, students and members of the public is banned on school property, including: playgrounds, athletic fields, recreation areas, parking areas, and buildings, and in school vehicles or at bus stops. Use is also banned at any school or School District sponsored activity or event. Tobacco includes; cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, cloves and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. Use means lighting, chewing, inhaling or smoking any tobacco product.
- B. Signs shall be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with State law and District policy. This policy will be published in employee and student handbooks, posted on bulletin boards and announced in staff meetings.
- C. Use of tobacco by students while on School District property or while attending school activities or events shall result in disciplinary action including in-house suspension, detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with State law, no student will be expelled solely for tobacco use. While it is not illegal for students to possess tobacco products, the possession of these products in tobacco-free school facilities is not appropriate. Staff shall confiscate tobacco products in the possession of students when the product is visible to staff or other students. Parents are to be notified that the student possessed such product. Confiscated products shall be returned to the student's parent upon request.
- D. A staff member in violation of this policy shall be subject to disciplinary action and/or possible termination of employment.

ARTICLE 11 DRUG-FREE/ALCOHOL-FREE SCHOOLS

- A. All illicit drugs, controlled substances and alcohol are banned from School District property, including: playgrounds, athletic fields, recreation areas, parking areas, buildings and vehicles and are also banned from any school or School District sponsored activity or event.
- B. Possession, use or sale of illicit drugs, controlled substances, or alcohol by students shall result in disciplinary action. A report shall be filed with the Park County Sheriff's Office.
- C. Possession, use or sale of illicit drugs, controlled substances, or alcohol by staff members shall result in disciplinary action, possible termination of employment, and criminal charges.
- D. The Park County Sheriff's Office shall be contacted when a visitor is found to be in possession of illicit drugs or alcohol or selling illicit drugs or controlled substances on school property.

References:

C.R.S. 18-9-109 Interference with staff, faculty, or students of educational institutions
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ARTICLE 12 VIDEO SURVEILLANCE EQUIPMENT AND DATA

- A. The use of video surveillance equipment and data is authorized for the purposes of:
1. Maintaining safe and secure school campuses and facilities that contribute to the safety of students, staff, and others;
 2. Fostering safe transport of students;
 3. Deterring vandalism, theft and unauthorized access to school facilities;
 4. Detecting unlawful behaviors by individuals on District property, in school facilities and in school vehicles;
 5. Viewing of classroom student behavior and instruction subject to the provisions of Paragraph E of this article;
 6. Assisting law enforcement and emergency responders to safely carryout their duties.
- B. Video surveillance equipment may be installed and operated on all school properties and within all school facilities with the exception that no camera may be installed or operated in any area where staff, students or others have a reasonable expectation of privacy including restrooms, locker or dressing rooms, changing rooms, shower areas, and health services rooms.
- C. The Superintendent may authorize school officials to view video surveillance data on a need to know basis for the purposes listed in paragraph A of this Article. The Superintendent may further authorize School District insurance representatives, School District attorneys, law enforcement officers, fire department officials, and government officials to view surveillance data when such viewing is deemed to be in the interest of the District or necessary to fulfill county, state or federal regulations or statutes, to respond to unlawful behaviors, or to enhance the safety and welfare of students and staff.
- D. Staff may be employed and assigned to specifically view authorized video surveillance data and to notify school administrators of an unsafe circumstance or situation, an unauthorized access, potentially dangerous activity, suspected violation of the student conduct code or suspected unlawful behavior.
- E. The Superintendent may authorize video surveillance within classrooms as a reasonable action stemming from reports/information from credible sources that allege a violation of District policy or applicable law. At the request of a teacher, video surveillance within classrooms may be used by support staff and administrators to observe instruction and student behavior. Video surveillance equipment may not be used to gather information for an evaluation conducted under the Licensed Personnel Performance Evaluation Act, C.R.S. 22-9-101 to -109, without the prior consent of the person being evaluated.

References:

C.R.S. 18-9-109 Interference with staff, faculty, or students of educational institutions
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- F. Video surveillance data shall not be released to anyone outside the District except as provided in paragraph C of this Article and except that the Superintendent may authorize a parent to view recorded images of his/her child when the child is to be withdrawn from the class, suspended for more than five days or recommended for expulsion based on a conduct code violation that has occurred within that specific class. Otherwise, and except as required by law, no parent or other member of the public shall be authorized to view video surveillance data of classroom or other instructional settings without the knowledge and written consent of the teacher and principal.
- G. Student and parent handbooks for each school shall include a statement that surveillance cameras are in use on school campuses and within facilities for the purposes listed in paragraph A of this Article.
- H. Notices stating that “cameras are in use” shall be posted at each school and at the District Complex.
- I. Recorded video surveillance data shall be retained for not less than ten days and shall be kept throughout the course of any investigation or legal proceeding where the video data provides pertinent information.
- J. Unauthorized use of, tampering, damaging, or rendering inoperable any video surveillance equipment or data by students or staff members shall be subject to disciplinary actions.

References:

C.R.S. 18-9-109 Interference with staff, faculty, or students of educational institutions
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C.R.S. 18-9-112 Loitering
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