

## SECTION E: SUPPORT SERVICES

Section E of the NEPN/NSBA classification system contains policies, regulations, and exhibits on non-instructional services and programs, particularly those on business management such as safety, building and grounds management, office services, transportation, and food services.

✓EB	Environmental and Safety Program
✓EBBA	Prevention of Disease/Infection Transmission
✓EBBA-R	Prevention of Disease/Infection Transmission
✓EBBB	Accident Reports
✓EBC	Emergencies
✓EBCA	Disaster Plans
✓EBCA-R	Disaster Plans
✓EBCB	Safety Drills
✓EBCC	Bomb Threats
✓EBCE	School Closings and Cancellations
✓EBCE-R	School Closings and Cancellations
✓ECA/ECAB	Security/Access to Buildings
✓EDB	Maintenance and Control of Materials
✓EDC	Authorized Use of School-Owned Materials and Equipment
✓EEA	Student Transportation
✓EEAA	Walkers and Riders
✓EEAC	Bus Scheduling and Routing
✓EEAE	Bus Safety Program
✓EEAEA	Bus Driver Requirements, Training and Responsibilities
✓EEAEAA	Drug and Alcohol Testing for Bus Drivers
✓EEAEAA-R	Drug and Alcohol Testing for Bus Drivers
✓EEAEC	Student Conduct on Buses (Also JICC)
✓EEAEC-R	Student Conduct on Buses (Safety Regulations)
✓EEAEG	Use of Wireless Communication Devices by Bus Drivers
✓EEAFB	Use of School Buses by Community Groups
✓EEAG	Student Transportation in Private Vehicles
✓EEBA	School-Owned Vehicles
✓EF	Food Services
✓EFC	Free and Reduced-Price Food Services
✓EFC-R	Free and Reduced-Price Food Services
✓EGAEA	Electronic Mail
✓EGAEA-R	Monitoring Public Electronic Mail Records
✓EI	Insurance Program/Risk Management

*EFEA  
NUTRITIOUS  
FOOD  
CHOICES*

## Environmental and Safety Program

The safety of employees, students and the public is of chief importance to the Board of Education. To insure this safety, the Board shall strive to prevent accidents and injuries. In all school activities, reasonable attempts shall be made to prevent accidents from occurring. All employees shall be required, as a condition of employment, to make diligent efforts to comply with all applicable Board safety policies and regulations.

The superintendent shall be the designated safety coordinator for the district and shall be the primary contact for safety-related matters. All employees shall receive an annual orientation with regard to the safety policies and regulations of the district that are related to their jobs. Employees shall be encouraged to bring any unsafe conditions or practices to the superintendent's attention.

A safety committee, chaired by the superintendent, shall be formed with the following responsibilities:

1. To discuss and recommend safety policies and objectives.
2. To identify unsafe conditions and practices.
3. To investigate all accidents.
4. To conduct safety meetings and promote safety awareness.
5. To establish and update safety rules.

The superintendent shall report on the safety status of the district at regular meetings of the Board.

Adopted September 20, 1993

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

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

All schools shall provide 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 person 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 that 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 a greater need for those precautions. Under no circumstances shall students be directed or knowingly be allowed to handle body fluids other than their own.

Adopted: October 21, 2002

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

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

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

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

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, 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.
  - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
  - b. Cuts and scores on your skin should be routinely covered to avoid infection.
  - c. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, 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.
2. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well, paying particular attention to areas around and under fingernails and between fingers.
4. Clean up as soon as possible after any skin contact with any body fluid or substance.
  - a. Wash skin with soap and water.

- b. Wash contaminated surfaces and non-disposable items with standard disinfectant. Use aerosol germicide cleaner.
- c. Wash contaminated clothing and linen in detergent with hot water.
- d. Contaminated tissues, paper towels and other disposable items should be placed in plastic bags before being discarded.

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

Although HIV (human immuno-deficiency 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.

**TRANSMISSION CONCERNS-BODY SUBSTANCE SOURCES OF INFECTIONS AGENTS**

<b>Body Substance Source</b>	<b>Organism of Concern</b>	<b>Transmission</b>
Blood - cuts/abrasions - nose bleeds - menses - contaminated needle	Hepatitis B virus HIV/AIDS Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands Direct blood stream inoculation
*Feces - incontinence	Hepatitis A virus Salmonella bacteria Shigella bacteria	** Oral inoculation from contaminated hands
*Respiratory secretions - saliva - nasal discharge	Common cold virus Influenza virus *** Epstein-Barr virus	** Oral inoculation from contaminated hands

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*Respiratory secretions - saliva - nasal discharge	Common cold virus Influenza virus *** Epstein-Barr virus	** Oral inoculation from contaminated hands

*Vomit	Gastrointestinal viruses (e.g., Norwalk virus)	** Oral inoculation from contaminated hands
*Urine - incontinence	*** Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands
Semen/vaginal fluids	Hepatitis B virus HIV/AIDS 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.

Adopted: October 21, 2002

## 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 that an accident report be filed on every accident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips, 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 21, 2002



File: EBC

## **Emergencies**

The school administration may employ any service required to meet an emergency endangering the life of school personnel or affecting school property provided that the names, compensation and services of all persons thus employed shall be reported to the Board at its next scheduled meeting.

Adopted May 18, 1976

## **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.

Current practice codified August 1993  
Adopted; date of manual adoption

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

## Disaster Plans

Students should notify an adult if anything unusual is noticed such as smoke or fire in the building, strange odors, a person lying on the floor (whether or not an injury is apparent), etc. The adult should take actions appropriate to the situation. If there is any question of danger to other persons such as fire or smoke, the building should be evacuated in accordance with the evacuation plan. The office will be informed and the fire department will be called.

If a person is injured or incapacitated, the fire department will be called. If contact is not possible, the emergency 911 number will be called. Additionally, the emergency medical technician and first responder may be able to assist the injured or incapacitated person.

### Evacuation Plan

In the case of hazardous situations such as fire, smoke, hazardous material spill, etc., the following procedures to evacuate the building will be observed:

1. Pull the alarm. Students should not pull the fire alarms unless told to do so by an adult. The evacuation signal is a long, steady buzzing of the fire alarm bell. It is always to be assumed that the buzzer is signaling an actual emergency.
2. Notify the office staff. The office staff will call the fire department or the person pulling the alarm may call the fire department.
3. Evacuate the building. Time permitting, teachers will turn off all lights and gas in their rooms and after students have exited, close doors to their rooms. Evacuations should not be delayed. No one should return to the rooms to turn off lights and gas or to close doors.
4. All persons exiting to the west will meet below the embankment. Persons exiting to the east will meet against the fence surrounding the south end of the track and football field. Teachers will take roll call of their students and notify their coordinator if any students are missing.

#### **TEACHERS MUST MAINTAIN CONTROL OF THEIR STUDENTS TO AVOID MISHAP WITH EMERGENCY RESPONSE VEHICLES.**

5. The Superintendent and the custodian, or their designated representative, will be notified if any students are missing.
6. When the fire department personnel arrive, the superintendent or representative, will review the emergency with the fire chief and will notify the chief of any missing person(s) or special circumstances.

## **Tornado Protection**

A tornado warning will be signaled by four short rings of the bell used to announce class periods.

All classes will use the stairway north of the cafeteria, except students in PE or recess. These students will go to the gym and then to the locker room.

Elementary students will go to the boy's locker room (north side). The Jr. High and High School students will go to the girl's locker room (south side).

Teachers on the north side of the cafeteria will move students through the doorway north of the cafeteria and then down the stairs to the back downstairs hallway. These students will proceed after all other students have exited down the stairway.

Mrs. Hatch will check to see that all elementary students are accounted for. Mrs. Lambert will check the high school students. Mrs. LeAnn Smith will check to see that all students in the back downstairs hallway are accounted for.

Current practice codified 2000

Adopted: date of manual adoption

File: EBCB

## Safety Drills

Fire drills shall be practiced at regular intervals to develop a safe system for students to leave the building in an orderly manner. A map shall be posted in each room showing the main exit route and the alternative route.

The fire alarm bell is located near the public phone in the main foyer across from the office. This bell is a continuous sound and shall be turned off by a custodian after the fire drill is completed. Students exiting to the east side of the building shall go to the chain link fence and remain there. Students exiting to the west shall go below the playground area.

Current practice codified 1993  
Adopted: date of manual adoption

## **Bomb Threats**

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

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

1. Aim first toward insuring the safety of students and personnel.
2. Aim also toward identification of the person or persons making the threat.
3. Require immediate reporting of any incident to the superintendent'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: March 19, 2001

## SCHOOL CLOSINGS, DELAYS, CANCELLATIONS, AND E-LEARNING DAYS

In the event of inclement weather or mechanical breakdown, Prairie School District may be closed for the day or placed on a delayed start. Similar conditions may necessitate early dismissal.

Decisions regarding school closure, delayed starts, and early dismissals shall be made by the superintendent of schools or a designee.

If school is canceled due to adverse weather conditions, all previously scheduled school-related activities shall be deemed canceled as well. In such circumstances, no school employee shall be authorized to carry on extracurricular activities involving students under the auspices of the school, without the approval of the superintendent.

In the event of a delayed start, certified staff members are expected to arrive to work as close to their regular starting times as possible with full consideration given to the weather conditions and their personal safety.

In the event the school runs out of built in school weather days, the school may schedule E-Learning days for our secondary students. On the selected E-Learning day, beginning at 8 AM, all secondary teachers (grades 6-12) will assign a class period long (reasonable length) lesson to all students through the district's Learning Management System. This mode of instruction will be called **an E-Learning Day**, amounting to a regular instructional school day because students can access lessons provided by, and supported by, their regular teachers. **E-Learning Days** allow students to continue their sequence of learning despite their inability to access facilities.

To ensure all students have the ability to access their lessons on **E-Learning Days** the district will maintain a reasonable supply of Internet hotspots to be used by students who can be verified to lack internet access in the place they reside.

On **E-Learning Days**, teachers will be available to students electronically and teacher's office hours will be posted to guide lessons, offer support, and answer questions. On such days, teachers will provide adequate time for students to complete their assigned tasks. It is understood that for situations that are out of the control of the student, E-Learning Days will be treated with the same exceptions as an Excused Absence in regard to work assigned.

On **E-Learning Days** teachers will take attendance and monitor student participation through a digital check-in prompt administered through the Learning Management System. This must take place before 4:00 PM on the **E-Learning Day**. Evidence of a student's attendance and participation in an **E-Learning Day** will be entered into our Student Information System.

Adopted: July 17, 1978

Revised to conform with practice: data of manual adoption.

Revised: December 16, 2019

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

## School Closings and Cancellations

Notice of school closings or cancellations will be made as early as possible. The administration will make every effort to notify the media. School closings shall be posted on the Prairie website. An alert will also be sent by e-mail and text message.

When the school goes to storm delay scheduling, buses will run two hours late.

Current practice codified 1993

Approved: date of manual adoption

Revised: October 21, 2019



## 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 security personnel may be approved by the Board in situations where special risks are involved.

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

## Maintenance and Control of Materials

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

Staff members and students shall be held responsible for items that have been purchased for their use.

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

At least once a year, teachers shall make careful inspection of textbooks and instructional 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 superintendent.

Each teacher shall be responsible for the classroom, instructional materials, desks and books contained in his assigned classroom. Any modification to furniture, equipment or classrooms shall have the prior approval of the superintendent. This shall include desk covers, walls, doors, floors, electrical outlets, electrical fixtures, carpets, chalkboards, storage cabinets, ceilings and all buildings.

Adopted August 16, 1977  
Revised August 2, 1978

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

File: EDC

## **Authorized Use of School-Owned Materials and Equipment**

School property shall not be loaned to teachers, students or any other individual or group unless an official receipt is signed by the borrower. The receipt shall be filed in the superintendent's office, making the borrower responsible for the property.

Adopted August 16, 1977  
Revised August 2, 1978

CROSS REF.: KF, Community Use of School Facilities

## Student Transportation

The school district's transportation program shall be designed to get students who live an unreasonable walking distance from school to school and back in an efficient, safe and economical manner.

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.

Current practice codified 1993

Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 22-32-110 (1)(a)  
C.R.S. 22-32-113  
C.R.S. 22-32-114  
C.R.S. 22-51-101 et seq.

CROSS REFS.: EEA subcodes (all relate to the district's transportation program)  
EFC, Free and Reduced Price Food Services

File: EEAA

## **Walkers and Riders**

The district shall furnish transportation to all residents of the school district except for those students residing on school property.

Current practice codified 1993  
Adopted: date of manual adoption

## **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 director of transportation shall be responsible for the development of these transportation plans which shall be subject to the approval of the superintendent and of the Board.

Current practice codified 1993  
Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 22-32-113 (2)  
C.R.S. 42-4-613

## **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 safe conduct while aboard.
2. Emergency evacuation drills shall be conducted at least two times a year to acquaint student riders with procedures in emergency situations.
3. Passengers of any school bus used on mountainous terrain shall not occupy the front row of seats.
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 him with 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 bus drivers. It also shall cooperate with local safety officials in formulating and accomplishing its school bus safety program.

Current practice codified August 1993  
Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 42-2-123  
C.R.S. 42-4-236  
C.R.S. 42-4-238  
C.R.S. 42-4-239  
C.R.S. 42-4-608  
C.R.S. 42-4-612  
C.R.S. 42-4-613  
CCR 301-26, Rules 4204-R-200 et seq.

## **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 inservice training programs.

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

Current practice codified 1993  
Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 42-2-501 *et seq.*  
C.R.S. 42-4-239  
1 CCR 204-12 (Colorado Department of Revenue, Division of  
Motor Vehicles, Commercial Drivers' License rules)  
1 CCR 301-26, Rules 4204-R-201 through 207

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



## **Drug and Alcohol Testing for Bus Drivers**

In accordance with federal law and regulations, the district 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, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. These procedures use an evidential breath testing device for alcohol testing. For controlled substances testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services shall be required.

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

Random alcohol testing shall be limited to the tie 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 any time 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 the federal regulations. Before a driver is reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified test results.

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

The Board retains the authority consistent with state and federal law to discipline or discharge any employee whose current use of alcohol or drugs affects 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, pay for substance abuse treatment or to reinstate the employee. All employment decisions involving reinstatement, 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 September 19, 2005

**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 substance and alcohol use and testing)  
49 C.F.R. Part 391 (qualification of drivers)  
C.R.S. 42-2-501 *et seq.* (Commercial Driver's License Act)

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

Prairie School District RE-11J, New Raymer, Colorado

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The district is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment or to reinstate the employee. All employment decisions involving reinstatement, termination or dismissal 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 September 19, 2005

**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 substance and alcohol use and testing)  
49 C.F.R. Part 391 (qualification of drivers)  
C.R.S. 42-2-501 *et seq.* (Commercial Driver's License Act)

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

## Drug and Alcohol Testing for Bus Drivers

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

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

References to *tests* in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms *drugs* and *controlled substances* are interchangeable and have the same meaning. *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 substance tests will be conducted as soon after an accident as practicable on any driver who:

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

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

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

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

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

### **Random tests**

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

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

### **Reasonable suspicion tests**

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

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

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

A supervisor or district official who makes a finding of reasonable suspicion also must make

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

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

A supervisor or district official who makes a finding of reasonable suspicion also must make

a written record of his observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

### **Return-to-duty tests**

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

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

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

### **Follow-up tests**

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

### **Records**

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

### **Notifications**

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

1. The person designated by the district to answer driver questions about the materials.
2. Categories of drivers who are subject to the drug and alcohol testing requirements.
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required.

4. Specific information concerning driver conduct that is prohibited.
5. Circumstances under which a driver will be tested for drugs and/or alcohol.
6. Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and insure that test results are attributed to the correct driver.
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
9. Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.
10. Consequences for drives found to have an alcohol concentration of 0.02 or greater but less than 0.04.
11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

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

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

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

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

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



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 drives found to have an alcohol concentration of 0.02 or greater but less than 0.04.
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## Enforcement

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

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

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

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

1. Has been evaluated by a substance abuse professional.
2. Has complied with any recommended treatment.
3. Has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02.
4. Is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six test in the first 12 months following the driver's return-to-duty.

Adopted: September 19, 2005

## **Student Conduct on Buses**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on board buses.

The driver of a school bus shall be responsible for the safety of the students on his bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the director of transportation and the principal if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to his parents, the principal may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school, suspended or expelled, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Adopted November 19, 1984

Revised to conform with practice: date of manual adoption

CROSS REFS.: CF, School Building Administration  
JICC, Student Conduct, and subcodes  
JK, Student Discipline, and subcodes

### Student Conduct on Buses (Safety Regulations)

1. Students should never cross the road until flashing lights stop all traffic. Students should then cross in front of the bus.
2. Students on a bus may be assigned to seats and will go to them as directed by the bus driver without crowding or pushing. Students will remain seated while the bus is in motion.
3. Students will not extend arms, legs or heads of bus windows.
4. Students will not talk to the driver while the bus is in motion except in an emergency.
5. Students will not tamper with the emergency doors or windows or any part of the bus equipment.
6. Students will not be permitted to open bus windows except when directed to do so by the bus driver.
7. Students will not fight, scuffle or throw objects on the bus.
8. Students will keep feet, books, lunch boxes and similar objects out of bus aisles.
9. Students must remain seated until the bus has come to a complete stop. No sitting on knees, books, etc.
10. Students will leave the bus in an orderly manner.
11. Students will be quiet and not talk in <sup>Loud</sup> loud voices or make excessive noise.
12. Students will not use foul or abusive language.
13. Students will not chew or smoke tobacco on the bus.
14. Students will not drink pop on the bus unless given permission by the bus driver.
15. Students will not be defiant to the bus driver or to requests of the bus driver.
16. Students will keep hands and feet to themselves.

Approved November 19, 1984

## Use of Wireless Communication Devices by Bus Drivers

While the Board of Education believes the use of wireless communication devices by district bus drivers is important to provide instant communication regarding emergencies as well as to convey other important information, bus drivers shall be subject to the following restrictions to ensure safe use.

For purpose of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie-talkies, palm pilots, beepers, pagers, etc.

Bus drivers shall not place or receive communications on any personally owned wireless communication device while passengers are loading and unloading from the bus or while the bus is in motion.

Under usual circumstances, use of district owned wireless communication devices shall be allowed only when the bus is stopped and conditions allow for the safe use of the device. Use of such devices while the bus is in motion shall be limited to emergency situations and only when such use will not further compromise the safety of passengers or others.

Bus drivers shall under no circumstances place or receive communications unrelated to district business while on duty.

Violation of this policy may subject the driver to disciplinary action.

Adopted: January 17, 2005

LEGAL REFS: 1 CCR 301-26, Rule 4204-R-233.00

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

## 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 purpose. Nevertheless, 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.

Nonschool 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 and service of equipment.
4. Time required for maintenance and service of equipment.
5. Provision 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 September 19, 2005

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)

## **Student Transportation in Private Vehicles**

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

Standing authorization 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.

Parents shall not be asked to provide transportation for student groups for school-related activities nor shall students transport other students on school-sponsored trips.

Adopted September 19, 1977

Revised to conform with practice: date of manual adoption

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

CROSS REF.: EEAB, Use of Private Vehicles on School Business

File: 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 insuring that all passengers use safety belts. The driver shall not begin to move the vehicle until the driver and all passengers are belted.

Current practice codified 1993  
Adopted: date of manual adoption

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



## 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 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 beverages.

Students shall be permitted to bring their lunches from home.

Current practice codified 1993

Adopted: date of manual adoption

Revised: November 21, 2016

LEGAL REFS.:       7 C.F.R. Part 210 (National School Lunch Act regulations)  
                          7 C.F.R. Part 220 (School Breakfast Program regulations)  
                          C.R.S. 22-32-120 (food services)  
                          C.R.S. 22-32-136.3 (trans fat ban)  
  
                          C.R.S. 22-82.7-101 et seq. (Start Smart Nutrition Program  
                          provides funding to eliminate amount students who qualify for  
                          reduced priced meals pay in school breakfast program)  
  
                          C.R.S. 22-82.9-101 et seq. (Child Nutrition School Lunch  
                          Protection Program provides funding to eliminate amount  
                          students in preschool through fifth grade pay for school lunch  
                          program, if they qualify for reduced price meals)

### **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.

Current practice codified August 1993

Adopted: date of manual adoption

LEGAL REFS.: 42 U.S.C. 1751 et seq. (National School Lunch Act)

C.R.S. 22-32-120 (food services)

## Free and Reduced-Price Food Services

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

1. The principal 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 and free breakfasts can be made. This application form and its content is considered part of policy and regulations.
3. The district will provide a free lunch or breakfast 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 lunch and free breakfast.
4. If 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 free lunch and free breakfast.
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 and free breakfast. This will be a notice sent home with students or a letter mailed to the students' home. This notice is considered part of policy and regulations.
7. 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.
8. In order to protect the anonymity of the student receiving the reduced price or free lunch, all students will receive a monthly bill.

Current practice codified August 1993

Approved: date of manual adoption

Revised: November 21, 2016

## Nutritious Food Choices

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

Schools are encouraged to take steps to ensure:

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

The emphasis on healthy choices applies to:

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

Each beverage offered for sale to students from any source, including the school cafeteria, vending machines, school stores and fund-raising activities conducted on school grounds, shall satisfy the minimum nutritional standards for beverages adopted by the State Board of Education. This applies to beverages sold on campus during the regular school day and extended school day, including but not limited to before and after school activities such as clubs, year book, band, student government, drama and childcare/latchkey programs.

The State Board's nutritional standards for beverages shall not apply to the sale of beverages at school-related events where parents and other adults are a significant part of the audience. Such activities include but are not limited to interscholastic sporting events, school plays and band concerts.

Adopted: November 21, 2016

LEGAL REFS.: C.R.S. 22-32-134.5 (healthy beverage requirement)

C.R.S. 22-32-136.3 (trans fat ban)

CCR 301-79 (State Board of Education – healthy beverages rules)

## Public Electronic Mail Records

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. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

All district electronic mail systems are owned by the district and are intended for the purpose of conducting official 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 considered a public record subject to public disclosure or inspection under the 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 21, 2002

LEGAL REFS:       CRS 24-6-401 et seq. (*Colorado Sunshine Act*)  
                      CRS 24-72-201 et seq. (*Colorado Open Records Act*)  
                      CRS 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*

## MONITORING PUBLIC ELECTRONIC MAIL RECORDS

Upon sending or receiving electronic mail, all users will 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 and deleting it from the electronic mail system. If the electronic mail is printed 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 will be retained by the recipient for a period of 180 days. Prior to expiration of the 180-day period, the recipient will notify the custodian of records for the district.

The custodian will 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 will be archived by the district in a manner that does not require proprietary software to retrieve the electronic mail and will be treated like any other public record of the district. Electronic mail records determined not to be public records will be destroyed.

Adopted: June 16, 1997

## 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 bookkeeper 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.

Current practice codified 1993  
Adopted: date of manual adoption

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. 22-53-108 (3)(c)  
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, Board Member Compensation and  
Expenses/Insurance/Liability