

PARENT OR GUARDIAN INVOLVMENT IN EDUCATION

Union Colony Schools believes that the education of each student is a responsibility shared by the school as well as the parent or guardians. It is the policy of Union Colony Schools to cultivate and support active parent or guardian partnerships in educating children. To that end Union Colony Schools shall:

1. Consult with and encourage parents or guardians to participate in school improvement planning and evaluation of progress through the school accountability committee and other parent or guardian groups.
2. Provide opportunities for involvement in supporting student achievement in the school and at home.
3. Inform parents or guardians of their students' progress toward meeting Union Colony Schools content standards, how students are assessed, and ways parents or guardians can support students' progress in a format, and to the extent possible, in a language parents or guardians can understand, and
4. Communicate effective ways parents or guardians can help their children succeed in school.

LEGAL REFS:

C.R.S. 22-7-107 through 22-7-107 (*Educational Accountability Act of 1971*)
(*local accountability programs*)

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

C.R.S. 22-11-201 (4)(b)(l) (*accreditation contract must bind district to administer community involvement, including processes for parents*)

C.R.S. 22-30.5-109 (*publicity regarding educational options*)

1CCR 301-1, Rules 2202-R.2.01(4)(j) (*accreditation contract must include goals and processes for informing and involving parents, families, community and accountability committees*)

CROSS REFS.:

ADA, school District Goals and Objectives

ILBA/ILBB, District and State Program Assessments

Revised 1/29/11

PUBLIC GIFTS/DONATIONS TO SCHOOLS

Union Colony Schools Board encourages the presentation of gifts, awards, scholarships, and donations from organizations, the community, and individuals for the benefit of Union Colony Schools. Union Colony Schools Board may seek and accept gifts, donations, or grants of any kind from any private or charitable source or from any governmental agency to meet expenses relating to the adoption and enforcement of its tobacco policy. Such gifts, donations, and grants shall be accounted for separately, and to the extent that such monies are available, Union Colony Schools Board may maintain and operate an educational program designed to assist students, teachers, administrators, and classified staff to avoid and discontinue the use of tobacco.

Revised 1/29/11

PUBLIC RIGHTS TO KNOW/FREEDOM OF INFORMATION

INSPECTION

All school records not specifically closed by state and federal law shall be available for inspection and copying by all parties in interest.

Inspection of any public record shall take place in an area designated by the school's custodian of records and shall occur in a manner that will not be disruptive to school operations. School employees may be assigned to monitor any inspection of public records.

The School reserves the right to determine that inspection of originals is not practicable while also protecting the integrity of public records, assuring nondisclosure of private information, and/or limiting imposition on the other necessary job functions of employees. In that case, copies will be prepared for inspection or disclosure in accordance with the balance of this policy.

REQUEST FOR INFORMATION

Requests for information should be made in writing by the applicant on the forms provided by Union Colony Schools.

The school has no duty to create a public record that does not already exist.

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

FEES

In responding to a request for the school's public records, the school may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for requested records; reviewing records to determine whether they are responsive to the request; and identifying and separating those records that are not public and/or are privileged or confidential. Such fee shall be \$30 per hour, which may be increased from time to time as permitted by applicable state law. The school may also charge other reasonable fees in responding to a request for the school's public records, in accordance with the accompanying regulation.

1. The fee for copying public records will be \$0.25 per page unless actual costs exceed that amount.

If the person seeking the record requests transmission of the record, the custodian of records shall notify the person once the record is available that it will only be transmitted

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when the custodian receives payment or makes arrangements for receiving payment for all costs associated with the record transmission and for all other fees lawfully allowed, unless the custodian waives all or any portion of such costs or fees.

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

Revised 08.15.15

PUBLIC CONCERNS/COMPLIANTS ABOUT INSTRUCTIONAL RESOURCES

Union Colony Schools Board shall provide avenues for citizens to express concerns about educational materials used in Union Colony Schools. All complaints regarding the teaching of controversial issues and/or the materials used therein will be reviewed through the procedures accompanying this policy.

Revised 1/29/11

PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

I. First Challenge

A. Discussion with principal

1. The principal will hold a conference with the complainant.
2. At the discretion of the principal, the teacher using the material at the time of the challenge will be brought into the conference.
3. If the complainant is dissatisfied with the result of the conference, the principal will inform the complainant of the following procedures and will provide him/her with special application form. "Requested for Review of Educational Material." to be acted upon by a reviewing committee.
4. The principal will forward the application to the director, together with a written report of the conference with the complainants.
5. One copy of the report will kept in the school file.
6. The principal will provide the director with a copy or copies of the material in question for study by the review committee or will inform him of its location.
7. The director or designee will call the review committee.

B. Reviewing Committee

1. The material in question will be reviewed by a committee only after a signed application of Request for Review of Educational Material has been received from the compliant.
2. The Review committee will include:
 - a) The director who will chair the committee
 - b) Principal or assistant principal of the school
 - c) Two teachers:(not a teacher named in the compliant)
 - d) Two parents from appropriate level school.
3. Any employees named in the compliant will be given the opportunity to provide a statement, but will not be members of the committee. The material will continue in use pending result of this action.

C. Recommendations

PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

1. A written recommendation of the review committee will be forward to the director for a decision. The director or designee will forward copies of the decision to the chairman of the review committee, to the citizen and to each Union Colony School Board Member.

D. Right of Appeal

1. A complainant not satisfied with the decision of the director may appeal to the Board in accordance with Union Colony Schools procedures.
2. Members of the instructional and administrative staff have the same right.

II. Second Challenge

If the same material is challenged at a future date, the principal and the chairman of the reviewing committee will examine the previous decision in the light of additional points of view. If they find any significant difference in the new challenge, the committee may again review the material has been previously evaluated.

III. Standards and Guidelines for Review Procedures

After challenged materials have been made available for study by members of the review committee, a report of the committee findings should follow not later than ten school days after members have received the material. Appropriateness and acceptability of the material in question will be determined in part by the criteria of the Freedom to Read Statement.

IV. Use of Controversial Materials

Union Colony Schools has developed curriculum guidelines in conjunction with professional staff that are age-appropriate and that enhances the educational opportunities for all students.

At times, teachers choose to use materials in class that are questionable due to violence, inappropriate language, or mature subject matter to teach an outcome in class. Thee situation occasionally become public issues and are difficult to resolve. If a teacher wishes to use material and/or speakers that fall this category, they are to use the following procedures:

- A. Talk to the department who will place it on the next department meeting agenda for discussion.
- B. At the meeting, the teacher will present the materials that are to be used and explained how it helps students master an outcome.

PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

- C. The department will approve the use of the material based on the effectiveness of the material as a teaching instrumental and, if there are no other materials that do not fall into the questionable category would be just as effective.
- D. If approved by the department, the teacher will submit a written report to the principal for approval describing the materials, how it will be used in instruction, and what outcomes will be met. The department reasoning should be included in this report.
- E. If the department does not approve the use, the teacher can appeal the decision to the building principal.
- F. Before any questionable material can be used in class, parents must have written notification. This should include: when the material is to be used, what outcome it helps meet, and a Parent Permission Slip to be returned. The teacher should also invite parents to contact them if they have a question concerning the materials.
- G. If a parent does not want their child involved in an activity, the teacher is responsible for providing alternatives aligned instructional activities.

Revised 1/29/11

REQUEST FOR REVIEW OF EDUCATIONAL MATERIALS
Union Colony Schools

Title: _____ Author: _____

Producer or Publisher _____ Date of Publication _____

Requested Initiated By: _____

Address _____ Telephone _____

Compliant represents: (Self) _____ Organization (Name) _____

Other Group (Name) _____

1. Did you read, view or hear the entire item? _____

2. To what in the item do you object (Be specific)

3. What do you feel might be the result of reading, viewing or hearing this material?

4. For what age group would you recommend this material? _____

5. Is there anything "good" about this material? _____

6. What do you believe is the theme of this material? _____

7. What would you like your school to do about this material? _____

8. In its place, what item of equal literary or visual quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

(Signature please)

(Date)

Please use another sheet for more comments
if you feel it is necessary.

Type of Material

- Book _____
- Periodical _____
- Filmstrip _____
- Motion Picture _____
- Tape Recording _____
- Disc Recording _____
- T.V. Program _____
- Kit _____
- Other _____

PUBLIC CONDUCT ON SCHOOL PROPERTY

Upon reasonable notice to the school administrator's office, members of the general public are allowed to be in Union Colony Schools' buildings or on Union Colony Schools' grounds for appropriate purposes. The use of any tobacco products in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. When requested by school officials, persons on Union Colony Schools' property shall identify themselves. Failure or refusal to do so shall cause loss of the privilege of coming on Union Colony Schools' property and may result in charges of trespassing.

Legal Ref:

CRS §18-9-112

CRS §18-9-117

CRS §22-32-109.1 (7)

CRS §25-14-103.5

Revised 1/29/11

COMMUNITY USE OF SCHOOL FACILITIES

Union Colony Schools makes the Union Colony Schools' facilities available to the community when they are not being used for school activities. Written approval is required for use of Union Colony Schools' facility by a group which is not part of a regular Union Colony Schools' group. Groups or individuals wishing to use Union Colony facilities must submit a Building and Facility Use Application and any other applicable forms which can be obtained at Union Colony Schools. No application shall be approved unless the applicant provides satisfactory assurance that the use of Union Colony Schools will be under the direct supervision of one or more adults responsible for supervising the proposed activity. Such supervision must insure that members of the group remain in the assigned portion of the facility. Failure to properly supervise the proposed activity may result in immediate revocation of the use and will disqualify the user from any future use of Union Colony Schools. Groups using school facilities shall agree to indemnify Union Colony Schools for any damage to school property and to hold Union Colony Schools harmless from all responsibility for any harm, damage, injury or loss to persons or property resulting from such use. Proof of insurance shall be provided as set forth in the procedure accompanying this policy. Fees shall be determined in accordance with the provisions of the procedure accompanying this policy. When any school facility is used, a school custodian or other Union Colony Schools' employee must be present, unless prior arrangements have been made with the Director.

All users of Union Colony Schools' facilities are subject to laws and regulations applicable to Union Colony Schools which prohibits discrimination based upon age, sex, national origin, race, color, religion, marital status or disability. The use and/or possession of alcohol, controlled substances, or tobacco products on Union Colony Schools property is prohibited. Union Colony Schools reserves the right to deny facility use for any reason, including without limitation, upon a determination that the proposed activity would:

1. Conflict with school activities;
2. Conflict with prior agreements;
3. Jeopardize the equipment and/or facilities of the building;
4. Be incompatible with the school neighborhood; or
5. Violate any Board policy or local, state or federal law.

Legal Ref:

CRS §22-32-110(1)(f)

CRS §25-14-103.5

CRS §22-32-109(1)(bb)

Revised 1/29/11

Union Colony School, Greeley, Colorado

*A regulation follows this policy

+An exhibit follows this policy

COMMUNITY USE OF SCHOOL FACILITIES

I. Application

1. The requestor must submit a completed “Building and Facility Use Application” to the school principal to be completed in triplicate or ballpoint pen. Applications must be signed by an authorized representative of the organization requesting use.
2. The signer of the application will be considered the legal agent of the organization and will be responsible for compliance with all conditions for use of facilities.
3. The applicant’s copy of the form will be returned with approval status indicated to the address given on the application. This copy will serve as the applicant’s identification to enter the building and the applicant may be required to surrender the document at the time of use. Use of the building will be denied unless a properly approved application is approved.
4. The approval to use a facility may not be transferred to any person or group other than those signing the application.
5. Applications will not be approved more than three months in advanced of the date of use except in the case of events where published schedules or announcement require a longer lead time.
6. Union Colony Schools’ property shall not be used for private family events.

II. Cancellation and Revocation

1. The user must notify the school principal or at least 2 business days in advance if the intended use is canceled or changed. If the application is approved for more than one meeting, five provide adequate notification of cancellation will result in the user being charged the full amount. Repeated cancellations or failure to give an adequate notice of cancellation may result in denial or further use of the facility.
2. Union Colony Schools reserves the right to cancel permission to use a facility if the space is needed for school or school-related activities, to fulfill prior agreement or for facility maintenance.

III. General Regulations

1. A school custodian or other Union Colony Schools’ personnel must be on duty when any school facility is used, unless prior arrangements have been made with the Director.
2. Persons using the facility must confine themselves to the area assigned for their use and to the approved times. Areas must be vacated completely at the approved time.

COMMUNITY USE OF SCHOOL FACILITIES

3. Keys to school facilities will not be issued or loaned to individuals not employed by Union Colony School and/or that facility
4. Use may be terminated for disruptive behavior, lack of appropriate supervision, damages to equipment and/or facilities, or violations of Union Colony School policies or procedures.
5. Use of Union Colony School shall not occur without the direct supervision of an adult as stated in the application.
6. Vehicles shall be restricted to designated roadways and parking lots.

Times and Days

1. Use of school facilities at any time is subject to staff availability, additional support fees, and cannot interrupt or disturb regular school activities
2. Union Colony Schools' facility shall generally not be available for use on days the entire Union Colony Schools is closed for holidays.
3. All facilities will normally be vacated no later than 10:00 p.m.

Safety

All applicable fire and safety laws/regulations governing use of school, facilities must be observed at all times, including but not limited to:

1. Auditorium exit lights must be used.
2. Open flame (with the exception of ceremonial candles) is prohibited.
3. Room capacity is not to be exceeded.
4. Temporary electrical, mechanical or structural modifications are prohibited.
5. Stairways, corridors and entrance/exits must be kept free of obstruction at all times.
6. No equipment, scenery, or decoration of any type shall be used within the building or on the premises except as specifically provided in the application. The school principal must approve the use of any flammable holiday or other decorations prior to submission of the application. All equipment, scenery or decoration shall conform to all local, state, and federal regulations and shall not be attached to the walls, floor, or ceilings of the facility except where anchors are already in place.

Prohibited Activities

COMMUNITY USE OF SCHOOL FACILITIES

1. Use or possession of alcoholic beverages and controlled substances.
2. Any use of tobacco products in accordance with state law and Board policy.
3. Bingo or any form of unlicensed gambling.
4. Any disruptive or illegal activity
5. No activity will be permitted which would jeopardize the equipment and/or facilities. Rooms with hardwood floors are not to be used for any activity which might harm the floors.

Damage

1. The approved applicant will be responsible for all damages and losses to the facility and/or its content and must indemnify and hold harmless Union Colony Schools 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.
2. Union Colony Schools will not be held responsible for any damages 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.

Insurance

1. All applications shall include proof of insurance acceptable to Union Colony Schools. If such proof of insurance cannot be provided, the applicant must contact Union Colony Schools to discuss the reason therefore. Failure to provide adequate insurance coverage may result in the denial of the application.

Revised1/29/11



BUILDING AND FACILITY USE APPLICATION

Submit Completed Form to School Principal

Please Type or Print

ORGANIZATION _____

ACTIVITY _____

CONTACT PERSON _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (H) _____ (W) _____

Please list dates and times of use requested:

Date(s)	Day(s)	Times
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Public _____ WILL _____ WILL NOT be invited

Participants _____ WILL _____ WILL NOT be charged

If charged, what is the cost per participant? \$ _____

REQUESTED LOCATION _____

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> |
| <input type="checkbox"/> Fields(s) | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Classroom(s) # _____ | |
| <input type="checkbox"/> Other _____ | |

Estimated number of people participating in activity: _____

List Equipment and /or Setup needs:

Do you intend to request a waiver of the building rental fees? *

- YES NO If Yes, please explain _____

** only the Board of Education, or designee may waive fees.*

- Notice of Cancellation must be made to the principal (970-373-3502) at least 2 business days prior to the scheduled time in order to avoid rental usage charges.
- Proof of insurance must be provided at the time of application. Contact the office to verify a copy is on file.
- By my signature below, I agree to be responsible for all damages and losses to the facility and/or its contents and will indemnify and hold harmless the Board of Education and the employees of Union Colony Schools from any claim resulting or arising out of the use of Facilities. I further acknowledge that UCS shall not be responsible for any damages or loss to non-school property which is brought to the facility in connection with this application.

Signature of Responsible Person

Date

*** NOTE: Weapons, tobacco, alcohol, and illegal drugs are expressly forbidden on school district property.**

PRINCIPAL OR SITE ADMINISTRATOR USE ONLY:

(Please be sure the applicant has signed. Applications that are missing signatures will not be accepted.)

I CERTIFY THIS REQUEST:

_____ Conflicts _____ Does Not Conflict with school programs

Principal or Designee Signature _____ Date _____

Please forward all copies to the Facilities Office after signing.

FACILITIES USE ONLY:

This application is: _____ Approved _____ Not Approved

Billing Category: _____ 1 _____ 2 _____ 3

Insurance Information Received: _____ Yes _____ No

Nutrition and/or OIT supervisors contacted? _____ Yes _____ No

Facilities Office Signature _____

Date

PRIVATE SECTOR ADVERTISING/PROMOTIONS IN SCHOOLS

Generally, persons, businesses or organizations are not permitted to advertise or solicit on school property. However, if a program or promotion supports the educational efforts of the School, the Director or designee may authorize participation either directly by the School or through support organizations such as The Friends of Union Colony Schools. Approved paid advertisements are permitted in school publications. Permanent advertisements on school property are not allowed. However, recognition of persons, businesses or organizations making philanthropic donations (e.g., commemorative bricks, plaques) is permitted.

Revised 1/29/11

DISTRIBUTION/POSTING OF PROMOTIONAL OF INFORMATION

The Board reserves the use of school time, personnel and resources for the conduct of the School's curricular and activity program.

The director and principal will exercise discretionary powers related to the approval of and/or dissemination of information about activities under established procedure.

Organizations comprised of parents, teachers and other organizations specifically established or delegated by the Board to perform school studies shall be considered school-connected organizations and may use school time, personnel and resources for the conduct of their activities with approval of the principal.

Any activity within the scope of laws defining and regulating gambling may not be conducted during school hours even if the sponsoring organization is properly licensed. Materials, notices, posters or announcements about such activities will not be permitted during school hours.

Any use of school time, personnel and resources for the School-wide promotion of activities by non-School connected or sponsored activities will require the approval of the Director or designee.

Local non-school connected organizations whose activities support the conduct of the curricular and activity programs may use school time, personnel and resources in the dissemination of information about those activities with approval of the principal.

Character-building, non-profit youth organizations classed as non-school connected groups may disseminate information about their activities with approval of the principal.

Any non-school organization whose primary function is educational in nature, which offers a service to students or employees not otherwise provided by the School, even though that service may involve payment of a fee, may be authorized by the Director to use school time, personnel and resources for announcing their service. They may not, however, conduct business by soliciting participation, campaigning for membership, or registering participants during school time on school premises.

Revised 1/29/11

VISITORS TO UNION COLONY SCHOOLS

Upon reasonable notice to the school administrator's office, members of the general public are allowed to be in Union Colony Schools' buildings or on Union Colony Schools' grounds for appropriate purposes. The use of any tobacco products in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. When requested by school officials, persons on Union Colony Schools' property shall identify themselves. Failure or refusal to do so shall cause loss of the privilege of coming on Union Colony Schools' property and may result in charges of trespassing.

Legal Ref:

CRS§ 18-9-112

CRS§ 18-9-117

CRS§22-32-109.1(7)

CRS§25-14-103.5

Revised 1/29/11