

MONITORING REPORT
ENDS POLICY #1 & #7
EXECUTIVE LIMITATIONS POLICY #18 & #19
PREPARED FOR THE GUFFEY COMMUNITY CHARTER SCHOOL BOARD OF DIRECTORS
June 2023
By Jacob Sampson, School Principal/Administrator

Policy Number: E-1

Policy Type: Ends

Policy Title: School Mission

Students will have a life-long excitement for learning and be prepared academically, personally, socially and intellectually to achieve their personal goals and contribute actively to the betterment of their community.

Jacob Sampson writes:

Evidence that I am in compliance with this policy is as follows:

As I reflect, the end of the school of year, some remarkable moments come to mind. Volunteers have been such a huge help once again this school year. We've had our faithful regular volunteers come back this year in addition to adding Paula Bennett, a previous volunteer, to our regular staff. The K-2 classroom had Kathie Boucher, Amy Owen, Cheri Moehle and had Anna Sanders as a great substitute. The 3rd-5th grade classroom had one faithful volunteer, Mary Dunn who offered math tutoring almost every single day. On top of those classroom volunteers we have other volunteers who offer their time to help all classrooms and not to mention our fabulous middle school elective teacher volunteers. Our community shows up and never ceases to amaze us with the offering of their time and talents.

Another way in which our community showed up this year was in making generous donations during Christmas time and in the many other monetary donations our school was blessed to receive, which went towards middle school electives, school sustainability, and towards the Pie Palooza for next year!

Our teachers did an exceptional job this school year by being flexible, by continuing to practice their superpowers day after day. Each teacher worked very hard to connect with students, families and the community. I witnessed daily acts that demonstrate teachers go above and beyond. Only a keen eye can observe the 1000 little acts and conversations that take a child to the next level whether it be academic or social/emotional.

GCCS exists to serve our students. One of the biggest strengths of our school, according to your parent surveys, is our small size. Of course that has its pros and cons but we feel there are far more pros to being so small. Being small makes our school feel like a family where every student has a place and a role while being able to receive individualized attention.

Policy Number: E-7

Policy Type: Ends

Policy Title: Community Outreach

The School will create educational, social, and cultural enrichment opportunities for the whole Guffey community, particularly community members not otherwise served by other Ends Policies. In the event of any conflict in resource allocation, this Policy is of secondary priority to the other Ends policies.

Jacob Sampson writes:

Evidence that I am in compliance with this policy is as follows:

The relationship between Guffey School and the community has continued to build.

- *Biweekly trips to the library*
- *Vertical hydroponics: fresh produce grown throughout the school year. This has led to a collaboration with the Bakery.*
- *Earth day event: the beginning of outdoor gardens at GCCS and a tradition of an Environmental Film Festival.*
- *Halloween Parade and outdoor events at The Freshwater*
- *Letters written to local veterans to thank them for their service and a handmade banner delivered to the VFW in Florissant*
- *Outdoor Christmas event with Santa and toys for tots.*
- *Rita taught Zumba at school to K-5 students*
- *Easter egg hunt hosted by the Mountain Spirit Mountain lodge and volunteers.*
- *Awesome elective classes taught by volunteers*
- *Lots of donations of grocery cards to our staff and families*
- *An amazing Pie Palooza.*
- *A successful and fun graduation party*

Policy Number: EL-18

Policy Type: Executive Limitations

Policy Title: Consideration of Legal Implications

The Administrator shall not fail to consider legal implications when adopting, modifying or eliminating an administration policy or regulation that could create a substantial risk of legal liability to the school or when taking or failing to take action that could create a substantial risk of legal liability to the school.

Jacob Sampson writes: *Evidence of my compliance for this policy is as follows:*

I have not made any changes to school policies or knowingly failed to take action that could create a risk of legal liability to our school. As any scenarios posing possible legal liability present themselves I do my due diligence in researching current and new school laws and consult with our school attorney as needed.

Policy Number: EL-19

Policy Type: Executive Limitations

Policy Title: The Physical Safety of Staff and Students

The physical safety of staff, students, and anybody else on school property is of paramount importance. Ensuring such safety generally supersedes all other policy interpretations. To that end, the Administrator shall not fail to:

1. Adopt a plan for student and staff safety in an emergency.
2. Adopt a plan that provides for a secure building and other school facilities, and for safe and secure equipment.
3. Adopt a plan that provides for a secure online environment, especially for students.
4. Adopt a plan that provides for secure management of any sensitive data maintained online, and for the security of computer media maintained in school facilities or available for removal from school property.

5. Facilitate communications with community and emergency service providers and ensure that communications shall be reasonably maintained in an emergency situation.

Jacob Sampson writes:

Evidence that I am in compliance with this policy is as follows:

Speaking to #1 (the Administrator shall not fail to: Adopt a plan for student and staff safety in an emergency):

The school's current emergency plan was created in the summer of 2019 in collaboration with a formed committee consisting of me (the current administrator), our previous administrator, the previous Park County sheriff, a deputy who was familiar with our school building and grounds, our local Fire Chief, our school board president, our school board secretary, and our teachers. This year we added a standard response protocol from the Iloveyouguys.org foundation which supports schools in common vocabulary and procedures to assist in student safety. The emergency plan updates that were implemented with our current plan aimed to increase building security while reflecting our school's Ends Policies, and the unique, non-traditional school environment that we have at our school. Our school is considered a "nontraditional" site because of our remote physical location, the building's windowed exterior doors, the large classroom windows, the placement of the school office, the lack of an office staff, and limited funds and access to a full time school resource officer.

Also, each year we complete an annual state fire inspection of the building and school campus, an annual certified safety check of our elevator, and an annual comprehensive state safety review is completed. We also worked with our local fire chief and firefighters to complete 5 safety drills this school year.

Speaking to #2 (the Administrator shall not fail to: Adopt a plan that provides for a secure building and other school facilities, and for safe and secure equipment):

Some more immediate plans have been made in light of some concerns which have been presented regarding the school being locked. The Ring doorbell system now has "chimes" that can be installed in various rooms to alert someone when someone is at the door. This will allow additional people to be on "door duty" instead of just the administrator. Kelli has the ring system on her phone and is present the majority of the school day.

Since our school remains a "nontraditional" site, our current school's security plan reflects this environment. Our best line of defense continues to be the common sense of the adults in charge (administrator, teachers, other staff, volunteers) who are present in our school on a daily basis:

- *A security camera is pointed at the inside of the front door so that when the administrator is working in the office they can see who comes and goes when the door is heard opening or closing.*
- *Students and staff are not to open any exterior door to let someone in the building. They must go get an adult.*
- *Each morning during morning announcements, our students, teachers, and I announce who will be visiting our school, such as volunteers, guests or special service providers.*
- *During the day and after school starts (or after all volunteers have arrived) typically all doors are kept locked (locked by 8:15am).*

Speaking to #3 (the Administrator shall not fail to: Adopt a plan that provides for a secure online environment, especially for students):

Currently, Guffey School students use our school's internet service for classroom work which is done during classroom time with their teacher's supervision. Our school's network is a password protected wireless network. The topic of 'computers' is a standing item on the staff's weekly meeting agenda, and any known 'abuse' by a student would be noted and consequences such as the loss of computer usage is enforced.

We also implement internet filters to the computers and tablets that students use in order to prevent students from visiting inappropriate websites as well as social media outlets. This is monitored regularly by our middle school teacher.

Speaking to #4 (the Administrator shall not fail to: Adopt a plan that provides for secure management of any sensitive data maintained online, and for the security of computer media maintained in school facilities or available for removal from school property):

Currently, our school's computers are password protected and are part of the school's internal computer network. Each staff member and student are provided with their own login credentials and access to certain drives is only accessible to those who are given access. Guests who want to use the wireless network are provided with a password to use the wi-fi, however, this does not enable them to access any personal or confidential information.

Speaking to #5 (the Administrator shall not fail to: Facilitate communications with community and emergency service providers and ensure that communications shall be reasonably maintained in an emergency situation):

Our school is in contact with our local emergency providers and community members, so in the event of an emergency, there is a plan of action in place. The school is registered with the Park County Community Notification Code Red System and receives reverse 911 calls and Teller County's Nixle system which provides emergency alerts. Additional communication tools are the building's phone system, cell phones and hand-held radios and the SchoolSAFE system which is accessible through calling 911 who will bridge in our radios to first responders in the event of an emergency. The SchoolSAFE system is still not working. We were able to use an emergency radio from the Fire Department.