

**MONITORING REPORT**  
**June, 2016 Meeting**  
**ENDS POLICY #1 & #7 and EXECUTIVE LIMITATIONS POLICIES 18 & 19**  
**PREPARED FOR THE GUFFEY COMMUNITY CHARTER SCHOOL**  
**BOARD OF DIRECTORS**  
**By Pam Moore, School 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.

*Evidence of compliance with this policy follows:*

*Guffey School's students learn in a loving and caring environment of small class sizes with three full time dedicated teachers who are all highly qualified and grade appropriate. Our school is surrounded by a community of involved and supportive individuals. We all work together to offer our students enormous opportunities for developing a life-long excitement for living a well-rounded and potentially productive life. Because of this, I hope that Guffey School's students and their parents feel a special bond with our school, I know that the teachers, staff and I do. Our school's students experience firsthand adult role models who are contributing to the betterment of the Guffey School community by modeling their excitement for "life-long learning" right along with our students, by "walking the talk together."*

*I'm so glad that all of our board members continue to be involved with our school's classrooms and are attending school functions as their time allows. This means a lot to all of us and I hope that they will continue to be a part of our school's daily activities.*

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.

*Evidence of compliance with this policy follows:*

*I support and encourage any educational programs that would be valuable and provide community outreach to the Guffey area. Here are some of the ways that our school has provided school - community outreach this year:*

- ♣ Park County Assessor's meeting for local property owners*
- ♣ American Red Cross Disaster Relief Center.*
- ♣ Solar Eclipse, telescope viewing with a Spaghetti Supper Dinner*
- ♣ Host site for the 4<sup>th</sup> of July Chicken Wings contest, which conveyed commerce to our community and raises funds for our school.*
- ♣ Caucus site for the Republican Party.*
- ♣ Debate site for the County Commissions.*

- ✦ *Host for the Park County Public Health Guffey area food safety workshop to be held later in June.*

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.

*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.*

Policy Number: EL-19

Policy Type: Executive Limitations

Policy Title: 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;

*Evidence of compliance with this policy follows:*

*The school's emergency plan reflects our school's Ends Policies, and the unique school environment that we have at our school. Because of our remote physical location, the building's windowed exterior doors, and the large classroom windows, our school is classified as a "nontraditional" site.*

*When Guffey School was built, public schools were not the target of the extreme violence we have witnessed in recent years. Examples are as follows:*

- ✦ *The school's staff, local law enforcement and I have worked together to come up with a plan that we believe best fits our school's resources and environment. (Details of the plan are confidential and will not be shared in this public document.)*
- ✦ *Guffey School Board members are informed and are knowledgeable about the school's emergency safety plan.*
- ✦ *Our school's families are kept informed and support what we are doing as evidenced by the 2015-2016 Parent Survey.*
- ✦ *Annual state fire inspection of building and school campus.*
- ✦ *Annual certified safety checks of our elevator and recent 5-year load limit test.*
- ✦ *Annual school bus safety drills so that our school's students know how to exit the bus should there be an emergency.*

2. Adopt a plan that provides for a secure building and other school facilities, and for safe and secure equipment;

*Since our school remains a "nontraditional" site, our school's security plan reflects this environment. Our best line of defense continues to be the common sense of the adults in charge, which are myself, our teachers and staff.*

*Examples of common sense rules are:*

- ♣ Students and staff are not to open any exterior door to let someone into the building.*
- ♣ All visitors are directed to report to the school office.*
- ♣ Strangers in the building are to be reported to an adult or the school's office.*
- ♣ Each morning during school announcements, our students are told who will be visiting our school, like volunteers, guests or special service providers.*
- ♣ During the day and after the last bus arrives, all doors, except our blue front door, are kept locked.*

3. Adopt a plan that provides for a secure online environment, especially for students;

*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. (To date there have been no "abuse" incidences)*

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;

*Our school's computers are password protected and are part of the school's internal computer network. Guests who want to use the wireless network are given a special log-in user name and password.*

5. Facilitate communications with community and emergency services 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 Co Community Notification Code Red System and receives reverse 911 calls. Additional communications tools are the buildings phone system, cell phones and hand-held radios.*