

MONITORING REPORT
ENDS POLICY #1 & #7
EXECUTIVE LIMITATIONS POLICY #18 & #19
PREPARED FOR THE GUFFEY COMMUNITY CHARTER SCHOOL BOARD OF DIRECTORS
June 2021
By Martine Walker, 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.

Martine Walker writes:

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

Can you believe it's already the end of the 2020/21 school year?! I feel like it flew by, while at the same time I know everyone was itching for summer break to begin. The kids matured so much in one school year and during the last couple of weeks of school it became more and more apparent how much older everyone looked and seemed. It is a joy to watch the kids grow and learn, not only academically, but socially as well.

There is so much to be proud of from this school year and the first thing that comes to my mind when I reflect on this year is how incredibly delighted I am that we made it through the school year being able to offer in-person school 100% of the year - zero shutdowns or quarantines! This is remarkable and should be celebrated. Our school is one of a handful of schools in Colorado who can say they were this successful in this regard and we are just so pleased by this milestone. Since the pandemic began it has become obvious that students being able to be in school in-person is absolutely critical to their academic growth and the fact our kids couldn't wait to start school this year shows that we are doing something right in terms of knowing our students are excited to be in school and they were given this necessary opportunity for the entire 2020-2021 school year! When we started the school year we didn't know what to expect. We had to come up with a reopening plan, figure out how to offer an online option to families, and had to grapple with how we may get by with possible lower enrollment. We also knew that it was likely we'd have to close the school at some point in the year due to COVID, however, we still went into this school year with our top priority being to keep our doors open and to keep in-person school a reality for our students and families. And we did just that! So thank you to everyone who did their part and to our students and teachers who were so very adaptable to all the changes this year threw at us.

As I continue to reflect, as I typically do this time of year, some other remarkable moments come to mind. Moments that show how strong the community support of our school is. While we did have several volunteers who understandably chose not to volunteer this year, we have so many who did offer their reliable and appreciated service all year long. The K-2 classroom had 3 wonderful volunteers this year who helped for entire half days and those who came in to offer reading tutoring as well as storytelling. The 3rd-5th grade classroom had one faithful volunteer who offered math tutoring almost every single day. And the middle school classroom also has a few math tutors who came and helped immensely this year. 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 Christmastime 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, and by supporting each other - especially our new K-2 teacher, Elizabeth Jackson. We couldn't be more proud of how she persevered through a hectic first year. Any teacher's first year is hectic and hers was particularly so since she was also finishing her last year of college. She certainly did rise to the challenge. She met Guffey School's ends policies in so many ways! She came up with lesson plans that were flexible, kept the students engaged and excited to learn, delivered opportunities for academic growth in all levels of her students, and introduced diverse and spiraled topics across multiple subjects. She did an excellent job developing her skills around working with students of various grades and abilities for reading. She was able to coordinate and sustain some valuable volunteers and guide them while she also figured out how to rotate herself and stay on top of her student's growth. She built up a toolbox of classroom management strategies, many of which proved to be successful and she made time to incorporate P.E., art, and theater to her classroom.

Mrs Mac had another great year and she is a wonderful mentor to us all and an exceptional teacher in her grades. Her mentorship to Elizabeth was invaluable to her growth in her first year. One of Lynda's strengths is in ensuring that every student enjoys being at Guffey School. I love to observe her in this capacity and what I have learned by watching you and working in tandem with her is more than I could have learned from a book, or workshop, or likely any other teacher. She has a well-honed skill in helping kids find their confidence and develop a strong sense of self. They may come to her class with various traumas or aversions and through her love and logic approach and through creating a place where they feel safe, they make growth by leaps and bounds. The classroom culture that she works so hard to create and maintain is admirable. Her efforts towards instilling our school's mission into her kids takes a lot of dedication and time and her hard work definitely pays off.

Ms Hartman has truly dedicated herself to growing as a middle school teacher. Next year will be her 3rd year and each year she grows in her abilities and thus her students grow along with her. At the beginning of the school year she took the time to meet 1:1 with each student to discuss their goals and then followed up with them throughout the year to ensure they continued to work towards their goals. This kept her students in charge of their growth and kept them engaged in their progress. She too put in a lot effort to make it possible for each of her students to succeed by communicating with them and their parents regularly, by providing extra credit and makeup work options, and by offering to working 1:1 with them to keep their planners organized.

When the weather was nice she also took her class outside to do their school work from there. This was something her students really enjoyed and while the idea came from it being a pandemic year it is something she will likely continue to do since it proved to be an effective way to keep the kids engaged. I conducted a couple of observations in her classroom this year and I was very impressed with her teaching style, her voice, her flow around lecture, group work, and class participation. She does an excellent job teaching in a way that keeps the kids engaged and interested!

Jenny also took the time to be a mentor to Elizabeth this school year and advised her in all things K-2 since Jenny was our very effective and successful K-2 teacher for several years. Her mentorship time was also an invaluable aspect to Elizabeth's growth.

It is with great pleasure that we show up each day to be here for our students and our community. The students are our biggest sources of joy, hope, and perseverance. They are why we are here and there is nothing more satisfying than watching them grow from year to year. 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. We do think of ourselves as a family and next school year we will be able to be together more often, to widen our family circle once again, to include parents and our community in our school building as we move past this pandemic year. As we reflect we are simultaneously looking forward to another great school year to begin in August.

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.

Martine Walker writes:

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

The relationship between Guffey School and the community continued despite the challenges around it being a pandemic year. Our school building was closed to the public for the entire school year - meaning we didn't host events or classes and we didn't put on any of our loved school events. This was a decision that was made to keep our students and staff safe and to ensure that nothing would interfere with our first priority - to keep our kids in school. However, we did get creative and found ways to keep our community engaged and to continue our relationship in new ways. Some examples of our continued community involvement are:

- *Volunteers who continued to offer their support*
- *A grant from The Steampunk Society to pay for school supplies*
- *Biweekly trips to the library*
- *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, toys for tots, and Santa's Workshop by Sarah*
- *Super successful Christmas fundraiser for our school families*
- *Rita taught Zumba at school to K-5 students*
- *Easter Egg hunt by The Freshwater and Nancy Comstock*
- *Awesome elective classes taught by volunteers*
- *Lots of donations of grocery cards to our staff and families*
- *A successful and fun outdoor graduation party and BBQ potluck*

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.

Martine 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.

Martine Walker 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 our previous administrator, school staff, the previous Park County undersheriff, 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. Our current 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. Examples are as follows:

- *The school's staff, local law enforcement, 911 dispatch in Fairplay, SchoolSAFE, and I work 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.*
- *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. Also, last year, a comprehensive state safety review was successfully completed.*

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):

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 other staff, and the many other adult volunteers who are present in our school on a daily basis. During a typical day our adult to student ratio is 7 / 35 or one adult for every 5 students. Examples of common sense rules are:

- *Students and staff are not to open any exterior door to let someone they don't know or recognize into the building.*
- *A security camera is pointed at the inside of the front door so that whomever is working in the office can see who comes and goes when the door is heard opening or closing.*
- *Strangers in the building are to report to an adult or the school's office.*
- *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 the last bus arrives, all doors are kept locked. Our front door is equipped with a Ring doorbell/video camera which is monitored by the Administrator, Jenny Hartman, Ken Walker, and Chris Peterson. When a visitor arrives they push the doorbell, if the door is locked, and the door is typically answered by the Administrator who will decide if the visitor will be allowed into the building*
- *Each classroom and the office are equipped with an emergency bag which contains a hand-held radio, pepper spray, a roster and a list of emergency numbers.*

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. Our Technology Policy was last updated during the 2018-2019 school year and was distributed to all families at the time of school registration. The policy is read and signed by parents and the student. A copy of this policy can be found in the school's Admin drive in addition to hard copies being available in the school office.

We also implement internet filters to the computers and tablets that students use in order to prevent students from visiting inappropriate website 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.