MONITORING REPORT
ENDS POLICY #1 & #7
EXECUTIVE LIMITATIONS POLICY #18 & #19
PREPARED FOR THE GUFFEY COMMUNITY CHARTER SCHOOL BOARD OF DIRECTORS
June 2024
By Kelli Maguire / 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.

Kelli Maguire writes:

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

As I reflect, the end of the school 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 Jaquie and Maria (Math Aids) for our middle school students. The 2nd-4th grade classroom had one faithful volunteer throughout the year, Cheri Meohle. Paula Bennett has continued to stay with us another school year. She is our Reading Specialist. 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. Stefanie Skidmore (counselor) has also decided to stay with us another school year. She has been amazing for our students and our staff. We are delighted to have her continue here at our school.

Another way in which our community showed up this year was in making generous donations all throughout the school year. These donations have helped in many ways. Some were toys for our playgroup which has really grown this school year as well. Some were in the form of food supplies that came in bulk such as pastas, sauces and snacks for classrooms.

Our teachers/volunteers 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 demonstrated the staff and volunteers going 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.

Kelli Maguire 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*
- *Community Yoga Class 2 days a week*
- *Republican Caucus*
- *Community Center Board Meetings to get updated with Community events.*
- *Cover Mountain Annual Meetings*
- *Ken Vales Navajo Presentations for our whole school*
- *Art Class at The Bakery every Monday*
- *Coloring Contest with Bill Soux at his garage*
- *Playgroup every Thursday ~ This socializes pre-k kids for the upcoming school year.*
- *Backpack Program from 4-mile church ~ This gives students books to read along with healthy snacks over the weekend.*
- *Colon Orchards Field Trip*
- *Halloween Parade and outdoor events at Wild Spirit Mountain Lodge and Mountain Aires Market*
- *Letters written to local veterans to thank them for their service and Veterans Program Presentation that they did for our school.*
- *Outdoor Christmas event with Santa and toys for tots.*
- *Christmas Tree Lighting Ceremony along with hay ride parade*
- *High Trail Outdoor Education Center Field Trip*
- *Community Service at Nighthawk Ranch*
- *Rita taught Zumba at school to K-5 students*
- *The Rotary Club brought dictionaries for 3rd graders.*
- *Awesome elective classes taught by volunteers*
- *Lots of donations of grocery cards to our staff and families*
- *An amazing Pie Palooza fundraiser*
- *Our Spring Program/History Museum*
- *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.

Kelli Maguire 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.

Kelli Maguire 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 our past 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. Last school 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 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. 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.*

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 are used in the event of an emergency. The SchoolSAFE system is still not working and will need a major update to make it work again. We are able to use an emergency radio from the Fire Department.