



HRCS Safe School Reporting Policy

Purpose and scope

In compliance with C.R.S. 22-32-109.1, High Rockies Community School (HRCS) will submit, each year and by the date specified by the State Board of Education, a written report concerning the learning environment and safety conditions for that school year. The report will contain, at a minimum, the information required by law and by applicable guidance from the Colorado Charter School Institute (CSI) and the Colorado Department of Education (CDE). The report will be made available to the public.

Roles and responsibilities

- Head of School or designee: establishes the annual data collection calendar; provides templates and definitions; compiles safety reports from site leadership; reviews for accuracy, completeness, and data privacy; presents the report to the HRCS Board; submits the required compilation to CSI/CDE in the format and manner specified by the State Board of Education; ensures public availability (for example, posting on the HRCS website or providing upon request).
- Site leadership: maintains incident and safety records in the student information system or other designated system; submits required data to the Head of School by the stated deadlines; supports data quality reviews and corrections as needed.

Report content

At minimum, the annual report includes the items required by law. Illustrative examples include: incidents resulting in suspension or expulsion; referrals to law enforcement; violations involving weapons, tobacco/nicotine, alcohol, drugs, or controlled substances; incidents of bullying or harassment as defined in HRCS policy; and other safety indicators required by statute or rule. When appropriate, the report may also summarize prevention efforts, agreements with law enforcement, and staff training related to school safety.

Data privacy and records

Reports and underlying records will be prepared consistent with FERPA and other applicable privacy laws. Public versions will be de-identified or aggregated as required by law. Records will

be retained in accordance with HRCS's records policy and any applicable state retention schedules.

Board review and public availability

The Head of School or designee will present the report to the HRCS Board at a regular meeting and ensure that the publicly available version is posted or otherwise provided upon request.

Legal References

C.R.S. 22-32-109.1 Safe Schools: conduct and discipline code; reporting requirements

C.R.S. 22-33-105 Suspension, expulsion, and denial of admission

C.R.S. 22-33-106 Grounds for suspension, expulsion, and denial of admission

20 U.S.C. § 1232g; 34 C.F.R. Part 99 FERPA – student education records and privacy

C.R.S. 24-72-200.1 et seq. Colorado Open Records Act