

Elbert School District #200

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2023-2024

Employee Handbook

Disclaimer –The contents of this handbook have been adopted to closely align with the most recent statutory changes. Elbert Board of Education has worked diligently with Administration to create a document that serves the District. However, as State and Federal Regulations continue to change this book may be edited throughout the year. The Board along with the District Accountability Committee and Administration will continue to stay abreast of those changes and notify you when they occur. If you have questions regarding this document, please contact the Office of Superintendent.

In an effort to conserve resources, the District will be printing a minimal number of handbooks. The handbook may be viewed on the school’s website a www.elbertschool.org. If you would like to receive a printed copy, please notify the Office of the Superintendent at P.O. Box 38, 24489 Main Street, Elbert, CO 80106, call 303-648-3030, or stop by and pick one up.

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ELBERT SCHOOL DISTRICT #200
BOARD OF EDUCATION MISSION STATEMENT

Elbert School District #200 has the responsibility to the community, our state and the nation to educate children, under the philosophy of education, to problem solve and to accept global responsibility in a safe, nurturing environment for all. Our future strength lies in a traditionally strong fundamental education and development of well-adjusted, socially responsible citizens who are able to secure employment, go to college, pursue careers, and communicate, as well as, compete in a technological and information-based world.

PHILOSOPHY OF EDUCATION

It is the operating philosophy of Elbert School District #200 to provide the opportunity of academic excellence for every child in the District, to the best of the District's ability and available resources, so that their knowledge, wisdom, creativity, athleticism, and passion for learning will empower and reward their future.

DISTRICT FOCUS

- Increase academic performance
- Increase communication with key constituents
- Find, maintain and develop quality staff
- Enhance facility excellence
- Maintain financial excellence
- Increase governance team effectiveness

PAYDAY

Payday is the 25th of each month as per Board policy.

HAZARD PAY/EXTRA DUTY PAY

A hazardous situation (emergencies/pandemics) is a condition that may necessitate a district closure or quarantine of certain staff or students. If an emergency is declared and staff are required to work in an environment that puts employees' lives in immediate danger or poses a potential severe hazard to their health and/or well-being or are asked to perform additional duties beyond that of their typical contractual duties, the board may award extra duty stipends to any/all employees affected by the situation on a non-discriminatory basis at a standard rate.

FACULTY CONTRACT DAY

The faculty contracted day extends from 7:30 A.M. until 4:30 P.M. Faculty seeking permission to leave during the contracted day should see the superintendent or, in his/her absence, the principal. Then the staff member must sign out in the main office.

SALARY SCHEDULE PLACEMENT

Prior to any change of placement on salary schedules for professional development the following regulations shall apply:

Application for horizontal movement on the salary schedule should be made to the Superintendent or designee on or before the first day of the month of the second month of a new contract. Schedule advancement granted shall be recognized as a full increment for the year.

Semester hours required for horizontal movement on the salary schedule must be graduate or undergraduate hours earned from an accredited institution of higher learning that directly relates to the staff member's assignment and the State Standards and curriculum of their specifically assigned area.

Continuing Education Credits may only apply for salary schedule advancement when the following conditions are met:

Work must be pre-approved,

Course work will benefit the teacher's assignment and duties, Credits must be earned on the teacher's own time, and 1 credit will be received for every 15 hrs of seat work.

Licensed employees shall provide certified copies of all transcripts for proper placement on the salary schedule.

Only those college credits earned after the completion of an approved teacher training or degree program shall be recognized for placement on the salary schedule.

DUTIES AND RESPONSIBILITIES OF TEACHERS

1. **School Day Duties:**
 - a. **Bus Duty:** Outside from 7:40 – 7:50 a.m. & 4:06 – 4:15 p.m.
 - b. **Recess Duty:** Supervise and enforce playground rules during recess times. See recess schedule.
 - c. **Lunch Duty:** Supervise student conduct in the lunchroom and up-time/recess
2. **Textbooks:** All textbooks are the responsibility of the teacher. A complete textbook record of the student's name, book number, and the condition of the book will be kept by the teacher.

3. Class Routine: The first day of school should be utilized to explain briefly the course of study and what will be expected of the students in regard to lessons, grading, homework, and discipline.
4. Supplies: Supplies needed during the school year shall be pre-approved and ordered by credit card or by purchase order procedures.
5. Working Hours: Teachers will be expected to be in the building at 7:30 A.M. and should remain until 4:30 P.M. unless involved in athletics, music, etc. Under no circumstances should a teacher leave the building during the school day without contacting the principal or superintendent first and sign out. Teachers should be in their classrooms at 7:50 A.M.
6. Signing Out: Teachers will be expected to follow the signing out procedures when leaving the building during the day.
7. Classroom Management: High standards should be established in regard to order, neatness, scholarship, and control of the classroom. All codes of conduct must be followed within the classroom.
8. Discipline: A teacher is obligated to see that disciplinary measures are taken for any act of misconduct committed by any student at any time at any place in the school or on school property according to district policy. Teachers are expected to handle their own disciplinary problems; however, serious or continued problems should be referred to the office. When a student appears in the office he/she will be called into a conference with the teacher. All students referred to the principal shall require a discipline report to be filed in Go.edustar. Teachers need to make sure they check the office referral box to alert Administration.
9. Scheduled Events: All calendar dates for regularly scheduled school events should be submitted to the office for approval. Such events would include field trips, music programs, special meetings, contests, school plays, etc.
10. Class Sponsors: Are appointed by the principal. The sponsor should be present at all class meetings and all extracurricular activities sponsored by their class. No group is to meet without a sponsor or be left unsupervised at any time.
11. Class Meetings: Will be scheduled by the sponsor with prior permission from the principal.
12. Class Functions: The class sponsor is responsible for all class functions. Before any event can be scheduled, the sponsor must see to it that the class has submitted an activity request to the principal at least two weeks in advance and that the plans have been approved. Any questions about who is allowed to attend these functions should be cleared by the principal.
13. Fairness: Each teacher is reminded that no special treatment is to be given to any student without arrangement with the administration.
14. Hall Passes: Any student who is not in the classroom during the class period must have a pass.
15. Eligibility: The state requires eligibility to be kept on a semester basis; however, we will keep weekly eligibility for participation in activities. If a student is failing in one class or has (3) D's, he/she will be ineligible for the next week. All grades should be entered into Go.edustar no later than each Tuesday at 8:00 A.M.
16. Field Trips: Teachers are encouraged to take students on field trips that will contribute to the overall subject matter. A limit of one (1) field trip per year will help all classes be able to schedule trips and keep the scheduling of busses within a reasonable number of trips. All plans for excursions, field trips, and parties must be approved by the transportation director, principal, and superintendent at least two weeks in advance. Field trips for secondary students will not be approved during the months of December or May due to preparation for finals. A permission slip signed by a parent or guardian must be presented by each student participating in the activity at least one day in advance of the activity or have general permission on their enrollment form. All field trips are taken in school buses or vans, and a sponsor must be present as a chaperone.
17. Confidential Information: Teachers are not to furnish to anyone other than school officials any list of names, addresses, or grades of students or staff members.

18. Supervision of Students: Teachers shall be responsible for the safety, conduct, and instructions of students in their charge. Teachers shall not leave unattended students assigned to their supervision. Leaving students unattended may be subject to disciplinary action and/or dismissal.
19. Hall Supervision: Between periods while students are passing from one class to another, all teachers who do not exchange rooms are to stand outside their classroom doors where they can supervise students in the halls.
20. Attendance Taken: **HS/MS Teachers**: At the beginning of each period, teachers should check attendance and list the absentees on Go.edustar. Teachers are to turn in hourly attendance at the beginning of each period. Students who are excused from class for school activities should be listed on Go.edustar. Any student not in your classroom should be listed as absent. **Elementary Teachers**: Attendance should be taken at the beginning of each day and after lunch in the afternoon.
21. Accidents/Illness: Accidents of any kind are to be reported to the superintendent or principal promptly, and a written report is to be made by the teacher in charge. All teachers shall be alert for signs of communicable disease, including early stages of common colds. Students exhibiting such symptoms should be referred to the school office for possible exclusion from other students.
22. Students Leaving School: Teachers are not to excuse students from school or permit them to leave the school grounds at any time during the school day. Students may leave campus with administration permission only with a call or note from their parent or guardian.
23. Classroom Time: Teachers are not to dismiss their classes earlier than the regularly scheduled time without prior approval of the Superintendent or Principal. Classes should start at the bell and should continue until the time for dismissal.

BOARD POLICY GCO
Evaluation of Licensed Personnel

This policy and accompanying regulation shall be considered part of the district's licensed personnel performance evaluation system. The district's licensed personnel evaluation system shall be developed and implemented in accordance with state law in addition to the state Board of Education's rules. The Board shall consult with district administrators, teachers, parents, and the advisory school district licensed personnel performance evaluation council in developing and evaluating the district's evaluation system.

The purpose of the district's licensed personnel evaluation system shall be to serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure the professional growth and development and the level of effectiveness of licensed personnel. The district's licensed personnel performance evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable. For purposes of this policy and the district's licensed personnel performance evaluation system, "unsatisfactory performance" shall be defined as a performance rating of "ineffective."

The school district shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy, or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to the renewal of contracts, transfer, assignment, dismissal, or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure, or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status, employment status or assignment under the terms of the employment contract and state law. The content of the evaluation, the rating given and any improvement plan shall not be grievable under the district's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law. Any dismissal or other employment action shall be in accordance with applicable state law and Board policy.

Reporting:

The district shall report the final performance ratings for all licensed personnel who were evaluated to the Department of Education no later than October 15 of the school year following the school year for which the evaluations are completed. The district shall follow all applicable State Board of Education rules regarding reporting.

BOARD POLICY GBJ
PERSONNEL RECORDS AND FILES

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee, licensed and classified, shall be accurately maintained in the district administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The superintendent and designees shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district.
4. The following information in personnel records and files shall be available for public inspection:
 - a. Applications of past or current employees
 - b. Employment agreements

- c. Any amount paid or benefit provided incident to termination of employment
 - d. Performance ratings except for evaluations of licensed personnel as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law. Portions of the superintendent's evaluation shall be open to public inspection, in accordance with state law.
 6. District employees' home addresses and telephone numbers shall not be released for general public or commercial use.
 7. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and Board policy.

PROFESSIONAL STAFF FRINGE BENEFITS

The district shall participate in a program of health, life, vision, and dental, insurance benefits to eligible employees under a group plan or plans.

Meet needs: Any plan in which the District participates shall benefit the majority of the eligible employees, as certified and recommended by the employees and other representatives, and be formally approved by the Board of Education.

Participation: To participate in the program, an employee must work at least half-time under a regular specified schedule of work. Intermittent employees are not eligible to participate.

Cost: The District shall pay the cost of the employee's health, life, vision, and dental insurance premium in an amount not to exceed \$540 of the insurance premium for a "self-only" plan for full-time employees.

Participation by the employee may or may not be voluntary. All full-time employees must take out the insurance plan if prescribed by our insurance plan.

School district employees must participate in PERA in which both the employee and the school district make monthly contributions.

Workers' compensation: All district employees are covered under the Workers' compensation Insurance Plan and will be entitled to all the prescribed benefits.

BOARD POLICY GBGG **STAFF LEAVES AND ABSENCES**

The District provides for leaves and absences designed to help members of the staff maintain their physical health, take care of family or personal emergencies, improve professionally, and discharge necessary and important obligations. Such leaves and absences shall be granted in accordance with law and board policies and approved by the Superintendent or designee.

The following plans shall be recognized for leaves and absences of District employees:

1. Staff Maternity/Paternity/Parental Leave - GBGE
2. Federally-Mandated Family and Medical Leave - GBGF
3. Military Leave - GBGI
4. Bereavement Leave - GBGJ
5. Legal Leave - GBGK
6. Victim Leave – GBBL
7. Other Leave

a. Personal Leave

All employees shall be granted personal leave days at the beginning of each fiscal year based on the number of months worked each year under their regular contract for certified employees or as set forth in salary schedules for classified employees, as follows:

9 month positions 9 days

10 month positions 10 days

11 month positions 11 days

12 month positions 12 days

The leave may be used for any purpose, subject to availability of substitutes.

Part-time employees and personnel employed after the beginning of the school year shall be granted leave credit for a number of days equal to one day for each 160 contract hours, or portion thereof, remaining in the school year at the time of employment, up to a maximum of 10, 11 or 12 leave days as appropriate.

~~Elbert School District #200 will purchase personal leave of the employee that has accumulated in excess of twenty-five days. This transaction to be only in the month of December of each year and be for previous years of accumulated leave. This December payment not to exceed pay in excess of five days, at the rate of pay substitute teachers are getting for the current year of the transaction.~~

Elbert Employees may accumulate a maximum of 25 days. For those employees who had accumulated more than 25 days on the inception of this policy will retain those days for use. However, payout for those days shall be in accordance with this policy.

Upon re-adoption of this policy, the leave bank shall no longer be in existence. All fiscal responsibility and obligations of the District shall be eliminated.

b. Professional

Two (2) days per year will be allowed for professional leave. This leave must be arranged in advance with the superintendent of schools. A professional day may not be taken the day before or the day following school holidays unless approved by the superintendent. This leave is non-accumulative.

The Board of Education believes that student achievement must drive all professional staff development efforts and that professional development is an indispensable part of overall school improvement. To support these beliefs, the Board is committed to allocating adequate resources, including people, time, and facilities, to professional development that is effective.

The Superintendent shall develop a professional development program that:

- Is rigorous, results-based, data-driven and tied to student achievement
- Is ongoing and an integral part of each professional staff member's workday
- Uses a variety of approaches and professional development models
- Is collaborative, school-centered and involves teachers in its design
- Focuses on teachers as central to student learning, yet includes all other members of the school community
- Focuses on student learning
- Is rich in academic content, learning processes, current research, materials, and technologies
- Uses the systematic study of work to improve teaching and learning
- Occurs in environments of safety, trust and shared problem-solving
- Promotes equity

The professional development program shall be designed to support the achievement of the district's educational objectives, including that all students meet or exceed state and district content standards.

The Superintendent shall evaluate the effectiveness of the professional development program on an ongoing basis and modify the program accordingly.

Participation in the professional development program is required of teachers and administrators.

c. Unauthorized Absences

Unauthorized absences will be penalized at the individual employee's daily rate.

Federally-Mandated Family and Medical Leave

This policy shall apply to all family and medical leaves of absence covered under the Family and Medical Leave Act of 1993 ("FMLA"). Terms used in this policy and its accompanying regulation, such as "serious health condition," "qualifying exigency," "covered active duty," "covered servicemember," and "serious injury or illness" shall be as defined by the FMLA and its implementing regulations.

Eligibility

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

Permitted reasons for FMLA leave

An eligible employee shall be entitled to a combined total of 12 weeks leave per year for the following reasons:

1. The birth and care of the employee's newborn child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for the employee's spouse, parent, or child with a serious health condition;
4. When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition; or
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), to care for a sick parent under reason (3), and/or (5) specified in the immediately preceding paragraph.

Entitlement for child care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person in loco parentis.

An eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered servicemember with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered servicemember.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave under this policy. Only 12 weeks of the 26-week total may be for an FMLA-qualifying reason other than to care for a covered servicemember.

Spouses who are both employed by the district shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered servicemember with a serious injury or illness or a combination of caring for a covered servicemember and reasons (1), (2), (3) and/or (4) above.

Intermittent or reduced FMLA leave

Leave may be taken on an intermittent or reduced leave schedule. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. Teachers requesting intermittent or reduced leave involving greater than 20 percent of their working time during such period may, in the alternative, be required to take leave continuously for all or a specified part of the total period involved.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care for a newborn child, or because of the placement of a child with an employee for adoption or foster care.

Health insurance and benefits

The district shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Reinstatement after FMLA leave

Reinstatement shall be determined in accordance with applicable law and Board policies. If the employee on leave is a salaried employee and is among the highest paid 10 percent of district employees within 75 miles of the location at which the employee is employed and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

Development of procedures

The superintendent shall develop procedures to require appropriate medical certifications, notification, and reporting which are consistent with law. The procedures shall describe how the district will post notices concerning the FMLA and other steps the district shall take to inform employees of the FMLA's requirements.

Compliance with governing law

The district shall fully comply with the FMLA and shall be entitled to take all actions and exercise all options authorized under the FMLA and consistent with this policy and its accompanying regulation. In the event that this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the FMLA, the mandatory provisions of the FMLA shall control.

Staff Maternity/Paternity/Parental Leave

Maternity leave

Medically necessary sick leave for maternity purposes shall be available to any female employee who becomes pregnant. The leave will be allowed during such period of the pregnancy and a reasonable time immediately following termination of the pregnancy as is medically necessary to safeguard the health of the mother and/or child.

1. Determination of Necessity

The determination and designation of the period of time during which maternity leave is necessary may be initiated by either the employee or the district. Final determination of such period including the beginning, duration, and end of the period shall be made by the district based on information provided by the employee, the employee's physician, the administration, and if deemed necessary, by a physician designated by the district.

2. Reinstatement

An employee who has taken leave in accordance with this policy shall be assured reinstatement following the end of the period of time during which leave is necessary.

3. Notice

An employee who becomes pregnant shall be encouraged to notify the district regarding the pregnancy well in advance of the expected leave so that the district may make appropriate staffing decisions. When an employee is no longer pregnant, she shall notify the district of this fact.

4. Benefits

An employee on maternity leave for medical necessity as determined by the employee's or the district's designated physician shall receive pay, insurance, and other benefits to the same extent and on the same basis as sick leave used for other purposes. Any additional leave granted by the district for maternity purposes beyond that which is medically necessary shall be without pay or other benefits unless the provisions of the federally mandated family leave policy apply.

Parental leave

The provisions of this section shall apply only after an eligible employee has used any applicable federally-mandated family leave. Any days taken for family leave will be deducted from the total leave period allowed under this policy.

Parental leave of absence without salary and fringe benefits may be granted to staff members for the purpose of child-rearing, child care, or adoption. Parental leave may be granted for a period of time not to exceed four weeks for each employee. The leave need not be taken all at once but must be taken in increments which coincide with the planning needs of the district.

In determining whether to grant the leave request, the district will consider any special needs of the child, the staffing needs of the district, and any other relevant factors. The district will grant parental leave without regard to the sex of the employee.

The request for leave will be made to the district's personnel office. If the parental leave request is refused by the personnel office, the staff member may appeal to the Board of Education.

If the leave period is for an entire school year, notice of intent to return from leave must be given to the personnel office before April 1 preceding the school year the employee wishes to return to work. If the leave is for a period less than an entire school year, a notice of intent to return shall be given at least three months prior to the date the employee wishes to return to work. Upon return from parental leave, the employee shall be reinstated on the salary schedule at the column and step he or she was on when granted leave.

As long as proper notice has been given of the employee's intent to return to work, the district shall reinstate the employee and place him or her on the salary schedule at the appropriate level. A teacher being reinstated shall be placed in a teaching position as nearly identical as possible to the position left at the commencement of the leave. In no event shall a teacher be placed in a position for which he or she is not qualified or licensed.

The employee on parental leave may be permitted to substitute in the school district at the district-approved substitute rate of pay.

Nothing in this policy shall be construed to limit the powers or duties of the Board or administration to make employment decisions for the district including but not limited to nonrenewing a contract of a probationary teacher.

Staff Military Leave

Annual military leave

An employee who is a member of a reserve or national guard unit or any other branch of the military organized under state or federal law shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 days annually. The leave year shall be as established by the district. All remaining leave to fulfill the annual military obligation shall be unpaid leave.

An employee who is required by the state or federal government to continue military service beyond the time for which leave with pay is required, shall be granted a leave of absence without pay for all such additional service.

Emergency military leave

Military leave of absence without pay shall be granted to any employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or the United States. The employee shall be considered on a leave of absence during military service.

Notice of military service

An employee taking leave under this policy shall provide written or oral notice, as far in advance as possible, of pending military service. Employees on military leave resulting in absence of more than 30 days shall forward a copy of their military orders to the superintendent or designee.

Using paid leave in lieu of unpaid military leave

An employee taking leave under this policy may at his or her discretion, but is not required to, use accrued vacation or other paid leave during time of military service.

Hiring substitute

Where necessary to protect the public interest, a substitute employee may be hired by the district to perform the duties of the employee on military leave until such time as the employee returns to work.

Reinstatement after service

Upon completion of military service and in accordance with state and federal law, the employee shall be reinstated in the same or a similar position of like seniority, status, and pay if such is available at the same salary and benefits which he or she would have received had leave not been taken and if the employee meets the applicable statutory requirements, including notification to the district of the employee's intent to return to work within the time period set out in law.

Upon reinstatement, the employee shall have the same rights with respect to accrued and future vacation, sick leave, public retirement benefits, and other benefits as if he or she had actually been employed during the time of such leave. Because non-probationary status for teachers is not attained merely through continuous employment, a probationary teacher shall be reinstated at the actual year of service as when he or she began military leave.

Staff Bereavement Leave

Three days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee's immediate family member (father, mother, sister, brother, spouse, partner in a civil union, or child). Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the employee's immediate supervisor and approval of the superintendent.

Employee absences which extend beyond three days due to a death in the family shall be charged to the employee's sick or vacation leave, at the employee's option.

Staff Legal Leave

The Board of Education recognizes the important role citizens play in our legal system, including the obligation to serve as jurors under appropriate circumstances and to appear in proceedings pursuant to subpoena or other court order.

All employees of the school district shall be excused for jury duty or when ordered to appear in a proceeding pursuant to a subpoena or other court order with no jeopardy to their employment, compensation, annual leave, or other leave.

Substitutes, when necessary, for employees shall be obtained in the usual manner and paid for by the district.

While state law provides that the district is only responsible for paying employees their regular wages up to \$50 per day for the first three days of jury service, the district believes it should support employees to the full extent of their regular wages while on jury service. Therefore, the district shall pay employees their regular wages for all days of jury service.

Pursuant to state law, after the first three days of jury service, the state pays each juror \$50 per day. Because employees will be receiving their regular wages from the district, which in most instances is more than \$50 per day, all employees shall forward such payment from the state to the district as an offset. If an employee's regular wages are less than \$50 per day, the district will supplement the employee's regular wages to bring the daily wage up to \$50.

The district shall not reimburse employees for expenses or mileage related to jury service. The employee may keep any reimbursement for expenses or mileage received from the state and continue to receive the full extent of his or her regular wages while on jury service.

The superintendent shall request that an employee be excused from jury duty service or the service delayed provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service affords a threat to the welfare of the school or the students concerned.

Staff Victim Leave

Any staff member who has been employed with the district for at least 12 months and is the victim of certain crimes/actions (listed below) may request and shall be granted up to three working days of leave during any 12-month period, without pay for any of the following purposes:

1. to seek a civil restraining order to prevent domestic abuse as it is defined in state law
2. to obtain medical care or mental health counseling or both for the employee or his or her children to address related physical or psychological injuries
3. to make his or her home secure from the perpetrator or to seek new housing to escape from the perpetrator
4. to seek legal assistance to address related issues and attend and prepare for court-related proceedings

Except in cases of imminent danger to the health or safety of the employee, an employee seeking victim leave shall provide as much advance notice to the district as possible, as well as appropriate documentation requested by the employee's supervisor.

The employee must exhaust all other applicable leave prior to being granted this type of leave.

All information related to the employee's leave shall be kept confidential and copies of any related documents retained by the district shall be marked confidential and stored in a secure location separate from routine personnel documents.

This leave applies to the following crimes/actions as defined in state law:

1. domestic abuse
2. stalking
3. sexual assault
4. any other crime where a court finds that the underlying factual basis includes an act of domestic violence

NOTE: This policy applies only to districts that employ 50 or more employees.

Professional Staff Vacations and Holidays

Vacation leave is available to all twelve-month employees on a monthly basis based on the following years of service:

	4-day employees	5-day employees
Year 1-5	8 days	10 days
Year 6-10	12 days	15 days
Year 11-more		20 days

For the purpose of this regulation (vacation leave), a year is defined as a fiscal year (July 1 through June 30). It is the philosophy of the district that time provided for vacations should be taken in the designated period allowed.

Vacation leave shall be scheduled at the convenience of the District and as nearly as possible at the convenience of the employee. All vacation schedules shall be reviewed and approved by the Superintendent or designee.

Prior to the employee's scheduled absence, the employee shall complete and forward to the Superintendent the appropriate absentee form.

Upon resignation or termination, employees will not be paid for any vacation days.

IN-SERVICE/PROFESSIONAL DEVELOPMENT

In-service will be held as scheduled on the yearly calendar.

Because of the different needs and specialization of teachers, it is difficult to have organized in-service meetings. However, from time to time we will have a scheduled in-service that will be meaningful for all.

The superintendent shall have authority to approve released time for conferences and visitations including reimbursements for expenses, provided such activities are within budget allocations for the purpose.

The Board shall provide professional growth through such means as the following:

- Planned in-service programs and workshops offered within the school system from time to time. The dates of all in-service programs shall be included in the district school calendar.
- Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
- The district will encourage access to online resources.

STEPS TO ATTEND WORKSHOPS OR CONFERENCES

- Get prior approval from the superintendent or principal. • Complete the online "Leave Form"
- Prepare sub plans.

PURCHASE ORDER FOR SUPPLIES, MATERIALS, EQUIPMENT

- Check to make sure adequate funds are in the account.
- Get permission from the superintendent to place an order.
- Get a Purchase Order form from the front office for elementary or secondary or credit card and slip
- Fill out Purchase Order completely (PO MUST have cost or estimated cost and account number before they can be presented to superintendent).
- The superintendent must sign the completed purchase order or credit card slip.
- Turn in the completed purchase order or credit card slip to the main office with your receipt.

REQUEST FOR REIMBURSEMENT

Follow this procedure when you have spent your own money to purchase items for the school and wish to be reimbursed:

1. DO NOT purchase anything and expect reimbursement unless you have FIRST received purchase approval from the superintendent.

2. Always use tax-exempt number when purchasing for the school, as you will not be reimbursed for tax you pay.
3. Get and complete a "Request for Payment" form from the staff lounge or office.
4. ATTACH A RECEIPT TO THE FORM (NO receipt = NO reimbursement).
5. Give the completed form with the receipt to the administration.

***IMPORTANT TO NOTE:** Reimbursements from general fund money will only be paid once a month (at the same time you receive your paycheck). Therefore, DO NOT expect to be reimbursed immediately.

USE OF SCHOOL VEHICLES AND PROCEDURES

1. Any trip involving school transportation must have prior approval from the Principal, Superintendent, and Transportation Director two weeks prior to the event. Field trip forms must be submitted and signed. A signed copy will be returned to you to confirm you may proceed with your trip plans. If using a school van, please sign-up for use in the main office.
2. The use of school vehicles will be encouraged and given preference over private transportation. Student transportation in private vehicles must be done according to policy.
3. When private transportation is used, an expense sheet should be submitted to administration for approval; transportation will be reimbursed at the approved rate.

NON-DISCRIMINATION

BOARD POLICY AC NONDISCRIMINATION/EQUAL OPPORTUNITY

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment, or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

For purposes of this policy and other policies including a nondiscrimination statement, these terms have the following meanings:

- “Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- “Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- “Sexual Orientation” means an individual’s identity, or another individual’s perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.

- “Gender Expression” means an individual’s way of reflecting and expressing the individual’s gender to the outside world, typically demonstrated through appearance, dress, and behavior.
- “Gender Identity” means an individual’s innate sense of the individual’s own gender, which may or may not correspond with the individual’s sex assigned at birth.

This policy and supporting regulation(s) will be used to address all concerns regarding unlawful discrimination and harassment. Alleged conduct regarding sex-based discrimination and sexual harassment will follow the complaint and investigation procedures specific to this conduct.

In keeping with these statements, the following are the objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial, and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which they live.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of Board policy.

Annual notice

The district will issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities, and employment opportunities offered by the district are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. With respect to employment practices, the district will also issue written notice that it does not discriminate on the basis of age, genetic information, or conditions related to pregnancy or childbirth. The announcement will also include the name, address, email address, and telephone number of the person(s) designated to coordinate Title IX, Section 504, and ADA compliance activities.

The notice will be disseminated to persons with limited English language skills in the person’s own language. It will also be made available to persons who are visually or hearing impaired.

The notice will appear on a continuing basis in all district media containing general information, including teachers’ guides, school publications, the district’s website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters, and annual letters to parents.

Harassment is prohibited

Harassment based on a person's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a non-discriminatory, safe environment in which students can learn, employees can work, and members of the public can access and receive the benefit of district facilities and programs. All such harassment, by district employees, students, and third parties, is strictly prohibited.

All district employees and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any district curricular or non-curricular activity or event.

Reporting unlawful discrimination and harassment

Any student who believes they have been a target of unlawful discrimination or harassment, as defined in Board policy and supporting regulations, or who has witnessed such unlawful discrimination or harassment, is encouraged to immediately report it to an administrator, counselor, teacher, or the district's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any applicant for employment or member of the public who believes they have been a target of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, is encouraged to immediately file a complaint with the district's compliance officer.

Any employee who believes they have been a target of unlawful discrimination or harassment is encouraged to immediately file a complaint with either an immediate supervisor or the district's compliance officer, and any employee who has witnessed such unlawful discrimination or harassment must immediately file a complaint with either an immediate supervisor or the district's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, an alternate compliance officer will be designated to investigate the matter in accordance with this policy's accompanying regulation.

District action

All district employees who witness unlawful discrimination or harassment must take prompt and effective action to stop it, as prescribed by the district.

The district will take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the district will take interim measures during the investigation to protect against further unlawful discrimination, harassment, or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation may be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good-faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular district settings or activities, the district will implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in unlawful discrimination or harassment will be disciplined according to applicable Board policies and the district will take reasonable action to restore lost educational or employment opportunities to the target(s).

In cases involving potential criminal conduct, the district will determine whether appropriate law enforcement officials should be notified.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and complaint process must be prominently posted on the district's website, referenced in student and employee handbooks, and made otherwise available to all students, staff, and members of the public through electronic or hard-copy distribution. Training materials regarding sex-based discrimination and sexual harassment are available to the public on the district's website.

Students and district employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

BOARD POLICY AC-R **NONDISCRIMINATION/EQUAL OPPORTUNITY** **(COMPLAINT AND COMPLIANCE PROCESS)**

The district is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The district must promptly respond to concerns and complaints of unlawful discrimination and/or harassment; take action in response when unlawful discrimination and/or harassment is discovered; impose appropriate sanctions on offenders in a case-by-case manner; and protect the privacy of all those involved in unlawful discrimination and/or harassment complaints as required by state and federal law. When appropriate, the complaint will be referred to law enforcement for investigation.

The district has adopted the following procedures to promptly and fairly address concerns and complaints about unlawful discrimination and/or harassment. Complaints may be submitted orally or in writing.

Definitions

1. **"Compliance officer"** means the superintendent, who is responsible for receiving and investigating complaints of alleged unlawful discrimination and harassment in accordance with this regulation.

2. **"Aggrieved individual"** means a student, the parents or guardians of a student under the age of 18 acting on behalf of a student, a district employee, or member of the public who is directly affected by and/or is witness to an alleged violation of Board policies prohibiting unlawful discrimination or harassment.

Compliance officer's duties

The compliance officer is responsible for conducting an investigation and coordinating all complaint procedures and processes for any alleged violation of federal or state statute or Board policy prohibiting unlawful discrimination or harassment. The compliance officer's duties include: providing notice to students, parents/guardians of students, employees, and the general public concerning the compliance process; providing training for district staff regarding the prohibition of discrimination/harassment in all district programs, activities, and employment practices; disseminating information concerning the forms and procedures for the filing of complaints; ensuring the prompt investigation of all complaints; coordinating hearing procedures; and identifying and addressing any patterns or systemic problems that arise during the review of complaints. The compliance officer may delegate any or all of the foregoing responsibilities as necessary and/or appropriate under the circumstances.

Complaint procedure

An aggrieved individual is encouraged to promptly report the incident as provided in Board policy and this regulation. All reports received by teachers, counselors, principals, or other district employees must be promptly forwarded to the compliance officer. If the compliance officer is the individual alleged to have engaged in the prohibited conduct, the complaint must be forwarded to the Board president. The Board will then appoint another person to serve as the compliance officer.

Any aggrieved individual may file a complaint with the compliance officer, charging the district, another student, or any district employee with unlawful discrimination or harassment. Complaints may be made orally or in writing. Persons who wish to file a written complaint are encouraged to use the district's complaint form.

All complaints must include a detailed description of the alleged events, the dates the alleged events occurred, and names of the parties involved, including any witnesses. The complaint must be made as soon as possible after the incident.

The compliance officer must confer with the aggrieved individual and/or the alleged target of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than 15 calendar days following the compliance officer's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint.

Within 15 calendar days following the initial meeting with the aggrieved individual and/or alleged target, the compliance officer must attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if this individual is a student, their parents/guardians in order to obtain a response to the complaint. Such person(s) must be informed of all allegations that, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

At the initial meetings, the compliance officer must explain the avenues for informal and formal action, provide a description of the complaint process, and explain that both the target and the individual alleged to have engaged in prohibited conduct have the right to exit the informal process and request a formal resolution of the

matter at any time. The compliance officer must also explain that whether or not the individual files a written complaint or otherwise requests action, the district is required by law to take steps to correct the unlawful discrimination or harassment and to prevent recurring unlawful discrimination, harassment, or retaliation against anyone who makes a report or participates in an investigation. The compliance officer must also explain that any request for confidentiality will be honored so long as doing so does not preclude the district from responding effectively to prohibited conduct and preventing future prohibited conduct.

Informal action

If the aggrieved individual and/or the individual alleged to have engaged in the prohibited conduct requests that the matter be resolved in an informal manner and/or the compliance officer believes that the matter is suitable to such resolution, the compliance officer may attempt to resolve the matter informally through mediation, counseling, or other non-disciplinary means. If both parties feel a resolution has been achieved through the informal process, then no further compliance action must be taken. No party may be compelled to resolve a complaint of unlawful discrimination or harassment informally and either party may request an end to an informal process at any time. Informal resolution may not be used to process complaints against a district employee and may not be used between students where the underlying offense involves sexual assault or other acts of violence.

Formal action

If informal resolution is inappropriate, unavailable, or unsuccessful, the compliance officer must promptly investigate the allegations to determine whether and/or to what extent, unlawful discrimination or harassment has occurred. The compliance officer may consider the following types of information in determining whether unlawful discrimination or harassment occurred:

- a. statements by any witness to the alleged incident;
- b. evidence about the relative credibility of the parties involved;
- c. evidence relative to whether the individual alleged to have engaged in prohibited conduct has been found to have engaged in prohibited conduct against others;
- d. evidence of the aggrieved individual and/or alleged target's reaction or change in behavior following the alleged prohibited conduct;
- e. evidence about whether the alleged target and/or aggrieved individual took action to protest the conduct;
- f. evidence and witness statements or testimony presented by the parties involved;
- g. other contemporaneous evidence; and/or
- h. any other evidence deemed relevant by the compliance officer.

In deciding whether conduct is a violation of law or policy, all relevant circumstances must be considered by the compliance officer, including:

- a. the degree to which the conduct affected one or more student's education or one or more employee's work environment;
- b. the type, frequency, and duration of the conduct;
- c. the identity of and relationship between the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged target;
- d. the number of individuals alleged to have engaged in the prohibited conduct and number of targets of the prohibited conduct;

- e. the ages of the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged target;
- f. the size of the school, location of the incident and context in which it occurred; and g. other incidents at the school.

The compliance officer must prepare a written report containing findings and recommendations for disciplinary or other action, as appropriate, and submit the report to the Board of Education within 15 calendar days following the compliance officer's receipt of the complaint or 15 calendar days following the termination of the informal resolution process.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, must be notified in writing of the final outcome of the investigation and all steps taken by the district within 15 calendar days following the Board's determination.

Hearing procedure

For allegations under Section 504 and as otherwise required by law, the aggrieved individual may request a hearing. This hearing procedure will not address guilt or innocence or disciplinary consequences, which are instead governed by the Board's discipline policies and procedures.

The district must retain a person to serve as the impartial hearing officer, who must be knowledgeable about Section 504 and/or the ADA, if applicable.

The hearing must be informal and must be recorded. Formal rules of evidence do not apply. A student is entitled to be represented by their parent or by an attorney. A district employee is entitled to be represented by an attorney or other representative of their choice. The complainant may appear at the hearing and is entitled to present testimony and other evidence. A district representative is likewise entitled to present testimony and other evidence. The hearing must be closed to the public.

Within 15 calendar days after the hearing, the hearing officer must issue a written decision based upon evidence presented at the administrative hearing, including any remedial or corrective action deemed appropriate. Remedial actions include measures designed to stop the unlawful discrimination or harassment, correct its negative impact on the affected individual, ensure that the conduct does not recur, and restore lost educational opportunities.

After the hearing officer has issued the decision, the recording of the hearing, all physical and documentary evidence, and all other items comprising the record of the hearing must be returned to the district.

Either party may seek review of the hearing officer's decision in a court of competent jurisdiction, in accordance with applicable law and applicable timelines for requesting such review.

Nothing contained herein may be interpreted to confer upon any person the right to a hearing independent of a Board policy, administrative procedure, statute, rule, regulation, or agreement expressly conferring such right. This process applies, unless the context otherwise requires and unless the requirements of another policy, procedure, statute, rule, regulation, or agreement expressly contradicts with this process, in which event the terms of the contrary policy, procedure, law, rule, regulation, or agreement will govern.

Outside agencies

In addition to, or as an alternative to, filing a complaint pursuant to this regulation, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Denver Office for Civil Rights (OCR), U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695. Fax: 303-844-4303. TTY: 303-844-3417. Email: OCR.Denver@ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC), 303 E. 17th Avenue, Suite 410, Denver, CO 80203. Telephone: 800-669-4000. Fax: 303-866-1085. TTY: 800-6696820. ASL Video Phone: 844-234-5122. Website: <https://publicportal.eeoc.gov/portal/>

Colorado Civil Rights Division (CCRD), 1560 Broadway, Suite 825, Denver, CO 80202. Telephone: 303-894-2997 or 800-886-7675. Fax: 303-894-2683. Email: DORA_CCRD@state.co.us (general inquiries), DORA_CCRDIntake@state.co.us (intake unit)

BOARD POLICY AC-E-1 **NONDISCRIMINATION/EQUAL OPPORTUNITY (NOTICE)**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Elbert School District #200 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public. The following person(s) have been identified as the compliance officer for the district:

Name(s) of employee(s) designated as compliance officer:

Elbert Superintendent of Schools or Designee
Kelli Thompson
P.O. Box 38
Elbert, CO 80106
303-648-3030
kthompson@elbertschool.org

Name(s) of employee(s) designated as the Title IX Coordinator:

Elbert Secondary Principal or Designee
Shawn Graves
P.O. Box 38
Elbert, CO 80106
303-648-3030

Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

BOARD POLICY GBEB **STAFF CONDUCT** **(And Responsibilities)**

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work and the policies and regulations of the district.

As representatives of the district and role models for students, all staff must demonstrate and uphold high professional, ethical, and moral standards. Staff members must conduct themselves in a manner that is consistent with the educational mission of the district and must maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Rules of conduct

Each staff member must observe rules of conduct established in law which specify that a school employee must not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

All staff members are expected to carry out their assigned responsibilities with conscientious concern.

It is not considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which are required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students.

Child abuse

All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information must remain confidential except that the superintendent must notify the Colorado Department of Education of the child abuse investigation.

Possession of deadly weapons

The Board's policy regarding public possession of deadly weapons on school property or in school buildings applies to district employees. However, the restrictions do not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Felony/misdemeanor convictions

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the district must make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district must require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district or BOCES employee, or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints must be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the district must

require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing and/or name-based criminal history record check provide relevant information. Non-licensed employees must be terminated if the results of the fingerprint-based or name-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees must not be charged fees for processing fingerprints under these circumstances.

Unlawful behavior involving children

The district may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled *nolo contendere* to or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Notification concerning arrests

District employees must notify the district when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation.

The district must notify students' parents/guardians when district employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See the Board's policy concerning survey, assessment, analysis, or evaluation of students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate healthcare professional regarding any behavior concerns.

BOARD POLICY GBEBB **STAFF DRESS CODE**

Teachers and other staff members project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include but are not limited to: collared shirts, dress slacks, ties, dresses, and coordinated separates. The principal has the final authority to decide what is professional attire.

Unacceptable items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts, or other similar clothing shorter than the length of finger-tip extended down by side or having a slit shorter than that length.
2. Sunglasses and/or hats (including hoodies) worn inside the building.
3. Inappropriately sheer, tight, or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, etc.) that expose any undergarment (including sports bras) and/or bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process

Exceptions

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities.

Staff may dress casual on teacher workdays (student non-contact days) or designated dress-down days, such as “Bulldog Fridays.”

Building principals in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

BOARD POLICY GBEC **DRUG-FREE WORKPLACE**

The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any district employee to possess, use, or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event, or off district property when the employee is on duty.

For purposes of this policy, “illicit drugs” means narcotics, drugs, and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession, and use of marijuana. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy.

“Illicit drugs” also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee’s job duties.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include suspension, termination, and referral for prosecution. In appropriate circumstances and at the district’s sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee’s expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

After investigation, the superintendent may reinstate an employee who has been suspended if it appears to be in the best interests of the district. The matter shall be reported to the Board of Education.

Drug-Free Workplace Act

Under the federal Drug-Free Workplace Act (the Act), the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in any district workplace. The Act defines “controlled substance” as a controlled substance in schedules I through IV of 21 U.S.C. section 812, which includes but is not limited to marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamine).

Pursuant to the Act, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no later than five days after the conviction. The district has an obligation under the Act to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

Awareness and prevention program

The superintendent shall establish an awareness and prevention program to inform employees about:

1. The dangers of drug and alcohol abuse.
2. The Board's policy of maintaining an alcohol and drug-free workplace.
3. Available drug and alcohol counseling, rehabilitation, and employee assistance programs.
4. Penalties that may be imposed upon employees for violations of this policy.

The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness and implement appropriate changes.

Notification to employees

Information about the standards of conduct required by this policy shall be communicated to employees. All employees shall acknowledge receipt of this policy and related information.

BOARD POLICY ADC
TOBACCO-FREE SCHOOLS

To promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco product by staff, students, and members of the public is prohibited on all school property.

Possession of any tobacco product by students is also prohibited on school property.

For purposes of this policy, the following definitions apply:

1. “School property” means all property owned, leased, rented, or otherwise used or contracted for by a school, including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for students or children under the age of 21 for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
 - d. At a school-sanctioned activity or event.
2. “Tobacco product” means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, or liquid nicotine/e-liquids; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.
 - c. “Tobacco product” does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. “Use” means lighting, chewing, smoking, ingesting, inhaling, vaping, or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

BOARD POLICY GBEE

STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

The Internet and electronic communications (email, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

The Board of Education supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training, and collaboration, and dissemination of successful educational practices, methods, and materials.

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that violates this policy.

Blocking or filtering obscene, pornographic, and harmful information

To protect students from material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the Board, software that blocks or filters such material and information has been installed on all district computers having Internet or electronic communications access. Blocking or filtering software may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

No expectation of privacy

District computers and computer systems are owned by the district and are intended for educational purposes and district business at all times. Staff members shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

Public records

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

Unauthorized and unacceptable uses

Staff members shall use district computers and computer systems in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following. *[Note: The Board has discretion to determine which uses are unacceptable. The following list provides examples the Board may wish to consider.]*

No staff member shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Security

Security on district computer systems is a high priority. Staff members who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Staff members should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any staff member identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Confidentiality

Staff members shall not access, receive, transmit, or retransmit material regarding students, parents/guardians, district employees, or district affairs that is protected by confidentiality laws unless such access, receipt, or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a “need to know” are allowed access to the material. Staff members shall handle all employee, student, and district records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students), and EGAEA (Electronic Communication).

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA). (See policy JRA/JRC, Student Records/Release of Information on Students for detailed information on student records).

Use of social media

Staff members may use social media within school district guidelines for instructional purposes, including promoting communications with students, parents/guardians, and the community concerning school-related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student’s age, understanding, and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety, and emotional

well-being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action up to and including termination.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized software

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Staff member use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Staff members shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The school district shall not be responsible for any damages, losses, or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

BOARD POLICY GBGB **STAFF PERSONAL SECURITY AND SAFETY**

Offenses against school employees

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or any alleged offense under the "Colorado Criminal Code" by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office, and the Board of Education.
2. The principal shall, after receipt of the complaint and proof deemed adequate by the principal, suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall be requested, upon receiving the report, to investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Communication of disciplinary information to teachers/counselors

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

BOARD POLICY GBAB **WORKPLACE HEALTH AND SAFETY PROTECTION**

The Board is committed to providing a safe work environment for all employees. When district employees know or have any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety, they should report such concerns following the district's concerns, complaints, or grievances procedure.

Nondiscrimination

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who, in good faith, raises any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety if the district controls the workplace conditions giving rise to the threat or violation. Discrimination against an employee who opposes any practice they reasonably believe is unlawful or who participates in an investigation, proceeding, or hearing on such matter is also prohibited.

The Board, the superintendent, other administrators, and district employees will also not unlawfully discriminate, take adverse action, or retaliate against any employee who voluntarily wears their own personal protective equipment, such as a mask, faceguard, or gloves if the personal protective equipment:

1. provides a higher level of protection than the equipment provided by the district;
2. is recommended by a federal, state, or local public health agency with jurisdiction over the district; and
3. does not render the employee incapable of performing their job or fulfilling their job duties.

Notice

To reduce unlawful discrimination and ensure a safe workplace environment, the administration is responsible for providing notice of this policy to all district employees. This policy will be referenced in employee handbooks and otherwise available to all staff through electronic or hard-copy distribution.

BOARD POLICY EBBA-R **PREVENTION OF DISEASE/INFECTION TRANSMISSION** (Handling Body Fluids and Substances)

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction may be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge), and saliva.

The following infection control practices must be followed by all school district personnel in all situations involving potential contact with any body fluids and substances:

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, urine, feces, wound drainage, oral secretions, sputum, or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily accessible at sites where students seek assistance for bloody noses or injuries.
 - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
 - b. Cuts and sores on *your skin* should be routinely covered to avoid infection.
 - c. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.

3. Wash hands often and well with soap and water, paying particular attention to areas around and under fingernails and between fingers and scrubbing hands for at least 20 seconds.
4. Clean up as soon as possible after any skin contact with anybody fluid or substance.
 - a. Wash skin with soap and water.
 - b. Wash contaminated surfaces and non-disposable items with standard disinfectant. Use aerosol germicide cleaner.
 - c. Wash contaminated clothing and linen in detergent with hot water.
 - d. Contaminated tissues, paper towels, and other disposable items should be placed in plastic bags before being discarded.

Use individual judgment in determining when barriers are needed for unpredictable situations. It is strongly recommended that barriers be used when contact with body fluids or substances is anticipated.

NOTE: Districts should follow the orders, rules, or ordinances of their local public health department or governmental authority regarding mask-wearing mandates.

Although COVID-19/Coronavirus has received a great deal of attention, there are several other communicable diseases of which staff members also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

1. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection.
2. Personal prevention practices, such as handwashing, staying home when sick, and environmental cleaning and disinfection are encouraged to reduce the spread of COVID-19.
3. Cloth face coverings are meant to protect others in case the wearer is unknowingly infected by asymptomatic and are most essential in times when physical distancing is difficult.

TRANSMISSION CONCERNS—BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS

Body Substance Source	Organism of concern	Transmission
Blood – cuts/abrasions – nose bleeds – menses – contaminated needle	Hepatitis B virus HIV/AIDS Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands Direct blood stream inoculation
*Feces – incontinence	Hepatitis A virus Salmonella bacteria Shigella bacteria C. difficile	**Oral inoculation from contaminated hands
*Respiratory secretions – saliva – nasal discharge	Common cold virus Influenza virus ***Epstein-Barr virus COVID-19/Coronavirus	**Oral inoculation from contaminated hands
*Vomitus	Gastrointestinal viruses (e.g., Norwalk virus)	**Oral inoculation from contaminated hands
*Urine – incontinence	***Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands
Semen/vaginal fluids	Hepatitis B virus HIV/AIDS Gonococcus bacteria	Sexual contact (intercourse)

*There are no reported cases of HIV/AIDS suspected of having been transmitted by these sources. Wear gloves when exposed to body secretions, especially blood, urine, or feces.

**HAND WASHING IS VERY IMPORTANT!

***These agents cause mononucleosis-like illness.

KEYS AND SCHOOL SECURITY

Keys are an important responsibility because they represent the security of our school.

1. Prior to receiving your key(s) every employee will be required to sign an authorization form.
2. Do not give your keys to a student or any person not employed by the District.
3. Do not leave your keys lying where someone may pick them up.
4. If your keys are lost (or maybe lost) tell the administration immediately!
5. You may be charged for the replacement of the key(s) and/or locks.
6. Do not duplicate a school key. They are each numbered and specifically checked out to you.
7. You will be required to check in your key(s) to the office prior to checking out at the end of the school year. Under pre-approved circumstances, you may be allowed to keep your key(s) during the summer.

Your door may remain open during the day; however, your classroom door is to remain locked in case you need to fortify or secure your room in the event of an emergency.

Close and lock your door at the end of the day. Do not leave your door open for the custodian to close and lock! If you are in the building at night or on the weekends, lock all doors and turn out the lights when you leave. Look around the building and see if there are other areas that might need to be taken care of. The school is equipped with a security alarm system. Staff members will be trained, however, will be encouraged to access the building during established working times.

CARE OF BUILDING AND EQUIPMENT

- Teachers are responsible for the care of equipment in their rooms. A frequent check will help assure that equipment will be in good working condition when someone is ready to use it. Please report any damage or malfunction of equipment immediately.
- Defacing of school property such as marking or cutting on desks and walls, spilling ink, or sticking gum to furniture should be reported to the office.
- Lights are to be used when necessary and turned off when they are not needed.
- Teachers are responsible to keep rooms neat, safe, and clean at all times. Teachers are responsible to report to the administration any irregularities.

SCHOOL CLOSURE

In case of bad weather, or for some reason we need to close school, the following TV and Radio stations will be announcing Elbert School District closings:

KCNC-TV Channel 4	KRDO- TV Channel 13	KMGH-TV Channel 7
KKTV-TV Channel 11	KDVR-TV Channel 31	KOA-Radio 850 AM
KUSA-TV Channel 9	Staff will be notified via School Messenger.	

SUBSTITUTE TEACHERS

To request a substitute, call THE SUB CALL LINE 648-3030 ext. 100 **BEFORE 9:00 PM** the night before or **BY 5:45 AM** the morning you need a sub. If you have not called by 5:45 a.m., you will be expected to be at work. When you return to work, **YOU** are responsible for filling out a "School Employee Absence Report" and giving it to the superintendent for approval. To request a sub in advance, you must fill out the Absence Report online for approval.

Teachers' plans and rolls must be made available at all times. Please plan ahead as much as possible and let us know as far in advance as you can.

Leave an outline of the work assigned in the clear box in your room.

Leave written instructions for special work or extra-curricular work.

Be sure your records and class lists are in order and up to date.

Make note of any students in your room with severe physical or emotional handicaps or students with health problems.

Do not leave any substitute without a seating chart or class roster, or without some meaningful instructions as to what each class is to do.

Teachers are to keep lesson plans sufficiently detailed for substitute teachers to follow easily. A sheet giving a step-by-step routine for the day should be included in the front of the plan book for use by a substitute teacher. Failure to provide adequate lesson plans in case of absence will be considered a violation of board policy and therefore may be subject to disciplinary actions and/or dismissal.

BOARD POLICY GBB
STAFF INVOLVEMENT IN DECISION-MAKING

The Board believes that staff members play an important role in decision-making for the school district. Staff members are encouraged to participate in the setting of district educational objectives by the Board and in determining appropriate strategies for achieving the objectives.

Staff advisory functions

The superintendent shall include staff in decision-making processes, when feasible, and in the development of regulations and procedures for the district.

The Board encourages the superintendent to develop channels for effective communication between and among the staff and the administration. The superintendent shall weigh with care the counsel given by employees, especially that given by groups designated to represent large segments of the staff, and shall inform the Board of all such counsel in presenting reports of administrative action and recommendations for Board action.

Staff advisory committees

So that joint advice may be readily available for the purpose described above, the staff shall be encouraged to elect advisory committees to work with the superintendent and principals in the areas of concern to staff. Furthermore, the superintendent and principals shall, at their own discretion, appoint additional committees as needed.

GRADES

Secondary teachers should add a minimum of two grades for each student per week to each grade book. All student work turned in by 4:30 P.M. on Friday should be graded and recorded in Go.edustar by the following Tuesday by 8:00 A.M. when the first draft of the weekly low-and-failing list is produced.

When a student is absent from school, that student is given additional time to catch up. Students are given one additional day for each day they are absent to make up missed assignments. Zeroes should not be entered for assignments missed by absent students until this make-up period has elapsed.

Teachers should strive to help students achieve mastery. Mastery, for many students, takes time and repeated effort; therefore, teachers are strongly encouraged to allow students to retake significant tests at least once. Furthermore, teachers are strongly encouraged to use a variety of assessment methods to evaluate student progress and mastery (tests, papers, speeches, presentations, projects, discussions, etc.). Tests should not be more than 50% of a grade book. When possible, students should be given the opportunity to retake significant tests prior to the next low-and-failing list.

Grades 3 through 12 will use the following percentage scale:

- 90 - 100% - A
- 80 - 89% - B
- 70 - 79% - C
- 65 - 69% - D
- 0 - 64% - F

Note: Grading bell curves will not be allowed

Grades K through 2 will use the following;

A	Advanced
P	Proficient
PP	Partially Proficient
U	Unsatisfactory

Report Cards K-12: Report cards will be available online at the end of each nine-week period or a hard copy may be requested.

Incompletes: Students may be given an incomplete for work unfinished at the end of the nine-week period because of sickness or other reasons. However, incompletes must be made up in the next two-week period or a failing grade should be given.

Grade books: Grade books will be kept online. Grades to be considered final are to be recorded and posted. Students are not to access the grade book system in any respect.

Grade Books Collected: Grade books will be backed up by the Go.edu system and kept as a record each semester.

GRADE BOOK AND LESSON PLAN

The organizational software for curriculum and academic reporting is called Go.edustar. This program includes a grade book module and will be used to take attendance and lunch count. Report cards and progress reports will be generated using this program. This program has the capacity to align curriculum with state standards, generate reports for the Colorado Department of Education, help align lesson plans, etc. Secondary Teachers will post weekly lesson plans on Google Classroom. The postings should contain enough information to allow students, and their parents, to complete assignments when a student is absent from school. This may include but is not limited to lesson plans, reading assignments, and worksheets.

TAKING STUDENTS FROM OTHER TEACHERS' CLASSES

We recognize the need for students to miss class occasionally to participate in school activities of various kinds. However, no activity causing students to miss classes of other instructors will be permitted without prior administrative approval for the activity.

Only as a part of an approved school activity should an instructor cause students to miss classes of other instructors. Other than in emergency situations, students are not to be taken out of another teacher's class without that teacher's permission.

REPORTING TO PARENTS

Standard report forms will be used as described in district administrative procedures and available to parents as needed for all students in grades K-12. Parents will be notified whenever a student is not doing satisfactory work. This notification may be by personal conferences, mail, or telephone. Any report of unsatisfactory work will be specific about the nature of the unsatisfactory performance and will include suggestions for improvement. The report will also note areas of satisfactory performance.

At least two parent-teacher conferences will be available annually for each student. Time will be made available for parent-teacher conferences. Additional conferences may be scheduled by teachers, parents, or students whenever needed.

BOARD POLICY GBK
STAFF CONCERNS/COMPLAINTS/GRIEVANCES

It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A "grievance" is defined as an alleged material violation of Board of Education policies or administrative regulations that apply to all employees. A complaint concerning unlawful discrimination and/or harassment may be filed in accordance with the district's applicable procedures.

The process designated for the resolution of "grievances" in agreements between the Board and recognized employee organizations shall apply only to grievances as defined in the particular agreement.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to the nonrenewal of contracts, transfer, assignment, dismissal or any other employment decision relating to district personnel.

All employment decisions remain within the sole and continuing discretion of the administration and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

BOARD POLICY GBGD
WORKERS' COMPENSATION

An employee is eligible for workers' compensation leave from the district during the period of time the employee is temporarily disabled as the result of any injury arising out of and in the course of employment which qualifies for an indemnity payment from the workers' compensation division of the Colorado Department of Labor and Employment.

Workers' compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the district while disabled.

The primary source of compensation for an employee on workers' compensation leave shall be the indemnity payment from the workers' compensation section of the division of worker's compensation of the Colorado Department of Labor and Employment or insurance carrier as determined by state law. The employee may use accrued school district sick leave and vacation time to supplement the workers' compensation payment.

Under no circumstances shall an employee be allowed to receive more than an amount equal to the weekly wage or equivalent when combining the indemnity payment from workers' compensation and school district benefits. The employee shall provide any requested documentation to the school district to evidence amounts paid by workers' compensation before benefit payments are allowed by the school district.

While on workers' compensation leave under a temporary total disability, employees shall continue to have school district health, life, and disability insurance coverage, to the same extent the employee had such coverage prior to taking workers' compensation leave, for a period of time not to exceed the current fiscal year such injury occurred. At such time, the employee shall be given the option of directly assuming payment of the district's costs for such benefits or discontinuing the coverage until returning to work and again being eligible for benefits, unless the district is otherwise required to pay for or continue such coverage under applicable law.

The administration is directed to establish the necessary procedures to implement this policy.

Safety Policy

It is the policy of Elbert School District #200 that the safety of its employees and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. Elbert School District #200 requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the District policy manual.

The designated safety coordinator for Elbert School District #200 is the primary contact for safety-related matters. All employees will receive an orientation to the Elbert School District #200 safety rules and policy upon initial employment and are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. Supervisors will communicate these concerns to the safety coordinator, who will respond to this concern within 24 hours.

Return-to-Work Policy

Elbert School District #200 has elected to adopt a return-to-work policy with the intent to utilize eligible injured workers in a productive capacity while they are recovering from an injury. The goal of temporary modified duty is to provide a progression of job duties that will return the injured worker to their regular job.

The Business Manager will be responsible for coordinating the return-to-work program. The designated alternate/back coordinator will be Employers Unity.

The attached return-to-work program should be followed when a worker sustains a work-related injury or illness.

1. All injuries will be reported immediately to the worker's direct supervisor who will notify the designated coordinator. Injuries will be filed via the Internet, phone, or fax to Pinnacol Assurance within 24 hours.
2. The injured worker will seek medical attention from the designated medical provider (see return to work action plan).

In case of an emergency, the injured worker is to seek medical attention from the nearest facility. Follow-up care must be coordinated through the designated medical provider. The provider may not pay for medical expenses incurred by the injured worker if he or she seeks unauthorized treatment from a non-designated medical provider. When possible, follow-up medical appointments are to be made before or after work hours. Time off for medical appointments will be treated consistently with other personnel policies.

3. The designated coordinator will maintain regular contact with the medical provider and injured worker, be kept informed of recovery status, and obtain updated work restrictions.
4. The designated coordinator will maintain a list of modified duty tasks.

5. The injured worker will be paid based on the value of the tasks performed, as determined by management. If the injured worker is being paid less than pre-injury wages during modified duty, the provider may pay Temporary Partial Disability (TPD) benefits.
6. During the modified duty period, the designated coordinator will provide to the provider with records of wages paid to the injured worker. If the injured worker is receiving full wages during the modified duty period, the designated coordinator will submit to the provider a statement to that effect; no ongoing provision of pay records is then required.
7. Modified duty will be allowed as long as it is realistic for the job to continue, or until the injured worker receives a release to full duty or reaches maximum medical improvement (MMI).
8. The designated coordinator will monitor and document the injured worker's performance while on modified duty.

While on modified duty, the injured worker will be held to all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment.

Modified duty assignments are designed to be temporary and transitional in nature. The supervisor, injured worker, and relevant staff will review them jointly to address increasing work duties and overall performance. This will be completed at least once a month.