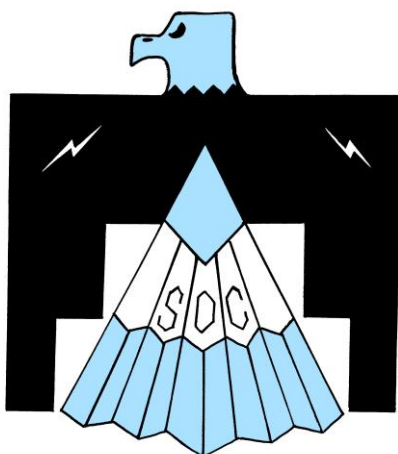


# **Sangre de Cristo Schools**



## **STAFF HANDBOOK 2022-23**

**ADMINISTRATIVE STAFF:**

|                 |                   |
|-----------------|-------------------|
| David Crews     | Superintendent    |
| John Stephens   | Principal         |
| Chris Mortensen | Tech Coordinator  |
| Dave Curtis     | Athletic Director |
| Ava Hoffman     | Counselor         |
| Brenda Mixon    | Business Manager  |
| Paula Fritz     | Bookkeeper        |
| DeAnna Brown    | School Secretary  |

**TEACHERS:**

|                   |  |
|-------------------|--|
| Jenene Holcomb    | Pre-School                                   |
| Krista Culver     | Kindergarten                                 |
| Tracy Lytle       | 1 <sup>st</sup> Grade                        |
| Kelly Parker      | 2 <sup>nd</sup> Grade                        |
| Erica Mortensen   | 3 <sup>rd</sup> Grade – Math Interventionist |
| Irene Baker       | 4 <sup>th</sup> Grade                        |
| Amy Crowther      | 5 <sup>th</sup> Grade                        |
| Emily Windhorst   | Elementary Intervention                      |
| Bev Selin         | ESL  |
| Chris Mortensen   | Tech Coordinator                             |
| Jenna Mondragon   | Elementary Intervention                      |
| Beverly Selin     | MS/HS Intervention                           |
| Bonnie White      | Title/Director                               |
| Jackie Bianca     | Para Professional & Bus Driver               |
| Loretta Beiriger  | Learning Resource                            |
| Al Duran          | Band/Music                                   |
| Scott Stockley    | Learning Resource Para Professional          |
| Gabe Jardon       | MS/HS Art                                    |
| Frank Cordova     | MS History                                   |
| Shane Osterhout   | HS History                                   |
| Will Shellabarger | MS/HS Physical Education                     |
| Ryan Mortensen    | Elementary Physical Education                |
| Leslie Garcia     | Library/Elementary Art                       |

Lychelle Brown MS Math

**TEACHERS continued:**

Sharon Stanford HS Math  
Hadlie Rittgers Business/Yearbook  
Carol Sessums Business/FBLA  
Matt Sinclair Ag-Ed/FFA  
Shawn Haddican HS English  
Cyndi Snyder MS English  
Jennifer Flores-Escoto Spanish  
Meadow Reynolds HS Science  
Trey McDowell MS Science

**SUPPORT STAFF:**

Kaitlyn Larsen Nurse  
Bob McKinley Transportation Director  
Julia Gilmore Bus Driver & Custodial Staff  
Gary Fritz Maintenance Director  
Barb Grandell Nutrition Director  
Amanda Archuleta Nutrition Staff  
Teresa Johnson Nutrition Staff  
Frances Slane Head Custodian & Bus Driver  
Lisa Hall Custodial Staff  
Lorenzo Torres Custodial Staff  
Randy Vigil Custodial Staff

**COACHING STAFF:**

Buddy Anderson HS Football Coach  
Will Shellabarger HS Football Coach  
Will Shellabarger MS Football Coach  
Herman Knorr MS Football Coach  
Jamie Bogner HS Volleyball Coach  
Jenna Mondragon HS Volleyball Coach  
Hunter Powell HS Girls Basketball Coach

**COACHING STAFF continued:**

|                    |                           |
|--------------------|---------------------------|
| Jacque Knorr       | HS Girls Basketball Coach |
| Will Shellabarger  | HS Boys Basketball Coach  |
| Travis Beiriger    | HS Boys Basketball Coach  |
| Ryan Mortensen     | MS Boys Basketball Coach  |
| Scott Stockley     | MS Boys Basketball Coach  |
| Hadlie Rittgers    | MS Girls Basketball Coach |
| Heather Tillman    | MS Girls Basketball Coach |
| Jenna Mondragon    | MS Track Coach            |
| Heather Tillman    | MS Track Coach            |
| Frank Cordova      | MS Track Coach            |
| Frank Cordova      | HS Track Coach            |
| Hadlie Rittgers    | HS Track Coach            |
| Will Shellabarger  | HS Track Coach            |
| Heather Tillman    | HS Track Coach            |
| Heather Enriquez   | MS Track Coach            |
| Christian Collins  | MS Wrestling Coach        |
| Staci Shellabarger | Cheerleading              |

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## **MISSION STATEMENT**

The Sangre de Cristo School District shall strive to provide a safe environment for all students and staff while offering meaningful opportunities of innovative educational programs for all students which challenge every student to:

Develop their full academic and social potential including the attainment of content standards and be prepared to make competent decisions in our changing world through partnerships between home, school and community.

To achieve this mission, students, teachers, administrators, parents, and community members must work together guided by the three R's: Rights, Respect, and Responsibilities.

## **NONDISCRIMINATION/EQUAL OPPORTUNITY STATEMENT**

Sangre de Cristo Schools does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public.

The following person has been identified as the compliance officer for the district:  
David Crews, Superintendent.

8751 Ln 7 Mosca, Colorado 81146  
719-378-2310  
dcrews@sangreschools.org

## **OPEN HIRING/EQUAL EMPLOYMENT OPPORTUNITY**

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school district's staff.

Therefore, the district shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel.

Commitment on the part of the district towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status or disability.

The district shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

## **IT IS THE RESPONSIBILITY OF EVERY EMPLOYEE:**

1. To be concerned with the safety and welfare of students
2. To provide the most challenging and productive learning environment possible
3. To use funds and resources prudently
4. To exhibit sensitivity to the needs of students, parents, and fellow employees
5. To be life-long learners and continually strive to improve their teaching/job skills and knowledge
6. To conduct themselves in a manner which reflects the attitude of a positive role model
7. 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

### **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 shall demonstrate and uphold high professional, ethical and moral standards.

Staff members shall conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times.

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 shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to substantially further 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, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.



4. Perform any action in which the staff member has discretionary authority which directly and substantially confers an economic benefit 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.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for an employee to receive:

1. An occasional non-pecuniary gift which is insignificant in value.
2. A non-pecuniary award publicly presented by a nonprofit organization in recognition of public service.
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate.
4. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position.
5. Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events.
6. Payment for speeches, appearances or publications reported as honorariums. All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be 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 shall be 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, including the need to ensure that students are appropriately supervised.

A staff member may request an advisory opinion from the secretary of state concerning issues relating to conduct that is proscribed by state law.

## **ATTENDANCE**

### **Entrance Age Requirements**

### **Beginning with the 2022-2023 school year**

A child may enter kindergarten if five years old on or before **June 1<sup>st</sup>** of the year of enrollment. Younger students who do not meet the district's entrance age requirement for kindergarten may be accepted if transferring from another kindergarten program, if the principal or designee determines that placement of the student in kindergarten is appropriate.

A child who is four years old on or before the district's start date for kindergarten and has been identified as a highly advanced gifted student in accordance with applicable state law may enroll in kindergarten, if the principal or designee determines that placement of the student in kindergarten is appropriate.

Students enrolling in the first grade may enter if they are six years old on or before **June 1<sup>st</sup>** of the year of enrollment. A student who is at least five years old on or before October 1 may be permitted to enroll in first grade if the student attended at least 120 days of kindergarten in another state

A child who is five years old on or before the district's start date for first grade and has been identified as a highly advanced gifted student in accordance with applicable state law may enroll in first grade, if the principal or designee determines that placement of the student in first grade is appropriate.

A legal birth certificate or other acceptable record shall be required for enrollment age certification. The principal or designee will make exceptions to these entrance age requirements in accordance with state law pertaining to the education of military children.

## **STUDENT ABSENCES AND EXCUSES**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

## **EXCUSED ABSENCES**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.

3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

### **UNEXCUSED ABSENCES**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is *ten (10)* days during any calendar year or school year.

### **MAKE-UP WORK**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days for the first day absent and one school day for each consecutive day absent.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

## ABSENCE OF PRINCIPALS

The secretary will know the principal's schedule and will contact him if needed when out of the building.

If the administrator cannot be contacted, the secretary will call the central office or designated administrator for help.

## ABSENTEE PROCEDURES FOR TEACHERS

In case of illness or emergency, please contact, no later than 6:00 a.m., DeAnna Brown at 719-580-9178 to arrange for a substitute.

Have lesson plans, class lists, seating charts, class rules, and special instructions ready and available.

Teachers will complete a "Absence Request Form" form when they know ahead of time that they will be absent. This is to be signed and approved by the principal.

When a teacher becomes sick or needs to leave during the school day, he/she will contact the school principal (or, in his absence, the superintendent) to notify him of the need to leave. In the absence of administrators, notify the secretary, who will arrange for a substitute. Teachers are allotted personal and sick leave time. Please utilize this time with discretion in order to maintain continuity in your classroom teaching.

**According to State Policy: No staff member should request leave of absence 2 days before a scheduled holiday or 2 days after.**

## ASSEMBLIES

Every teacher is expected to attend all assemblies and sit with and supervise his/her class. The assembly program is viewed as an important supplement to the educational program and is intended to provide educational experiences, varied forms of entertainment, and information of interest to all members of the student body and faculty. To facilitate this end, it is important that each student observe the following standards of conduct:

- A. Students are to sit as directed and keep hands, feet, and objects to themselves.
- B. Students are expected to treat all assembly participants with respect and common courtesy.
- C. As soon as a person appears before the assembly, students are expected to become and remain quiet.
- D. Applause upon occasion is entirely appropriate, but should be reserved for those occasions.
- E. Whistling, yelling, booing, foot stomping, etc. are considered inappropriate forms of expression and should not be used at any time during the assembly program.

The teacher should discuss these standards with students prior to the first regular assembly and at other times when appropriate.

## ASSIGNED DUTIES

**Do not be late for your duty. We are responsible for students at all times during school hours.** If you are to be absent or late during duty time, it is each instructor's responsibility to have someone cover for you.

## BOMB THREATS

The following procedures will be carried out when a bomb call is received:

1. Do not hang up the telephone.
2. Consult "**BOMB THREAT**" card next to telephone.

Questions to ask:

- a. When is the bomb going to explode?
- b. Where is it right now?
- c. What does it look like?
- d. What kind of bomb is it?
- e. What will cause it to explode?
- f. Did you place the bomb?
- g. What is your address?
- h. What is your name?

Exact wording of the threat:

Sex of the caller:

Race:

Age:

Length of call:

Number at which call is received:

Time:

Date:

Report call immediately to the administrators in charge. Do not use any electronic equipment, including the telephone. Leave building after the air horn sounds; go immediately to the designated safe area without touching anything. Do not answer telephone or turn lights on or off.

## BUILDING MAINTENANCE

Staff members are encouraged to cooperate in the care and maintenance of the building and grounds. If something needs repair, complete a work order form available in the school office and/or notify the principal.

Teachers are expected to involve pupils in meaningful, productive activities. Often, these activities will necessitate the shifting of furniture and the use of materials that will clutter the room. Such is expected in the act of teaching. However, the room should be tidy at the end of the day. A well-kept room is evidence of cooperation on the part of both pupil and teacher. Periodically check desk tops and hold students accountable for keeping them graffiti-free.

Let's help our custodial staff and instill an attitude of pride in working together. At the end of the school day windows should be closed and locked, chairs placed on top of desks and litter picked up from the floor. Please be sure to pick up staples and paper clips as these could rip out the carpet threads when vacuumed.

## **BUS DUTY**

### **MORNING**

**Arrive no later than 7:20 a.m.**

All students need to stay on the cement. The elementary students (pre-K-5<sup>th</sup> grade) go to the cafeteria for breakfast.

6<sup>th</sup> – 12<sup>th</sup> grade students are allowed in the building at 7:30 a.m. They are to go to the main hall and library.

If it is bitter cold, students may be allowed into the building earlier than 7:30 a.m.

Stay on duty until all the buses have arrived, usually at about 7:55 a.m.

### **AFTERNOON**

\*Remain on duty until the last bus has departed about 4:15 – 4:20 p.m., but may be as late as 4:30 p.m.

### **GENERAL RULES**

Don't allow any students to walk between or behind the buses and vans.

If parents want to pick up their child before the bus departs, they should come and escort them to their vehicle or pick them up in the student parking lot.

Watch the older students who can drive and report any student who drives too fast or doesn't obey rules regarding buses.

Be consistent with the rules every day.

### **CHAIN OF COMMAND (for students, parents & staff)**

Chain of command to be followed to resolve issues quickly and efficiently with the people most involved. This preserves and enhances the integrity of the learning environment.

1. Go to the lowest level where the problem originated. Example teacher or coach (coaches should not be contacted immediately after a game).
2. Next step if unresolved go to the Principal
3. Superintendent
4. School Board (Ask to be put on the agenda) or sign in at meeting

At any time in this process students may speak to the counselor for additional guidance.

## **REPORTING CHILD ABUSE/CHILD PROTECTION**

It is the policy of the Board of Education that this school district complies with the Child Protection Act.

To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the appropriate county department of social services or local law enforcement agency.

In reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information.

The Board shall provide periodic inservice programs for all teachers in order to provide them with information about the Child Protection Act, to assist them in recognizing and reporting instances of child abuse and to instruct them on how to assist victims and their families.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

The superintendent shall submit such procedures as are necessary to the Board for approval to accomplish the intent of this policy.

Child abuse or neglect is defined in law as "an act or omission, which seriously threatens the health or welfare of a child." Specifically, this refers to:

- a. Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or the circumstances indicate that the condition may not be the product of an accidental occurrence.
- b. Any case in which a child is subject to sexual assault or molestation, sexual exploitation or prostitution.
- c. Any case in which a child is in need of services because the child's parents, legal guardians or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.

### **1. Reporting requirements**

Any school employee who has reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must report such fact to the Alamosa Department of Social Services. The employee must follow any oral report with a written report sent to the appropriate agency.

In cases where the suspected or known perpetrator is a school employee, the report should be made to the law enforcement agency. (Reports made to social services will be referred to law enforcement.)

The employee reporting suspected abuse/neglect to social services or law enforcement official must inform the school principal as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written reports are made to social services or law enforcement agencies lies with the school official or employee who had the original concern.

## 2. Contents of the report

The following information should be included to the extent possible in the initial report:

- a. Name, age, address, sex and race of the child
- b. Name and address of the child's parents, guardians and/or persons with whom the child is living
- c. Name and address of the person, if known, believed responsible for the suspected abuse or neglect
- d. The nature and extent of the child's injury or condition as well as any evidence of previous instances of known or suspected abuse or neglect of the child's siblings – all with dates as appropriate
- e. The family composition, if known
- f. Any action taken by the person making the report
- g. Any other information that might be helpful in establishing the cause of the injuries or the condition observed

It is helpful if the person reporting suspected abuse / neglect is prepared to give documentation. Thus, noting details of observations is important. It is permissible for the school official or employee to conduct a preliminary non-investigative inquiry of any injury or injuries under the following circumstances:

- a. School personnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. School personnel may not contact the child's family or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect.
- b. A school employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.
- c. All efforts must be made to avoid duplicate or numerous interviews of the victim.

## 3. After filing reports

After the report is made to the agency, district and school staff members will cooperate with social services and law enforcement in the investigation of alleged abuse or neglect. The school will report any further incidents of abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child.

Once a report of child abuse is given to the agency, the responsibility for investigation and follow-up lies with the agency. It is not the responsibility of the school staff to investigate the case. Therefore, the school staff will not engage in the following activities:



- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment. (This does not preclude taking action in an emergency situation.)
- c. Convey messages between the agency and the parents/guardian.

Authorized school and district personnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

#### **4. Guidelines for consideration**

- a. If any school employee has questions about reasonable cause of child abuse and the need for making a report, the employee may consult with the principal or superintendent. If they are not available, a direct call to the county department of social services about concerns is advisable.

Note that consultation with another school official or employee will not absolve the school official or employee of the responsibility for reporting child abuse.

- b. In an emergency situation requiring retention of the child at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise a court order must be obtained to legally withhold a child from his parent or guardian.
- c. When any school official or employee has a question about the thorough investigation of suspected abuse/neglect following the filing of a report, the employee or official should contact the superintendent.
- d. While all school officials and employees are reminded of their legal responsibility to report suspected cases of abuse or neglect, they may be assured that trained professionals will investigate reports and that there are more supportive and therapeutic treatment alternative available for parents and children than there have been in the past.
- e. The confidential nature of information pertinent to child abuse or neglect cases is a matter to be emphasized both legally and humanely.

### **CLASS BOOKS**

Each text is to be numbered—the year of purchase first, followed by the book number. A new book would be numbered 2013-14. An accurate list of book numbers and student names should be kept by each teacher. The teacher is to insist upon proper care of any and all books. Students should be warned that damaged books will be charged to them and they will pay for the damage. New or the newer books should be covered to protect the book.

### **CLASSROOM MANAGEMENT SUGGESTIONS**

1. All teachers are required to have a classroom discipline policy. It is strongly recommended that this policy be posted for students to see throughout the year.

2. Always have a well-planned activity schedule, which will keep students interested and occupied for the class period.
3. Be firm, friendly, fair, and consistent.
4. Be business-like in conduction of classes.
5. Do not try to be popular with the students.
6. Do not make threats that cannot be carried out.
7. Do not create a discipline problem by “needling” a student with minor things.
8. Do not embarrass a student in the classroom.
9. Be prompt in beginning the lesson.
10. Show tolerance when it is justified.
11. Learn the background of problem students.
12. Create a relaxed learning situation.
13. Be self-confident by thorough preparation.
14. Do not criticize students behind their backs.
15. Have private conferences with problem students.
16. Attempt to address behavior problems and not the student.
17. Utilize class discussions to address problems.

## **CONFERENCES WITH PARENTS**

Parental conceptions of our school will be formed by many of the impressions they receive when they come to visit, either for a formal conference or for a few minutes to talk. This is one reason why it is important that each teacher continues to strive to make parents feel their visit is welcome and their interest in the school is appreciated when they come to visit.

The following suggestions are some that teachers may find helpful when talking with parents or guardians:

1. Try to find a comfortable and private place for your talk. It will be helpful if you are not seated behind your desk.
2. Listen closely and sympathetically to what the parent/guardian has to say.

3. He/She knows more about his/her student than anyone else can ever know, yet you have an advantage in that you see his/her student in action each day in a group situation. Both you and the parent/guardian can work together to increase student learning and progress.

We will have scheduled parent/teacher conferences at the end of the 1<sup>st</sup> and 3<sup>rd</sup> nine weeks.

## **COPY MACHINE**

Only teachers are allowed to operate the copy machine. Students are not permitted to operate the copy machine without teacher supervision machine. Under no circumstances are students to be given access to copy codes. Please plan ahead, as a classroom must not be left unattended. The office copy machine is for staff use only!

## **CUSTODIAN AND CLEAN-UP EQUIPMENT**

Requests for custodian help must be made through the principal and an appropriate maintenance request must be filed. Purchase and work orders should be filed through the front office.

## **DETENTION**

Teacher detention will be held with the teacher giving the detention. The teacher must notify parents before a detention is served. Administrative detentions will be served at lunch or after school. Phone calls, home visit, note sent home and signed by a parent, etc., may be ways of contacting parents. If a student is a problem in class, a home visit with the teacher and principal may be arranged. Also, parents may be invited to meet with teachers during planning time. The following infractions will be reasons for detention: (1) continued disruptive behavior (2) abusive and vulgar language (3) throwing anything (4) dangerous horseplay (5) any other behavior that you deem is contrary to the learning environment.

## **DISCIPLINE**

Our goal is to have all students to be able to live and work together effectively. Teachers are responsible for teaching good discipline skills to their students. They should also help maintain good discipline in the entire school. Students need to understand that all adults at school are “in charge”, not just their own teacher(s).

Teachers are encouraged to use positive reinforcement and to develop a classroom atmosphere which will minimize misbehavior. Most students can function within the limits of classroom rules, but a few will find it difficult and need help. A Restorative Justice Program through VORP will help teachers deal with many of the minor behavioral problems found within the classroom. The administrators are available to support your classroom efforts with each student. To better understand your classroom discipline system, please give a copy of your rules, consequences and steps to the administrators. Having this available will help us better deal with students from each class, and it will also better help us to confer with parents.

It shall be the responsibility of each teacher to handle his/her own discipline within the classroom to the best of his/her ability. When a problem does occur outside the scope of your classroom policies, the teacher is to fill out a “Disciplinary Referral” describing the incident. Send the student with the referral to the principal’s office. A teacher should only escort a student to the office personally if the teacher considers the student a flight risk.

**No student is simply to be put out of the classroom. No disciplinary action will be taken without a referral.**

**\*Note –Teachers, please do not compromise our school discipline policy by allowing students a “second chance,” particularly in severe situations (fights, tobacco, drug or alcohol use, etc.). While as teachers you need to have a degree of discretion in dealing with students, we will not go beyond the scope of our school’s discipline policy.**

## **STUDENT REMOVAL**

A student may be removed from class for a short period of time. In such a case he/she will be escorted by the teachers to the principal’s office. State law provides for removal of students from class upon third documented infraction and upon teacher request.

Please use good judgement when exercising this procedure.

There will be absolutely no use of **CORPORAL PUNISHMENT BY TEACHERS.**

**FACULTY IS REQUIRED TO NOTIFY PARENT THE SAME DAY THAT A CHILD IS REMOVED FROM ANY CLASS FOR DISCIPLINARY REASONS.**

## **REMEDIAL DISCIPLINE PLANS**

The principal will develop a remedial discipline plan for every student who is suspended for the first time for a material and substantial disruption. (All references to duties performed by a principal may be delegated to other school officials as appropriate.) The plan will be reviewed and modified, if necessary, if a second suspension occurs.

The following provisions will apply to the remedial discipline plan:

1. The principal, at his or her discretion, may develop a plan for any student prior to a suspension.
2. To develop the plan, the principal will arrange for a meeting with the student, the student’s parent/guardian and any members of the staff whom the principal believes should attend.
3. The purpose of the meeting will be to address the reasons for the student’s disruptive behavior and cooperatively to establish goals, objectives and time line to modify such behavior. A written plan will be prepared which addresses the child’s disruptive behavior, his/her educational needs and what steps are necessary to keep the child in school. The plan will include consequences if the student is disruptive in violation of the plan.
4. The plan may be written in the form of a contract, which the student and the parent/guardian will sign and date.
5. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student’s cumulative file.

Disruptive behavior by special education students will be dealt with in accordance with the student’s individual education plan (IEP). It will be the responsibility of the principal and other appropriate district personnel to coordinate these procedures with a special education student’s IEP.

## EVALUATION-STUDENTS

Classroom performance, classroom tests and exit exams are used to evaluate students. Standardized tests are given in grades K-11.

## EVALUATION -TEACHERS

Teacher evaluations are conducted according to the evaluation system outlined in the district policy manual. Administrators will discuss the process individually with the teachers.

## EVACUATION/LOCKDOWN PROCEDURES

**In an Emergency, when you hear it, do it.**

### **Lockout! Secure the Perimeter.**

**Students;** Return inside, business as usual

**Teachers;** Bring students into the building, increase situational awareness, take roll, business as usual

### **Lockdown! Lock doors, Lights out, out of sight.**

**Students;** Move away from sight, maintain silence

**Teachers;** Lock classroom door, turn out the lights, move away from sight, maintain silence, wait for responder to open door, take roll

### **Evacuate! (Directions to follow)**

**Students;** Leave your stuff behind, form a line, hand in hand

**Teachers;** lead evacuation to location, take roll, notify if missing, extra or injured students

### **Shelter (Directions to follow)**

**Students;** Shelter types; 1. For tornado  
2. For bomb

**Teachers;** Shelter type, Shelter method,  
Take roll

## EXPULSION

The District school board may expel a student for a period not exceeding one calendar year, and may deny admission to a student who has been expelled in another school district during the proceeding 12 months. Students awaiting “Due Process” hearings for possible expulsion may be suspended for ten days by school principal. Additional time may be added by school superintendent. Mandatory expulsion by Colorado State Law

are for Prima Fascia crimes: “habitually disruptive” student (3+ suspensions), any weapons charge, sale of drugs or controlled substance, felony robbery, first or second degree assault and any other crime deemed a felony by law enforcement agencies.

## **FIELD TRIPS**

Field trips are encouraged throughout the school year. Field trips are taken in order to enrich some aspect of the curriculum. The following guidelines apply to field trips.

1. A detailed itinerary of field trip activities, times, and locations must be provided to the principal a minimum of two weeks prior to the field trip. Variations from the itinerary must be phoned in to the principal or principal’s secretary.
2. Parents should be informed of all field trips. Parent/Guardian permission slips are required, along with a schedule of activities and important times for the field trip.
3. Buses may be scheduled for field trips. “Transportation Request” forms are available in the office and **MUST** be completed two weeks in advance of the proposed trip. Staff members must have their Department of Motor Vehicles license on file with the transportation director before driving any school vehicle. Anyone requesting a school vehicle should confirm availability and use at least 48 hours prior to trip. This can be done by contacting school principal and having confirmation through principal’s office.
4. Use of private automobiles for pupil transportation is discouraged. In the event that a private vehicle must be used, the circumstances must be cleared by the administration.
5. Field trips need to be approved by the principal.
6. Class trips will need to have a minimum of 70% of students attending or trip should be cancelled.
7. Parents or volunteer chaperones should be utilized whenever possible in order not to deplete the teacher ranks within the school on any given day.

## **FINAL DAY AND TEACHER CHECKOUT**

On the final workday, **ALL TEACHERS** will be present to finish report cards. At this time teachers check out with the principal. The following will be required:

- |                      |                     |                     |
|----------------------|---------------------|---------------------|
| • All awards given   | • Room Needs List   | • Sponsorship money |
| • Inventory          | • Special Equipment | turned in           |
| • School Keys        | • Grade Book        | • Student Bills     |
| • Copy of Final Exam | • PO’s              |                     |

## **FIRE DRILL PROCEDURES**

In the fall, each teacher will post a procedure for evacuation to include instructors checking the halls and surrounding areas for signs of fire **before** evacuation. The teacher will escort the class out as a group after they have been instructed or seen signs of danger that requires evacuation. Insuring that all students are out of the classroom, lights should be left on and teachers should also take their attendance book. Staff members are assigned to check the bathrooms and other areas. There is to be no talking. Class roll is to be taken when the

children are in place outside. Fire drills will take place several times during the first three months of school. **Specific plans should be left for substitute teacher's regarding lock down and evacuation of classrooms.**

## **FIRST AID TRAINING**

At least one person in each building, and every staff member who teaches or supervises students in classes or activities where, as determined by the district, students are exposed to dangerous equipment or chemicals or other increased risks of injury, shall hold a current standard first aid card, including CPR training.

A list of such staff members shall be maintained in each school office.

## **FUNDRAISING**

**All activities which will require fund raising projects must have the prior approval of the principal before any fund raising activities are initiated.** The sponsor of the activity must complete the designated form, which can be obtained from the office. You must outline the proposed fund raising activity and submit the form to the principal for approval. Written approval must be granted from the principal **BEFORE** the fund raising activity may begin. This requires advance planning as it takes time to complete the necessary steps. **\*NOTE: There is to be no individual fundraising.**

## **GRADES**

All grades will be determined as objectively as possible, using data such as test scores, records of assignments completed, classroom participation and other observable performance. No grading system can be entirely objective, however. Professional judgement is necessary to recognize factors such as student effort, motivation, learning styles, and other individual differences. Each student's grade shall be determined individually. No effort will be made to make grades conform to any predetermined distribution.

All academic grades shall be determined solely by student achievement of clearly stated instructional expectations. Data for determining academic grades will include test scores, daily assignments, class participation and application of skills. As the relative importance of each type of performance will vary from subject to subject, individual teachers will determine each and communicate to the students and parents the standards to be used in each class to determine grades. These standards will include the relative importance of each type of classroom performance.

Academic grades for student in grades 6-12 will be A, B, C, D, and F. These grades are defined as follows:

- A. To receive an academic grade of **A**, the student will:
  - (a) Demonstrate mastery of instructional objectivity outlined in the Curriculum
  - (b) Almost always apply basic skill independently
  - (c) Almost always participate in classroom activities
  - (d) Almost always complete assignments on time
  - (e) Engage in independent research and creative projects when assigned
  
- B. To receive an academic grade of **B**, the student will:
  - (a) Demonstrate mastery of most instructional objectives outlined in the curriculum
  - (b) Usually apply the basic skills independently
  - (c) Usually participates in classroom activities
  - (d) Usually complete assignments on time

- (e) Usually complete independent activities on time
- C. To receive an academic grade of **C**, the student will:
  - (a) Demonstrate mastery of the majority of instructional objectives outlined in the curriculum
  - (b) Apply the minimum basic skills independently
  - (c) More than half the time, participate in discussion and other classroom activities
  - (d) Usually complete assignments on time
- D. To receive an academic grade of **D**, the student will:
  - (a) Demonstrate mastery of the minimum number of objectives outlined in the curriculum
  - (b) Seldom apply skills independently
  - (c) Seldom participate in discussion and other classroom activities
- E. To receive an academic grade of **F**, the student's academic progress will fall below the standards set for a **D**.

| <b>Regular Classes</b> | <b>Honors Classes</b> | <b>AP Classes</b> |
|------------------------|-----------------------|-------------------|
| A = 100-90% - 4.0      | 4.5                   | 5.0               |
| B = 89-80% - 3.0       | 3.5                   | 4.0               |
| C = 79-70% - 2.0       | 2.5                   | 3.0               |
| D = 69 – 60% - 1.0     | 1.5                   | 2.0               |
| F =59-0% - 0.0         | 0.0                   | 0.0               |

**Number of grades: There will be no less than two grades per week taken for each student, in each subject, to provide a good basis on which to compute an average.**

Grades will be kept on the computer. Eligibility will be pulled from your grade book on Monday morning after first period and ineligibility lists will be distributed on Monday morning.

Daily attendance and tardies will be kept on the computer.

**Grade books must be kept current at all times.**

## **GUIDANCE OFFICE**

Teachers may refer (not send) a student who is having social, school or adjustment problems to this office. The Counselor, according to her schedule, will handle this referral. Students must have a pass to the Guidance Office and it will be signed and the time placed on it when the student returns. While the students should be encouraged to go to the Counselor, this should not be on an excessive basis or to avoid classes. If it is necessary to see a student on a regular basis, the Counselor will advise you. In an emergency, please notify the office.

## **GUIDELINES FOR BUS SPONSORS FOR ACTIVITY TRIPS**

- A. The bus sponsor is responsible for maintaining acceptable student behavior during loading on the bus and at the activity. This is not the responsibility of the bus driver.
- B. Bus sponsors will ensure that students remain a safe distance away from the bus until directed to load by the driver.



- C. Bus sponsors will not permit unsafe items to be loaded. Glass bottles must be kept in bags to preclude flying glass in the event of an accident.
- D. Sponsors will have the responsibility of the bus being left in clean condition after every activity.
- E. The bus sponsor should check students on the bus at the start and return. Students should not be allowed to load the bus until they are checked in, if weather permits. Permit only those whose names appear on a checklist to ride.
- F. Time schedules must be adhered to due to buses being needed elsewhere.
- G. When the bus reaches its destination, remind the students that they represent the school at all times.
- H. State law prohibits anyone from riding a bus – other than district employees, registered student, or persons with prior authorization from principals or administrators.

## **HABITUALLY DISRUPTIVE STUDENTS**

A student will be declared “habitually disruptive” if he/she has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on the school grounds or at school activities or events because of student behavior that was initiated, willful, or overt.

1. The principal will inform the superintendent if a student is disruptive for the second time in violation of his or her remedial discipline plan.
2. The student and the parent/guardian will be notified in writing of each suspension, which counts toward declaring the student habitually disruptive.
3. District procedures for expulsion will be initiated when the student is suspended for the third time. The period of suspension will be extended, if necessary, to conduct an expulsion proceeding and to ensure the student “Due Process”.

## **HALL CONDUCT**

Students are not allowed to run, push, shove, or behave in any manner that is dangerous to themselves or others. Report any serious behavior to the principal’s office. Everyone must walk on the correct side of the hall, allowing for smoother transaction. All teachers are responsible for monitoring the halls during passing time.

## **HOMEWORK**

The following are suggestions as you plan homework assignments:

1. Homework should have a valid purpose in developing skill, work habits, self-direction, extending information, responsibility, and contact with out-of-school learning resources.
2. Students should have all information necessary in order to do the homework.
3. The assignment should be made carefully with exact instructions. Teachers should check for student understanding.
4. The assignment is checked and returned to the student daily so he/she may evaluate his/her efforts.
5. Homework is not given to the class as punishment for the misconduct of a few students.

6. The work assigned is not busy work.
7. The amount of work is not excessive.
8. In case of absenteeism, teacher must follow guidelines given in the student handbook.

## **INJURY TO STUDENTS**

In case a student is injured on school grounds, in the classroom, or during other school activities, an accident report needs to be completed (obtain the form in the office).

Using good judgement, safeguard the student from further injury, send for additional help and see that supervision of other students can be maintained. Maintain your composure and reassure all students involved that the situation is under control.

## **INJURY TO SCHOOL PERSONNEL**

When a school employee is injured at school in an accident, a report must be completed. The forms are kept in the BOE Clerk's Office. A written notice must be given to one's employer within four (4) working days, pursuant to Section 8-42-1-2 (1) and (1.5), C.R.S.

For insurance purposes, it is also important to have the injury diagnosed and treated by any doctor at SLV Medical P.C., the district insurance carrier.

## **INSTRUCTIONAL STAFF ASSIGNMENTS AND TRANSFERS**

The assignment of instructional staff members and their transfer to positions in the school and departments of the district shall be recommended by the superintendent and approved by the Board of Education. The transfer of teachers who have been displaced shall be accomplished in accordance with the Board's policy on teacher displacement, not this policy.

The following criteria shall serve as guidelines:

1. Contribution that staff member could make to student achievement in a new position.
2. Qualifications of staff member, including teacher's level of endorsement, compared to those of outside candidates, both for position to be vacated and for position to be filled.
3. Recommendation and/or approval of the principal.
4. Opportunity for the staff member's professional growth.
5. Wishes of staff member regarding assignment or transfer.

A teacher's request for transfer will be granted whenever the best interests of the school will be served. Whenever a request for a transfer is made, it is ethical and desirable in most cases for all parties concerned to discuss the merits of the request in an effort to arrive at a common understanding. The request for transfer will be submitted to the principal. After being approved by the principal, the request will be filed with the superintendent.

Transfers from one grade level to another may be made in order to best serve the district. This may be done upon the advice of the principal.

The assignment of a teacher to a grade level or class will not imply permanent assignment.

# KITCHEN/CONCESSION PROCEDURES

## GENERAL GUIDELINES

Traffic in the kitchen area is to be limited. During the physical school day it should be mainly nutrition department employees and janitors. Most after hour activity should be in the concession area. Supplies for the concession area should be delivered through front doors unless ordered through the nutrition department. There will be a designated path to the dish room. This area will need to be mopped at the end of activity. Appliances in the kitchen are available for use on a request basis and by adults only. An adult must have training by department staff before using.

Someone with serv safe training should be available for all activities.

1. **Hands** must be washed before handling anything in the kitchen or concession area and frequently thereafter. **Hair** must be tied back when entering these areas. All **surfaces** must be washed and sanitized before starting any project.
2. **DO NOT PROP ANY OF THE DOORS OPEN!** This allows insects and rodents to enter. **The backdoor in the kitchen dose not lock on its own and should not be used as an exit unless you have a key.**
3. Small wares, pots and pans are stored upside down. This prevents them from being contaminated.
4. **Dishwasher** does not have an interior garbage disposal. It's main purpose is to sanitize. All dishes need to be scrubbed clean and loose food particles need to be rinsed off before running through the dishwasher. Food stains and cooked/dried on food won't come off in the dishwasher. Please check items before putting away!  
Every item used needs to go through the dishwasher even if only used for water.  
There is no need to add soap all chemicals are automatic.
5. IF you are unsure where an item goes please leave it on the drying rack and we will handle it.
6. When cooking readymade items like pizza, corn dogs, baked potatoes ect, clean up is much easier if you will use parchment paper on the pan. These pans still need to go through the dishwasher during clean up.
7. Brooms, mop and mop bucket located in the chemical closet are for use in the kitchen area only. The concession area broom, mop and bucket are for that area only. The janitors will provide these for the cafeteria areas. This prevents cross contamination and use of wrong chemicals .
8. **Tables** - To clean tables in all areas you will need a green bucket of soapy water and a red bucket of sanitizing solution. Each bucket will have its own cloth. Sanitizing solution can be found in the third sink in the wash room, this is premixed and ready to use. In the concession stands it comes out full strength and needs to be diluted. See posted instructions in these areas.
9. **Trash** should be emptied and the trash cans relined after each activity

## CLEANUP CHECK LIST:

Tables washed and sanitized Kitchen\_\_\_\_\_Concession\_\_\_\_\_Cafeteria\_\_\_\_\_

Floors swept and mopped Kitchen\_\_\_\_\_Concession\_\_\_\_\_Cafeteria\_\_\_\_\_

Trash Dumped and relined Kitchen\_\_\_\_\_Concession\_\_\_\_\_Cafeteria\_\_\_\_\_

Sinks washed out and sanitized Kitchen\_\_\_\_\_Concession\_\_\_\_\_Hand Sinks\_\_\_\_\_

Floor drains washed out Kitchen\_\_\_\_\_Concession\_\_\_\_\_

Appliance Check:

Milk Cooler make sure it's plugged in\_\_\_\_\_

Cafeteria Equipment make sure no light are on\_\_\_\_\_

Dishwasher drained and off\_\_\_\_\_

Concession warmer set to 10 rocker off\_\_\_\_\_All concession appliance unplugged\_\_\_\_\_

Light and fan on hood off Kitchen\_\_\_\_\_Concession\_\_\_\_\_

Freezer and refrigerator doors closed and temperature logged\_\_\_\_\_

Steamer off(Make sure rocker is in middle position not delime)\_\_\_\_\_

Ovens reset to 350 and off\_\_\_\_\_

Check lock on kitchen back door\_\_\_\_\_

All fans, radios and lights manually turned off Kitchen\_\_\_\_\_Concession\_\_\_\_\_

Lock Doors Kitchen/Concession\_\_\_\_\_Concession Storage\_\_\_\_\_Hall Door\_\_\_\_\_

## LESSON PLANS

Lesson plan books are provided for the teachers to record their lesson plans. Plans for at least one week will be made in advance of the teacher leaving campus for the weekend. Lesson planning forces consideration of goals and objectives, the selection of procedures, the planning of activities and the preparation of tests. They should be comprehensive to anyone that might come to teach your class. Show any extra duties, special events, reports, etc. Lesson plan books are to be left on the teacher's desk for administrative review.

Planning is essential to good teaching. The teacher must have an understanding (1) sample curriculum, (2) the learners themselves, (3) process of effective learning and (4) the material to be used. A thorough knowledge of the concepts, skills and values to be taught give the teacher confidence and freedom in selecting material, planning activities and setting up learning situations.

Teachers are expected to make both long-range and short-range plans in writing. Yearly and semester plans are necessary to gain a perspective of purpose, goals and procedures to be emphasized in a subject area. The importance of detailed, well-planned daily lesson plans cannot be overemphasized.

Lesson plans may be sent in electronically.

**High school lesson plans must be turned in to Principal's mailbox by 8:00 a.m. every Monday or the first day of the school week.**

## LIBRARY PERMITS AND HALL PASSES

Library permits may be issued to students during special assignments; however, it is preferred that the teacher accompanies students to the library as a group. Be sure to sign up with the librarian's sign in board if you need to use the library as a class.

**NO STUDENT IS TO LEAVE THE ROOM FOR ANY REASON WITHOUT A HALL PASS.** The classroom teacher must sign the pass. Students are not to be sent to the restroom, to get a drink, or to use the phone except in extreme emergency. Teachers are to use their own discretion in allowing students to go to the restroom.

## MEDICATION POLICY

If a student must bring medication to school the following requirements must be met:

### **Prescription Medicine**

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container and brought to the office.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
4. The prescription must be current.
5. A note, dated and signed by the parent, must accompany the medication.

### **Non-Prescription Medicine**

Tylenol and Tums will be dispensed by the school secretary to students who have parental and doctor's permission to take it.

## **COMMUNICATION WITH PARENTS**

Teachers are encouraged to make regular phone contact, noting both positive matters concerning students as well as matters of concern. Regular written communication is also encouraged.

## **RECORD KEEPING**

Accurate record keeping is vital. All records must be available and up to date at all times.

Go-Edustar Electronic grade books are required to be kept by all classroom teachers. In addition to serving as a record of student achievement, the teacher's grade book is a legal document. Teachers may utilize computer programs but must keep back up on a hard copy. Grade books and/or hard copies of the computer program will be turned in to the building administrator at the end of the year. Also, document all parent contacts and keep track of special student interventions. A record of student awards should also be documented.

## **SALESMEN**

All salesmen are to be cleared through the office before talking to teachers. It is a teacher's responsibility to be sure it is satisfactory with the administration for the salesman to go to the classroom. If a salesman comes into your class, ask him for his pass and if he doesn't have one ask him to get one from the office. Should an order be placed with a salesman, get a purchase order cleared through the office. Any personal salesperson must leave a message in teacher's box and talk to school personnel before or after school hours. All visitors are to be cleared through the office and have a badge to be in the halls.

## **SCHOOL DAY**

The school day begins promptly from 7:40 a.m. until 4:20 p.m. All teachers and guidance personnel are expected to be on time and available during these hours for classroom work, conferences, and extra help needed by students. Teachers are to be in their room or adjacent hall ten minutes before school starts and until the halls are cleared after school. Staff meetings will take place every second Tuesday of the month in the school library. **Meetings are mandatory attendance unless principal is notified in advance.** These meetings are for the staff. Any issues or concerns should be addressed during these meetings. **Any concern or issue requiring action from administration should be submitted in writing.** Supervision is the responsibility of all staff.

## **SCHOOL FACILITIES**

To schedule an event or set aside a date for use of school facilities you must fill out the proper facility requisition **TWO WEEKS** or more in advance and file it with the principal. The principal will determine if that time slot is available.

## **SCHOOL PROPERTY**

Each teacher is responsible for the care of his or her own equipment and all school property, in general, whether or not the teacher is on assigned duty.

## SEARCH AND SEIZURE

**Reasonable suspicion** is sufficient evidence to give schools the right to search students' person, property, desks, or lockers. Reasonable suspicion is defined as follows: 1) A criminal law or school policy has been or is being violated. 2) A particular student or group of students has committed a criminal law or school policy violation. 3) The suspected criminal law or school policy violation is of a kind for which there may be physical evidence; and 4) the sought-after evidence would be found in a particular place associated with the student(s) suspected of committing a criminal law or school policy violation.

## SECURITY

Each teacher is assigned a set of keys. In the event that a key is lost or stolen, the office should be notified immediately. Keys must not be loaned to students or any non-school personnel at any time. Keys must be checked out through the school office.

If you sponsor an activity, you are responsible for securing the building. If working on a weekend or after school hours, double check doors when leaving. It is imperative that we keep the building secure.

Be sure to enter the building using the front doors putting your code in when you enter the building there should be a green check if it is correct, when you leave put your code in, if all doors are locked a green check and a red lock will appear if the building is secured.

## SEXUAL HARASSMENT

The district is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the district staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action.

This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

### **Sexual harassment prohibited**

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

**Sexual harassment as defined above may include but is not limited to:**

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.
6. Sexual violence.

**Reporting, investigation and sanctions:**

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the district's complaint process.

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the district's compliance officer.

All reports of sexual harassment received by any district employee shall be promptly forwarded to the compliance officer.

The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the district's complaint and compliance process.

No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing such conduct in the future. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements.

Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

## **Notice of policy:**

Notice of this policy shall be circulated to all district schools and departments and incorporated in employee handbooks.

### **STAFF ETHICS/CONFLICT OF INTEREST**

No district employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential.

In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardians of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

Moreover, to avoid a conflict of interest, the district prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, children and parents. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family.

An employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel record.

### **STAFF HOURS**

**Staff hours are 7:40 a.m. to 4:20 p.m. If you must leave before 4:20 p.m. you are required to clear the early leave with the principal and sign out in the book in the office. If you have bus duty, you need to be here at 7:20 a.m. Staff is expected to illustrate good role models by being prompt and on time for your job.**

### **STUDENTS TO OFFICE**

Students should be released to go to the office only under rare circumstances and then with acceptable cause. (Do not send them with a friend.) In order to keep our offices flowing smoothly, there should be minimal disruptions by teachers, students and other employees. The telephone should receive minimal usage by students.

Students need to conduct as much office business as possible before and after school.



## **SUBSTITUTE TEACHERS**

Substitute teachers have all the duties and responsibilities of the regular teacher. At no time is the substitute to engage in activities counter to the regular classroom procedures. **It is the responsibility of the regular teacher to have all necessary materials ready for the substitute teacher (lesson plans, class schedule, seating chart and duties)**, and to have instructed each class what is expected in their relationship to the substitute. All substitute teachers will check in and out at the principal's office.

## **SUBSTITUTE REQUEST PROTOCOL**

In case of illness or emergency, you may contact, no later than 6:00 a.m., DeAnna Brown at 719- 580-9178 to arrange for a substitute.

**WE MUST HAVE THREE FULL WORKING DAYS NOTICE ON ALL SUBS OTHER THAN FOR SICKNESS OR EMERGENCY.**

## **SUPPLIES**

Supplies will be available at the beginning of the year. Replacements may be secured from the office, if they are available. If you require specialty items or large quantities of any item, please requisition, fill purchase orders, and order these items with your classroom supplies.

## **SUPERVISION**

**Students should never be in classrooms or on the playground without supervision by the teacher or a designated adult. If you must leave students for any reason, contact another teacher or the office to have someone cover you. This can be a huge liability to the district.**

No student is to leave the school grounds without the knowledge and consent of the teacher and/or the school office. Teachers are not to release a child from class. Parent or an approved adult guardian must sign **OUT** child at the office **AND** must sign him/her in upon return.

## **SUPPLEMENTAL MATERIALS**

All videos and other supplemental materials must be approved by the principal prior to use in the classroom.

## **SUSPENSION**

A suspension is a disciplinary action taken by the school officials which temporarily prohibits a student from attending regular classes and other school events. The length of the suspension will normally vary from one day to five days, depending on the offense. Suspensions may also be In School (ISS) or Out of School (OSS). Major policy violations can carry suspensions of 10 days or more. When a pupil is suspended, he/she will be suspended to his/her home by a school authority (OSS). Students will not be allowed on the school grounds or in the building during the time of suspension. Students will not be allowed to participate in school activities during the period of any suspension. If a student receives a suspension the last week of school, he/she will begin the next school year with this suspension on their file, and will serve remaining suspension time at the beginning of the new year.

## SCHOOL TELEPHONE POLICY

Professional staff members are expected to use reasonable judgement regarding the use of the school phone. When there is an emergency call for a teacher, the teacher will be called to the phone immediately; otherwise, the party will be requested to give a return number and advised that the teacher will return the call during her/his plan hour. The school phones are for school use only and its use for personal matters, including personal business, should be restricted to before or after school and during your plan time.

If a personal long distance call must be made on a school phone, the staff member should charge the call to his/her home phone number. Any school business long distance calls should be recorded on a phone log and turned into the school secretary the last day of each month.

Teachers who have telephones in their classrooms ***are not*** to let students use them. We have had several instances where a student contacted a parent from a classroom and then had the parent show up to pick the child up due to illness, emotional upset, etc., and the parents have been upset by the fact that the office staff did not know of the situation.

**Teachers are not to let students out of class to use the phone.** If the student needs to use the phone, the teacher may give the student a pass to use the phone during passing time.

**Students are not allowed to use the phones in the class rooms.**

Cellular phones are to be used for official school business only. While transporting students it is illegal to drive and use the cellular telephones while the vehicle is in motion.

## 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 shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times. 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 shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to substantially further 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, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.

4. Perform any action in which the staff member has discretionary authority which directly and substantially confers an economic benefit 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.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for an employee to receive:

1. An occasional non-pecuniary gift which is insignificant in value.
2. A non-pecuniary award publicly presented by a nonprofit organization in recognition of public service.
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate.
4. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position.
5. Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events.
6. Payment for speeches, appearances or publications reported as honorariums.

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

It shall not be 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 shall be 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, including the need to ensure that students are appropriately supervised.

A staff member may request an advisory opinion from the secretary of state concerning issues relating to conduct that is proscribed by state law.

## **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 policy JLF.

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 shall remain confidential except that the superintendent shall notify the Colorado Department of Education of the child abuse investigation.

### **POSSESSION OF DEADLY WEAPONS**

The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of the district. However, the restrictions shall 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 shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints shall 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.

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

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

### **UNLAWFUL BEHAVIOR INVOLVING CHILDREN**

The Board 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 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.

### **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 policy JLDAC. 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 health care professional regarding any behavior concerns.

### **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 knee high length.
2. Sunglasses and/or hats 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, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. 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.

Uniformed workers (e.g. food preparers, custodians, etc.) shall wear the required uniform instead of professional dress.

## **STAFF LEAVE**

The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to illness. Therefore, paid leave is provided for full time employees in accordance with this policy.

Leave days allotted to District employees will equal the number of months worked plus two (2). For example, employees working nine (9) months per year shall be entitled to eleven (11) days of leave per year without loss of pay, and employees working 10 months per year shall be entitled to twelve (12) days leave. All leaves are cumulative to one hundred twenty (120) days. Twelve (12) month employees will receive fourteen (14) days leave per year. Leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family.

For leave purposes, the term "immediate family" shall be defined as spouse, children and parents. Exceptions may be made by the superintendent.

Upon termination of employment for reasons other than retirement, an employee who has had continuous employment in the District for a minimum of three years may be reimbursed for accumulated leave when leaving the District. Reimbursement will be at a rate of 50% of the current daily substitute's pay rate for those days accumulated up to a maximum of 24 days. The employee must notify the District Business Manager in Writing by June 10<sup>th</sup> of his/ her intention to be reimbursed for "Leave Buy-Back". Payment for this "Buy Back" will be made at the time of the June payroll. In the event of death, such payment shall be made to the employee's estate.

Evidence of illness may be required for approval of sick leave pay.

Leave shall not apply during vacation leave, paid holidays or leaves of absence.

Leave shall be paid in half-full day increments only.

Annual leave shall be credited to the employee on July 1. An employee unable, because of illness or disability, to report for work at the beginning of the year shall not be credited with leave for that year until he/she has returned to service. Upon his/her return, however, he/she shall be credited with an adjusted leave allowance which shall be used to diminish any deduction sustained for the absence.

Leave requested immediately, before, or after a holiday shall only be approved in unusual circumstances where feasible alternatives are not available. The employee shall present a rationale as to the urgency and necessity of the leave request. The employee's immediate supervisor and the Superintendent of Schools or his/her designee shall consider and may approve the request. The Superintendent of Schools shall have the final authority to approve/deny such leave.

## **STAFF ETHICS/CONFLICT OF INTEREST**

No district employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardians of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

Moreover, to avoid a conflict of interest, the district prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, children and parents. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family. An employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records.

## **SUPPORT STAFF POSITIONS**

All support staff positions in the school system shall be established initially by the Board.

All paraprofessionals who provide instructional support for students in Title I School wide Programs and Targeted Assistance Programs shall meet the qualifications set forth in federal law and regulations.

Support staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

In each case, the Board shall approve a statement of job requirements as presented by the superintendent. This shall be in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities.

Only the Board may abolish a position that it has created.

### **DISCIPLINE, SUSPENSION, AND DISMISSAL OF SUPPORT STAFF**

Support staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

The Board delegates to the superintendent the authority to dismiss classified personnel. The superintendent may delegate this authority to other appropriate personnel such as the director of personnel. All dismissals of classified employees shall be reported to the Board at its next regular meeting.

The superintendent also may suspend employees from their assignments as a disciplinary measure, with or without pay.

If an employee is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after such dismissal or resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the dismissal or resignation. The district also shall notify the employee that information concerning the dismissal or resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current employee has been convicted of, pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall immediately report this information to CDE.

The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act.

## **TARDY SLIPS**

Tardy slips will be issued by the office **ONLY** first period in the morning unless a student has been in the office for a specific reason. In that case, a student will be given a tardy pass to class. These slips will be marked either **EXCUSED** or **UNEXCUSED**. If a teacher legitimately holds a student after class, that teacher must write a slip for him/her to enter the next class. All other tardies between classes are to be handled by the teacher whose class the student is entering.

## **TITLE I PARAPROFESSIONALS**

A Title I paraprofessional is an individual who provides instructional support for students in a Title I School wide or Targeted Assistance Program.

Title I paraprofessionals may perform the following instructional support duties:

- One-on-one tutoring for eligible students if the tutoring is scheduled at a time when the student would not ordinarily be receiving instruction from the regular teacher
- Assist in classroom management
- Conduct parent involvement activities
- Assist in computer instruction
- Provide instructional support in a library or media center
- Act as a translator
- Provide instructional support services under the direct supervision of qualified teachers

Title I paraprofessionals may assume limited non-instructional duties, even if they benefit non-Title I students, in the same proportion to their total work time as non-Title I paraprofessionals.

Title I paraprofessionals do not include individuals who have only non-instructional duties such as providing technical support for computers, providing personal care services or performing clerical duties.

### **Qualifications**

Title I paraprofessionals, regardless of hiring date, must have earned a secondary school diploma or its recognized equivalent (except for those who act as translators to enhance the participation of limited English proficient students or whose activities consist solely of conducting parent involvement activities).

Title I paraprofessionals hired after January 8, 2002 must have:

1. Completed at least two years of study at an institution of higher education or obtained an associate's or higher degree; or
2. Demonstrated through a formal local academic assessment the knowledge of and ability to assist in instructing, as appropriate:
  - a. Reading/language arts, writing and mathematics; or
  - b. Reading readiness, writing readiness, and mathematics readiness.

### **Notice to parents**

An annual written notice shall be provided to parents of students enrolled in a Title I School wide or Targeted Assistance Program telling them they may request information about any paraprofessionals who provide



instructional support for their child. The notice may be combined with a notice regarding Title I teacher qualifications.

## **TRANSPORTATION REQUESTS**

When taking a school trip with or without students, which requires a school car or bus, fill out a transportation request at least **TWO WEEKS IN ADVANCE**; turn it in to the principal's office. An accompanying itinerary is also required with pertinent information, such as hotel info, addresses, phone numbers, and contacts. Sponsors will also verify and confirm transportation needs within 48 hours of actual departure.

## **TRIP ITINERARY APPROVAL**

Itineraries for all school-sponsored (or school associated) trips must be submitted to the building principal(s) at least one week in advance. **Out-of-state and/or overnight trip itineraries must be approved by SDC Board of Education.** Therefore, a copy of the itinerary must be submitted to the District office (as directed by the school board) by the Thursday prior to the Board meeting preceding the planned trip.

Trip itineraries must include the purpose of the trip, destination, the attending sponsor(s), mode of travel, lodging (if overnight), list of students, and return plans. Source(s) of revenue to fund the trip should also be included if applicable. **Parent permission forms must be received for each student participant and kept on file.** These directives are a result of liability and insurance concerns raised by our mandated Financial Audit.

Obviously, this requirement does not apply to **scheduled** activity trips (sports, Knowledge Bowl, etc.). Thank you for your understanding and cooperation in this matter.

## **TOBACCO -FREE WORKPLACE**

In order to promote the general health, welfare, and well being of students and staff, smoking, chewing or any other use of any tobacco products by staff shall be banned from all school property. For the purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school, including but not limited to, the following:
  - A. All interior portions of any building or other structure used for instruction, administration, support services or storage. The term shall not apply to buildings use primarily as residences.
  - B. All school grounds over which the school exercises control, including areas surrounding any building, athletic fields, recreation areas and parking.
  - C. All vehicles used by the district for transporting students, staff, visitors or other persons. (This means all school vehicles.)
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

## **DRUG-FREE WORKPLACE (Drug and Alcohol Use by Staff Members)**

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited in the district. The definition of a controlled substance shall be the same as that found in the policy regarding student alcohol use/drug abuse.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include termination and referral for prosecution. In appropriate circumstances and at the district's 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.

An employee knowingly in the possession of or under the influence of alcohol or any controlled substance shall be suspended immediately by the principal or supervisor if such use or possession is:

1. On district property at any time.
2. At any school-sponsored or sanctioned activity or event off district property or enroute thereto.
3. On the way to work. An employee shall be suspended immediately after arrest for possession or for being under the influence of a controlled substance.

After investigation, the superintendent may reinstate the employee if it appears to be in the best interests of the district.

The matter shall be reported to the Board of Education. Pursuant to law, 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 federal law 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 a drug-free workplace.
3. Available drug and alcohol counseling, rehabilitation and employee assistance programs.
4. Penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the work place. The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness and implement appropriate changes.

Annual notification of employees Information about the standards of conduct required by this policy shall be communicated to employees on an annual basis.

All employees shall acknowledge receipt of this policy and related information.

## **WEAPONS IN SCHOOL**

The Board of Education determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

### **Mandatory expulsion in accordance with state and federal law**

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or any school sponsored activity without the authorization of the school or the school district is prohibited. As used in the policy “dangerous weapons” means:

- A. A firearm, whether loaded or unloaded, or a firearm facsimile;
- B. Any pellet, BB gun or other device, whether operational or not, designed to propel projectile by spring action or compressed air;
- C. A knife that measures longer than three (3) inches in length.

### **Amendment:**

- I. Expulsion is not mandatory for students who notify a teacher, administrator or authorized person as soon as possible after discovering that they are in possession of a dangerous weapon and deliver the weapon to the supervisory personnel

## **GANG ASSESSMENT AND SCHOOL POLICY**

### **Identification and Definition**

“Criminal Street Gang” means any ongoing organization, or group of three or more persons, whether formal or informal: which has as one of its primary objectives or activities the commission of one or more predicate criminal acts and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. (C.R.S. 18-23-102 Recruitment of Juvenile for Criminal Street Gangs)

### **What Is A Gang in School?**

A group with a gang name and/or recognizable symbols. Regular meeting patterns on or near school campus. Organized, or continued disruptive behavior (as identified by school code of conduct).

### **Criteria for Identifying Gang Members**

Self admission, law enforcement, tattoos, graffiti, clothing, bandanas, notches in eyebrows, shoe laces, hand signs, alteration in notebooks, prior history, close relationship to other gang members, and history of anti-social behavior..

### **Levels of Individual Gang Involvement**

- 10% Make Believe
- 20% At-Risk
- 40% Wanna-bes – **Can be Most Dangerous**
- 20% Gang Member

### **What Can Be Done by Schools**

1. Awareness is most important
2. Behavioral or Success Contracts
3. Searches can be conducted anytime
4. Use of Force if necessary
5. Stricter Dress Codes-if necessary
6. Law Enforcement
7. School District is allowed to make changes in policy to encompass gang problems such as Dress Code Change: Disallowing clothing displaying College and Professional team colors, symbols, and logos which may be adopted by some gangs.

**EMPLOYEE ACKNOWLEDGEMENT FORM  
DRUG-FREE WORKPLACE**

**Sangre de Cristo School District**

I, THE UNDERSIGNED EMPLOYEE OF **Sangre de Cristo School District** have received a copy of the Drug-Free Workplace policy and:

1. I agree to abide by the terms of the policy.
2. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five days after the date of such conviction.

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**Employee Printed Name**

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**Employee signature**

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**Date**

## **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 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:

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 often 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 person 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.

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.

## **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.

**STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS  
(Annual Acceptable Use Agreement)**

**Staff member**

I have read, understand and will abide by the district's policy on Staff Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's computers or computer system, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

I hereby release the school district from all costs, claims, damages or losses resulting from my use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Staff Use of the Internet and Electronic Communications and understand its significance.

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Staff Printed Name

\_\_\_\_\_

Staff Signature

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Date