

DOCUMENT NAVIGATION: Open the bookmarks on the left-hand side. Click on the Table of Contents. Each heading in the Table is a link to that section of the document. The document is also searchable (search bar may be found under the File menu, Find). To return to the Table, click on the Table of Contents link in the Bookmarks.



CERTIFIED STAFF GUIDEBOOK

(Exempt Licensed Staff)

Equal Opportunity Employer

The Board of Education subscribes to the fullest extent 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 District's staff. The RE-1 Valley School District is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, sexual orientation, gender identification, age, disability or national origin.

This Guidebook was created to provide each staff member with essential information regarding RE-1 Valley School District (District) employment policies and practices. The Board of Education (Board) establishes the policies for the District; this Guidebook does not encompass each policy in total. A complete policy manual is available for online viewing and may be found from a link under the School Board tab. Where appropriate, the location of numbered policies is noted as "File: ###" for reference. State/Federal law will supersede should any discrepancies exist. All staff members have a responsibility to become familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the District.

The Guidebook will be updated periodically or as changes necessitate.

Your signed receipt of the Guidebook contains the following statement:

By accessing this electronic Guidebook, I understand that:

- *I am expected to read the Guidebook and become familiar with its contents.*
- *this Guidebook outlines my privileges and benefits, as well as my responsibilities and obligations, as an employee of the RE-1 Valley School District.*
- *the information contained in this Guidebook is subject to change and the District may modify or supersede the policies, guidelines and/or benefits as stated, and any such changes will be reflected in memorandum or notices circulated or announcements made to District employees or in future revisions to this Guidebook.*
- *the Board establishes the policies for the District; this Guidebook does not encompass each policy in total.*
- *a complete policy manual is available for online viewing and may be accessed through the District's website at: www.re1valleyschools.org following the Policies link under the School Board tab.*

Significant Additions/Changes:

In June, 2016, the Board completed a policy overhaul, reviewing all policies and collaborating with the Colorado Association of School Boards (CASB) to ensure all policies met legal and local requirements. The Guidebook has been revised to meet those revised policies and policies revised to-date.

As of the 2018-2019 school year, the Guidebook will be published electronically.



PHILOSOPHY OF EDUCATION

The RE-1 Valley School District Board of Education's philosophy of education: Our mission, vision and beliefs will be the focus of the Board of Education, the administration, the instructional and support staff of the District and the RE-1 Valley Community.

OUR MISSION

RE-1 Valley School District's mission is "Preparing Each Student Today for Tomorrow."

OUR VISION

RE-1 Valley School District's vision creates a quality learning environment which provides:

- respect and value for individual students
- innovative and effective teaching, and instructional delivery methods to meet student needs
- curriculum, programs and technology that prepare students for the 21st century skills of:
 - ◆ Critical Thinking – *Think Deep, Think Differently*
 - ◆ Collaboration – *Work Together, Learn Together*
 - ◆ Information Literacy - *Untangle the Web*
 - ◆ Invention – *Create Solutions*
 - ◆ Self Direction – *Own Your Learning*

OUR BELIEFS

To achieve the RE-1 Valley School District mission, we believe:

- The staff, students, families and RE-1 Valley community must work in a cooperative and collaborative effort to provide a quality educational system.
- Staff, students, families and the RE-1 Valley community have a shared responsibility to be involved in the development of moral standards, work ethics, values, and respect for all.
- Each individual is entitled to respect and opportunities to experience success in a safe and developmentally appropriate environment.
- Each student will be provided a safe learning environment with highly qualified staff.
- Curriculum will provide the opportunity for each student's academic growth based on District and state standards.

The RE-1 Valley School District will be a place where the trust level encourages a climate of growth to meet new challenges.



EMPLOYMENT

DEFINITIONS OF EMPLOYMENT
 PROFESSIONAL STAFF POSITIONS
 PROFESSIONAL STAFF RECRUITING/HIRING
 PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS
 PROFESSIONAL STAFF ORIENTATION, TRAINING & INDUCTION PROGRAM
 EXTRA TEACHING ASSIGNMENTS
 EXTRA DUTY ACTIVITIES AND PAY PLANS
 PROFESSIONAL STAFF EVALUATIONS
 SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT
 STAFF ETHICS/CONFLICTS OF INTEREST (Nepotism)
 STAFF CONDUCT
 STAFF DRESS CODE
 PAYROLL PROCEDURES/SCHEDULES
 SALARY DEDUCTIONS
 STAFF CONCERNS/COMPLAINTS/GRIEVANCES
 CHANGE OF INFORMATION
 LUNCH PERIOD/REST BREAKS
 PERSONAL COMMUNICATION
 ELECTRONIC COMMUNICATION
 REGULATION OF SOCIAL MEDIA USE
 NON-SCHOOL EMPLOYMENT
 TERMINATION OF EMPLOYMENT
 NON-RENEWAL OF PROBATIONARY STAFF
 PROFESSIONAL STAFF REDUCTION IN FORCE
 PROFESSIONAL STAFF RESIGNATION
 DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF
 CONTINUATION OF HEALTH COVERAGE (COBRA)
 MANDATORY REPORTING REQUIREMENTS
 DISCLOSURE OF INFORMATION TO PROSPECTIVE EMPLOYERS

BENEFITS/RETIREMENT

PROFESSIONAL STAFF FRINGE BENEFITS
 TAX SHELTERED ANNUITIES
 PUBLIC EMPLOYEES' RETIREMENT ASSOCIATION (PERA)
 INSURANCE PROGRAM/RISK MANAGEMENT
 STAFF PTO/SICK/CATASTROPHIC/TRANSITION LEAVE
 SICK LEAVE BANK
 STAFF LEGAL LEAVE
 COURT APPEARANCE
 FUNERAL LEAVE
 STAFF MILITARY LEAVE

VICTIM LEAVE LAW
 POLITICAL ACTIVITY
 DIRECT DEPOSIT
 WORKER'S COMPENSATION
 RETURN TO WORK PROGRAM
 FAMILY AND MEDICAL LEAVE ACT (FMLA)
 RETIREMENT OF PROFESSIONAL STAFF
 TRANSITION EMPLOYMENT CONTRACT

HEALTH/SAFETY

NO SMOKING
 STAFF HEALTH
 FIRST AID TRAINING
 DRUG-FREE WORKPLACE
 PREVENTION OF DISEASE/INFECTION TRANSMISSION
 ACCIDENT REPORTS
 SCHOOL TRANSPORTATION VEHICLES
 STAFF PERSONAL SECURITY AND SAFETY
 IDENTIFICATION BADGE/BUILDING ACCESS/DISTRICT PROPERTY
 SAFETY POLICY
 EMERGENCY RESPONSE & MANAGEMENT

POLICY/PRACTICES

MANDATORY REPORTER TRAINING
 CONFIDENTIALITY
 ELECTRONIC NETWORK AND COMPUTER USE
 NONDISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY
 SEXUAL HARASSMENT
 BOARD COMMUNICATIONS WITH STAFF
 SCHOOL BUSES
 MILEAGE REIMBURSEMENT
 SCHOOL CALENDAR
 SCHOOL CLOSINGS AND CANCELLATIONS
 DELAYED START
 RENTAL OF SCHOOL FACILITIES
 PUBLIC RELATIONS/MEDIA CONTACT POLICIES AND RULES
 DEVELOPMENT
 PROFESSIONAL RESEARCH AND PUBLISHING

HELPFUL INFORMATION

ADDRESSES / PHONE NUMBERS / HOURS OF OPERATION/KEY
 CONTACT INFORMATION
 HELPFUL WEB SITES



DEFINITIONS OF EMPLOYMENT (File: GC)

The following definitions apply to certified employees:

Certified Staff	Employees who are required to have teaching or supervisory/administrative certification through the State of Colorado in order to hold their positions.
Administrator	An employee overseeing a particular building or department in the District.
Teacher/TOSA	A teacher who holds a valid initial or professional teaching license and is employed to instruct, direct or supervise an instructional program. This may include a Teacher on Special Assignment (TOSA) assigned to special duties impacting student education.
Probationary Teacher	A teacher on an annual contract who has not completed three consecutive years of demonstrated effectiveness or a non-probationary teacher who has had two consecutive years of ineffectiveness as defined by applicable rules of the State Board of Education.
Alternative Teacher	An employee who is participating in an alternative teacher program provided by a designated agency and who holds an alternative teaching license.
Substitute Teacher	A teacher who performs services for the District for four hours or more during each regular school day, but works on one continuous assignment for a total of less than 90 regular school days, or for less than one semester or equivalent time as determined by the annual school year calendar of the District.
Itinerant Teacher	A teacher who is employed by the District on a day to day or similar short-term basis as a replacement teacher for a non-probationary teacher, a probationary teacher or a part-time teacher who is absent or otherwise unavailable. An itinerant teacher is considered a substitute teacher.
Part-time Teacher	A teacher who normally works four hours or less per day.

<i>The number of working days may fluctuate year to year depending on the current school year calendar.</i>	
9-Month Employees	Licensed staff hired for the school year (172 days; 174 new teachers / 8.50 hours/day), usually from August through May
9¼ -Month Employees	Licensed staff hired for the school year (177 days / 8.50 hours/day), usually from August through May
9½ -Month Employees	Licensed staff hired for the school year (181 days / 8.50 hours/day), usually from August through May
10-Month Employees	Licensed staff hired to work 191 days (8.50 hours/day) of the school year, usually late July to early June
Voc-Ag	Licensed staff hired to work 206 days (8.50 hours/day) of the school year for vocational-agriculture academic courses, usually mid-July through mid-June
Administrators	Licensed staff hired to work 208 days (8.50 hours/day) of the school year, usually mid-July through mid-June.
11-Month Employees	Licensed staff hired to work 202 days (8.50 hours/day) of the year, usually mid-July through mid-June
12-Month Employees	Employees, usually Administrator level, hired to work year round (260 days)
Summer Employees	Licensed employees hired to work temporarily, generally during June, July or August; these positions are considered as classified employment
Prorated salaries are calculated based on the assigned length of service (i.e., 9-month, 9¼-month, etc.) and assigned hours per week; if assigned workings days or hours/week are not worked and accrued leave is not used in lieu of hours worked, a reduction in pay will occur. Salaries are prorated for staff whose length of assignment is less than twelve months but who are paid over twelve months.	



PROFESSIONAL STAFF POSITIONS (Files: GCA)

All instructional, administrative and supervisory positions in the District shall initially be established and approved by the Board, in addition to changes in the titles and/or responsibilities of administrative and supervisory positions.

Teachers of core academic subjects (English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography) must be qualified as defined by the State of Colorado*. A qualified elementary school teacher holds at least a Colorado Alternative Teacher License, with an endorsement in Elementary Education.

*A qualified teacher will have:

- Subject area of endorsement on teaching license,
- degree in subject area,
- 36 semester credit hours in subject area, or
- passed state Board of Education approved content exam in subject area

PROFESSIONAL STAFF RECRUITING/HIRING (File: GCE/GCF)

The Board desires the Superintendent to develop and maintain a recruitment program designed to attract and retain the best possible personnel who are highly qualified as defined by federal and state law. Background checks will be completed according to law and may include fingerprinting.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in District schools. Any present employee may apply for a position for which s/he is licensed, highly qualified and meets other stated requirements. Position openings are usually posted internally before advertised externally when feasible, the need for expediency or time of year the opening occurs may determine if the opening is posted internally and externally simultaneously. Application may be made online from the District's website at <http://www.applitrack.com/re1valley/onlineapp/>.

Postings of open positions may appear in any or all of the following locations:

District website	South Platte Sentinel	co-case.org (Colorado Association of School Executives)
Frontline/AppliTrack	Logan County Chamber of Commerce website	Facebook.com
The Workforce Center/Connecting Colorado	K12jobspot.com	Indeed.com
Journal Advocate	Teachers-Teachers.com	

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school District. The Board directs that recruitment procedures will give preference to candidates who meet the highly qualified requirements as defined by state and federal law.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection. However, the final selection for nomination shall be made only by the Superintendent.



Appointment of Candidates Nominations shall be made at regular monthly meetings of the Board of Education. Nominations of candidates who are not highly qualified, as defined by state and federal law, will be accompanied with an explanation as to why a highly qualified candidate was not hired for the position. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other certified employee of the school District. If there is a negative vote by the Board, the Superintendent shall submit a new recommendation to the Board for approval.

Upon hiring of any employee, information required by federal and state child support laws will be forwarded by the District to the appropriate state agency in a timely manner.

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (Files: GCBA)

The Board of Education will award continuing contracts to teachers and administrators in accordance with state law. A probationary teacher's contract will continue unless notified on or before June 1 that his/her services are no longer desired.

New teachers and administrators may be granted up to 9 steps credit on the salary schedule for previous teaching or administrative experience when determining placement on the salary schedule as negotiated at the time of employment; official transcripts are required to confirm lane placement of new staff. Personnel transferring from one school to another within the RE-1 Valley School District, or to another position in the same category on the salary schedule, will remain at the same step on the schedule as they were in their previous assignment.

Salary schedules are revised annually. Teachers may advance by annual increments to the maximum regardless of the school division in which they teach.

No licensed teacher or administrator shall be entitled to an increment for the next contract year unless the teacher or administrator has been rated at least partially effective by his/her immediate supervisor for services performed during the current school year.

According to state licensure guidelines and regulations, licensed personnel may advance on the salary schedule upon meeting the requirements for licensure, may not be on a remedial Evaluation plan or have an overall rating lower than Partially Effective and according to the following plan as it relates to the requirements of the District.

1. All credit will be converted to and be recorded as semester hours.
2. Credit from institutions (whether on or off campus), organized educational travel, local or institutional workshops, major and other educational activity must be through a college program and regular **official transcript credits** granted by a college. Credits will only be accepted in the following areas as determined by District priorities. These priorities may change, depending upon the needs of the District and/or changes in accreditation areas.
 - A. **INSTRUCTIONAL STAFF**
 1. The content area in which the teacher has primary teaching responsibility



2. Literacy and numeracy
 3. Technology
 4. Working with second language learners or diverse learners
 5. Approved standards-based pedagogical skills especially in the areas of curriculum/unit design and assessment
 6. Induction and mentoring
 7. Other approved school improvement goals
- B. **ADMINISTRATIVE STAFF**
1. Content area of accreditation goal or supervision of this area
 2. Literacy or literacy supervision
 3. Technology
 4. School culture and capacity including but not limited to data analysis and school improvement process
 5. Leadership
 6. Evaluation of Staff
3. College credit, taken in relation to prioritized areas and or credits earned in a bona fide degree program that are registered in the Office of the Superintendent, will be counted toward BA+16, BA+30, MA+16, MA+30, MA+44 and MA+60/Doctorate. Earned credits are counted beginning with credits earned after the highest degree conferment date. In-service credit for re-licensure or offered by the District will not count unless it is credit in the above areas. Courses that are retaken are not counted twice.
 4. Advanced placement on the salary schedule, based on presentation of official transcripts will be made by **September 15** for the full year change in salary and by **January 15** for second semester change in salary. It is the employee's responsibility to submit the appropriate documentation to the Human Resources office on or before the applicable deadline.
 5. Licensure requirements must also be met and license registered in the Human Resources office and the employee may not be on a remedial Evaluation plan or have an overall rating lower than Partially Effective to be eligible for salary payments, according to state law and Board policy.
 6. Any appeal of hours not counted will be handled by the Superintendent for administrators. For teachers, a review board made up of the teacher's evaluator, a teacher, and an Administration Center administrator, will handle all appeals.
 7. A written appeal shall be filed within ten (10) days after the teacher or administrator has received notice that salary schedule credit for such course has been denied. Any appeal not filed within this time period will not be considered.
 8. The decision of the Superintendent and/or the review board will be final.

PROFESSIONAL STAFF ORIENTATION, TRAINING & INDUCTION PROGRAM

(Files: GCHC, GCI & GCID)

Staff Orientation: All licensed staff members are required to attend orientation activities held at the beginning of each school year.

Staff Development: The purpose of the staff development program is to enable staff to learn, practice and evaluate new approaches to instruction, curriculum, assessment and the use of technology in the classroom. Attendance at these learning opportunities will be required for teachers and administrators, while other programs will be offered on a voluntary basis.

Licensed employees may attend professional and educational meetings which contribute to the improvement of the District's educational programs. Attendance shall require approval of the immediate supervisor, building administrator and superintendent.



Submission of a request for leave is required. Expenses will be covered for an employee attending a professional meeting as a representative of the District.

Induction: In accordance with law, the District shall provide an induction program for the continuing professional development of teachers, special service providers, principals and administrators with initial licenses just entering the profession and new to the District.

The purpose of the induction program under the educator licensing law shall be to promote purposeful learning by inductees rather than learning about the District and teaching through trial and error. The goal of the District's program is to enhance the job satisfaction of its educators by providing a collegial atmosphere for teaching and learning.

The induction program shall provide for supervision by mentors and ongoing professional development and training, including ethics and performance evaluations in accordance with the District's performance evaluation system.

The District's induction program shall include four major components:

- Orientation of newcomers to new professional roles
- Socialization and transition problems normally faced by newcomers to organizations
- Technical skill refinement and development including ethics
- Performance assessment

Through the induction program, inductees shall be provided information about Board of Education policies and regulations, local District goals, content standards, and educator roles and responsibilities.

A mentor shall be selected for each first year inductee to model the professionalism of the teaching staff employed by this District.

It is recognized that the content and experience needed by an inductee will vary, based on each individual's previous experiences prior to receiving an initial license.

The District shall establish criteria to evaluate an inductee who has successfully completed the program. Among the important criteria shall be completion of activities listed in the inductee's professional growth plan, evidence in the inductee's portfolio of meeting or exceeding the professional educator standards, satisfactory summative evaluation by the supervisor and recommendations by the mentor and supervisor.

Upon successful completion of the induction program, the inductee may apply to the state for a professional license.

Nothing in this policy nor in the induction program itself shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment. A favorable recommendation that an inductee receive a professional teaching license at the conclusion of the induction program is a decision



separate and distinct from any decision about continued employment in the District. All employment decisions remain within the sole and continuing discretion of the Board of Education.

District personnel shall establish a process to evaluate the District's induction program so that it fits within the comprehensive District-wide professional growth plan for District personnel.

EXTRA TEACHING ASSIGNMENTS (File: GCBC)

Staff members having a teaching assignment above their normal teaching load will be reimbursed 7.5 percent of the B.A. base pay per semester or 15 percent of the B.A. base pay per year. This sum will be included in an Extra Duty Notice of Assignment.

Approval from the Superintendent is required prior to principals making such extra assignments. Principals will submit written verification of such extra assignments to Human Resources.

EXTRA DUTY ACTIVITIES AND PAY PLANS (Files: GCBC, GCBC-R)

Activities requiring an abnormal amount of time beyond the school day may be reimbursed. These activities will be discussed with the building principal or athletic director and if reimbursement is approved, it will be paid as an extra duty assignment according to the extra duty salary schedule.

Extra Duty assignments will not be made to year-round administrators or classified staff. Non-athletic assignments will only be made for positions for which a job description has been submitted to Human Resources and approved.

All persons assigned extra duties for which they are to be paid will receive an Extra Duty Assignment Notice. A copy of the Notice must be signed and returned to Human Resources for inclusion in the Personnel file prior to payment of the extra duty. Coaching assignments are made by mutual agreement of the principal and administration. Head coach assignments are approved by the Board of Education.

The amount indicated on the Extra Duty Assignment Notice may be added to the employee's base salary and prorated as part of the total annual salary or may be paid as a lump sum. A lump sum payment will be processed when completion verification from a principal/athletic director has been submitted to the Payroll and Human Resources offices. Certain Extra Duty Assignments are only paid as a lump sum upon completion of the duty (see the Approved Extra Duty Positions list available on the District website).

The Colorado Division of Labor requires employees to be paid within a certain amount of time from the end of an established pay period. Time sheets are required for seasonal employees (i.e., coaches, assistant coaches) who are not licensed employees



of the District. These seasonal, non-exempt, classified staff will be included in the 20th of the month payroll. In the event the total pay has not met the Level and Step assigned to the position, pay will be adjusted at the end of the assignment to meet the Level and Step assigned.

Every profession has some duties which might be considered "extra" duties or less pleasant than other duties. Playground duty, hall duty, lunchroom duty, riding pep buses and selling tickets fall into this category. It is essential to the welfare of students and the District that these duties be assigned to professional staff. When a teacher signs a contract with RE-1 Valley School District, it is understood that acceptance of the contract means that such duties are part of the contract. Any staff member who refuses to take his/her turn at such assigned duties shall be considered insubordinate and subject to dismissal or other disciplinary action as defined in state law.

PROFESSIONAL STAFF EVALUATIONS (See: File: GCO & GCO-R)

In keeping with state law and Board policy, the performance evaluation system shall serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure professional growth and development and level of effectiveness of licensed personnel. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law.

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT (File: GCBA, GCG/GCGA)

Substitute Teachers: Substitute teachers are required to hold a valid Colorado teaching license or a valid substitute authorization issued by the Colorado Department of Education. They must register with the Human Resources office to be included on the approved list of substitute teachers made available to individual schools. When registering, the substitute teacher will complete all necessary employment forms. However, the substitute teacher must register in the school office each time they accept an assignment in a school building. Building practice is for teachers to schedule their own substitute.

Substitute teachers will be paid only for days taught. The wage rate for substitute teachers will be determined by the Board of Education and is posted on the teacher salary schedule. To address variable hour employees who may qualify for group health insurance under applicable federal law, substitute teachers shall work no more than 129 hours per month unless pre-approved by the superintendent or superintendent's designee to exceed this cap.

Long-term Substitutes (LTS): When employment is full-time and continuous over a period of 12 or more days in a single assignment, the substitute teacher will be paid at the rate of one duty day divided by the teacher duty days in the adopted calendar of the base salary (BA, Step 1) for regular teachers for each day taught. Long-term substitutes should possess a minimum of a Bachelor's degree.



Homebound Teachers: On occasion, homebound teachers are hired to provide instruction to students who have a need for such instruction as deemed necessary by the District's Special Education department. Differential rates of pay will be set with regard to teachers presently under contract with RE-1 Valley School District, teachers not under contract, but holding a valid Colorado teaching license and teachers qualified to give homebound instruction under a Letter of Authorization issued by the Colorado Department of Education. Current rate is posted on the teacher salary schedule.

STAFF ETHICS/CONFLICTS OF INTEREST (Nepotism) (File: GBEA)

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.

The employment within the District of more than one member of the same family is permitted provided that an immediate family member shall not be under the direct supervision of the other. Immediate family for these purposes is defined as parent, brother, sister, spouse, partner in a civil union, child, grandparent, grandchild, aunt, uncle and in-law (father, mother, brother, sister). In no circumstance can a family member evaluate another family member. The next line supervisor or administrative designee would complete such an evaluation. Any exception shall be only at the dispensation of the Board.

STAFF CONDUCT (File: GBEB)

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 and parents at all times. It is inappropriate to confront parents or patrons regarding any school or student matter. Creating an intimidating or harassing environment is not conducive to the goals or mission of the District. 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 the employee's personal financial interests.



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

All staff members 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 on-going 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.

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

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of human 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 Board's policy regarding public possession of deadly weapons on school property or in school buildings shall apply to employees.



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 or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification of employment. 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 or background check results 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 District may make an inquiry with the Department of Education concerning whether any current employee of the school District has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior 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.

STAFF DRESS CODE (File: GBEB A)

District employees 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. All District employees will adhere to the same dress code guidelines established for students in regard to clothing deemed to be inappropriate or which disrupts the classroom environment. An employee's principal or immediate supervisor shall have the authority to decide if an employee is dressed appropriately in the work place. The employee may appeal the decision of the principal or immediate supervisor regarding appropriate dress to the



Superintendent. The Superintendent's decision will be final. Appropriate athletic clothing may be worn when teaching or assisting with physical education classes or when coaching athletic activities.

PAYROLL PROCEDURES/SCHEDULES

Certified employees shall be paid on the 25th day of each month. When a payday falls during a holiday or weekend, the payday shall be the last working day preceding the holiday or weekend. The payroll calendar is available on the District website.

The District utilizes an online time and leave tracking system; leave requests are to be submitted within this system. To facilitate an efficient system of issuing payroll and to be aligned with common business practice, all employees will be required to enroll in direct deposit.

When an employee's pay is prorated (i.e., an employee who works nine months but is paid over twelve months), the monthly pay is calculated based on the length of the assignment or number of working days assigned. An employee's pay may be docked if the expected number of days are not worked or not covered by accrued leave.

SALARY DEDUCTIONS (File: DKB, DLB)

Deductions shall be made from the paychecks of all employees for retirement and federal and state income tax in keeping with federal and state requirements. Salary deductions shall be made for absences not covered by leave policies; such deductions shall be calculated on the basis of the employee's work year. All employees are entitled to take advantage of the provisions of Section 403(b) of the Internal Revenue Code (annuity account). An employee may not concurrently participate in the 403(b) plan with more than one 403(b) or 401(k) provider.

STAFF CONCERNS/COMPLAINTS/GRIEVANCES

Procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level; each employee is assured an opportunity for orderly presentation and review of complaints without fear of reprisal. All employment decisions remain within the sole and continuing discretion of the administration and/or Board, as appropriate, subject only to the conditions and limitations prescribed by Colorado law. The following steps should be followed:

1. Initial attempts to resolve grievances or complaints shall be made at the lowest possible administrative level on an informal and confidential basis following the administrative chain of command.
2. At any time during the grievance procedure, the aggrieved party or parties may ask that a grievance committee be appointed to hear his/her grievance and to counsel him/her as to whether his/her grievance is justified. The grievance committee shall consist of no more than five (5) fellow employees appointed by the Superintendent as mutually agreed upon by the grieved party or parties and any administrator involved in the grievance.
3. A principal, teacher or other employee not having his/her grievance or complaint resolved after first discussing it with his/her principal or immediate supervisor as required in #1 above, will



- then present his/her grievance in writing to the principal or immediate supervisor with a copy forwarded to the Superintendent of Schools.
4. After receiving a written grievance or complaint, a principal or supervisor shall hold a hearing with the parties in interest within five (5) days unless a longer period of time is mutually agreed upon between the person or persons filing the complaint and the principal or supervisor. The Superintendent shall be notified of the time and place of the hearing and will be given the results of the hearing and the decision in writing with a copy being given to the aggrieved and the grievance committee as appointed.
 5. Within five (5) days of receipt of the written decision rendered by the principal or supervisor, the decision of the principal or supervisor may be appealed in writing to the Superintendent. Reasons for considering the decision of the principal or supervisor shall be included in the appeal.
 6. The Superintendent will hear an appeal within ten (10) days of receipt of the written appeal or at a mutually agreeable time. Written notice of the time and place of the hearing shall be given five (5) days in advance to the aggrieved employee or employees and to any administrator who has been involved in the grievance. Both parties to the grievance will be entitled to have counsel of their choosing at the hearing.
 7. Within ten (10) days of hearing an appeal, the Superintendent shall communicate his/her written decision on the appeal to the aggrieved party or parties and to any administrator who has been involved in the grievance or complaint.
 8. A grievance dispute not resolved at the level of the Superintendent may be submitted in writing by the aggrieved party or parties to the Board of Education, addressed to the President of the Board, and a copy sent at the same time to the Superintendent. The grievance will be heard by the Board at its next regular meeting, either in public session or in executive session, as requested in the appeal by the aggrieved or by any administrator involved in the grievance.
 9. The decision of the Board shall be final as far as local initiative and decision-making is concerned.
 10. No reprisal of any kind shall be taken by the Board or by any member of the administration against any party in interest or any other participant in the grievance procedure by reason of such participation.

CHANGE OF INFORMATION

A Personal Information Change form should be completed, signed and submitted to Human Resources at the Administration Center whenever an employee's personal information such as home address or telephone number changes.

LUNCH PERIOD/REST BREAKS

Supervisors are responsible for staggering lunch periods and allowing rest breaks as appropriate to maintain proper staffing. Lunch periods and rest breaks may not be taken at the start or close of the employee's scheduled workday. Rest breaks may not be added to the lunch period.

PERSONAL COMMUNICATION

District telephones and computers are for school business. Use of communications equipment for personal business should be limited. Personal long distance calls must be reported to the Administration Center so arrangements may be made for payment. District electronic mail systems are not intended for personal use by employees of the District and employees should have no expectation of privacy when using the District's electronic mail systems.



Use of personal cell phones during regular school/business hours should be limited to emergencies or business calls that cannot be made after hours (i.e., doctor's offices). Supervisors will be responsible for determining times when such calls are appropriate.

ELECTRONIC COMMUNICATION (File: EGAEA)

Electronic communication is the transmittal of a communication between two or more computers or other electronic devices, whether or not the message is converted to hard copy format and whether or not the message is viewed upon receipt. Electronic communication includes all electronic messages that are transmitted through a local, regional or global computer network.

All District electronic communication systems are owned by the District and are intended for the purpose of conducting official District business only. District electronic communication systems are not intended for personal use by District employees. Employees shall have no expectation of privacy when using District electronic communication systems.

Electronic communication sent or received by the Board, the District or District employees may be considered a public record subject to retention under state or federal law. Such electronic communication may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever the District is a party in litigation or reasonably anticipates being a party in litigation, Board members and District employees in possession of electronic documents, email and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails and other evidence until otherwise directed by the superintendent or designee.

To ensure compliance with applicable law and District policy, the District retains the right to review, store and disclose all information sent over the District electronic communication systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access District information in the employee's absence. Upon sending or receiving an electronic communication, all users shall segregate or store those communications that are public records. Public records are those that evidence the District's functions, policies, decisions, procedures, operations or other activities of the District or that contain valuable District data.

Electronic communication on District technology devices or District electronic communication systems shall be retained only as long as necessary. Such electronic communication shall be deleted on a routine basis unless otherwise required to be retained by District policy or state or federal law.



The custodian of records for the District shall assist the public in locating any specific public electronic records requested and shall provide public access to public electronic records in accordance with state law. The District's records custodian shall also be responsible for assisting the District's schools and other sites in complying with record retention requirements.

District employees may be subject to disciplinary action for violation of this policy.

REGULATION OF SOCIAL MEDIA USE (File: EGAEA-R-1)

The following regulation is developed for the implementation of School Board Policy EGAEA - Electronic Communication. This regulation is designed to be consistent with the general purpose and principles outlined in Policy EGAEA, as well as consistent with federal and state statutes, and local ordinances.

Introduction: The RE-1 Valley School District encourages the use of social media technologies to enhance education, learning, engagement, collaboration and communication in support of its mission. The District acknowledges that technology can provide significant educational and professional benefits to students and staff. RE-1 Valley strives to create professional social media environments that mirror the academically supportive environments of our schools.

The District is committed to demonstrating expectations of social media use that will define the boundaries of appropriate use and communications; protect the confidentiality of student and staff information, and maximize the potential of new technologies.

Definitions: Social Media is defined as media based on the use of web and mobile technologies that allow for user-generated exchanges of information. With proper administration, social media can foster collaboration and communication as an interactive dialog, enhancing the value of conversations across a global audience. Professional Social Media is a work-related social media activity that can be either school based (e.g., a District principal establishing a social networking page for his/her school, or a teacher establishing a social media site for his/her class), or non-school-based (e.g., a District office establishing a social networking page to communicate with the larger District community).

Personal Social Media use is a non-work-related social media activity (e.g. a District employee establishing a social networking page for his/her personal use).

Applicability: All existing and future policies and behavior guidelines currently applicable to students and staff similarly apply to the online environment. Any employee or associated person engaging in inappropriate conduct involving the use of social media may be subject to discipline up to and including termination.



Professional Social Media Use: Employees who engage in strictly personal social media activities must maintain separate professional and personal email addresses, and may not use their professional email address for personal social media activities. All communications through professional social media tools must remain professional and appropriate, and employees maintain no expectation of privacy with respect to those communications. Employees must obtain their supervisor's approval prior to engaging in a professional social media presence.

Supervisors and their designees are responsible for ensuring access to of all professional social media accounts within their school or department, via log-in information and/or administrators' rights when possible.

Professional social media communications will be in compliance with existing RE-1 Valley School Board Policies and department procedures or directives, including prohibitions on the disclosure of confidential information, and prohibitions on the use of harassing, obscene, discriminatory, defamatory, or threatening language. No confidential or proprietary information about students or staff may be posted by District employees on social media sites without securing appropriate permission.

Personal Social Media Use: In order to maintain a professional and appropriate relationship with students, District employees shall not communicate with students who are currently enrolled in Re-1 Valley School District through personal social media activities.

Use of District logos or images on a personal social media website is prohibited; any promotion of professional events must be posted on a previously approved professional social media website.

NON-SCHOOL EMPLOYMENT

Certified employees shall not be excused during their regularly assigned time schedule to perform outside work. Certified employees shall engage in no outside employment that, by nature or duration, will impair the effectiveness of their assigned duties.

TERMINATION OF EMPLOYMENT

There are four main types of separation:

<p>Resignation– An employee who resigns with proper notice may be eligible for rehire (see C.R.S. 22-63-202)</p>	<p>A certified employee who separates from the District should give his/her supervisor appropriate written notice. This notice will be forwarded to the Superintendent's office in preparation of presentation to the Board at their next regular meeting. The written resignation should designate the last day to be worked. Employees are expected to work regularly scheduled days during the notice period. Use of accrued leave will be at the discretion of the supervisor.</p>
---	--



Non-Renewal- A probationary teacher whose contract is not renewed may, in some instances, be eligible for rehire (see C.R.S. 22-63-203)	A separation from employment by the District as outlined in Colorado school law following appropriate notification timelines and Board of Education action.
Reduction in Force- May be eligible for rehire	A separation from employment by the District resulting from lack of work, reorganization or financial considerations.
Discharge- Not eligible for rehire in most instances <i>(Retirement)</i>	An involuntary separation initiated by the District (usually due to disciplinary action). <i>(Addressed in the next section of this Guidebook)</i>

Before the final day of work, the employee must schedule an exit interview with their supervisor to discuss the employee's separation benefits (when applicable), return school property (if issued), complete any necessary paperwork and determine disbursement of the final paycheck.

NON-RENEWAL OF PROBATIONARY STAFF

Full-time probationary teachers, currently employed by the Board, shall be reemployed for the succeeding academic year at the appropriate salary unless the Board does not renew the contract of such teacher pursuant to law. (See C.R.S. 22-63-203)

In the evaluation process, the Administrator should have on-going communication with the teacher to define clear expectations and standards and to provide support to meet those expectations and standards. When it is clear that progress is not being made or policies are not being followed, the Administrator will inform the teacher of a pending non-renewal recommendation. The teacher may elect to resign.

In the event of a non-renewal, the Administrator will provide to the Superintendent the name(s) of [the] probationary teacher(s) the Administrator is recommending for non-renewal no later than the first week of April.

The Superintendent will discuss the recommended action with the Administrator and will cause the non-renewal action to be included as an Executive Session on the agenda of a regular Board of Education meeting not later than the first regular meeting in May. The Superintendent's office will provide written notice to the probationary teacher(s) of the pending action of the Board and provide a copy of said notice to Human Resources.

Following the action of the Board and on or before June 1, the Superintendent will advise the probationary teacher(s) of the outcome

PROFESSIONAL STAFF REDUCTION IN FORCE (File: GCQA, GCQA-R)

A justifiable reduction in the number of teaching positions occurs when the Board determines that a fiscal exigency exists and/or program change is to be made that requires cancellation of one or more teacher contracts. In the event of a potential reduction in force, the following policy and accompanying regulation shall apply and any cancellation of a teacher's employment contract shall be in accordance with this policy and accompanying regulation. This policy and accompanying regulation shall not apply



to teacher dismissals, non-renewals or other personnel actions that do not result in a reduction in the number of teaching positions in the District.

If, after receiving the superintendent's recommendations, the Board intends to consider the cancellation of employment of any teacher, it shall cause written notice to be given to each teacher whose contract might be considered by the Board for cancellation. The Board shall not be limited to considering only those teachers listed in the superintendent's recommendations.

The written notice shall include:

- a. A copy of the Board's statement adopted pursuant to the accompanying policy;
- b. A copy of that portion of the superintendent's recommendations for cancellation of teacher contracts that pertains to the teacher receiving the notice (if applicable); and
- c. A copy of the accompanying policy and regulation.

Notice shall be served upon the teacher personally or by certified or registered mail to the teacher's address as it appears in the District's records. It shall be the teacher's responsibility to ensure that the District has the teacher's current address on file.

Notice to Individual Teacher: If the Board intends to consider the cancellation of employment of any teacher, written notice will be given to each teacher whose contract might be considered for cancellation by the Board. Notice will be served to the teacher personally or by certified or registered mail to the address as it appears in the District's records. It is the teacher's responsibility to ensure that the District has the current address on file.

Within 10 days after receiving such notice, a teacher may request a hearing. The request must be in writing, addressed to the president of the Board of Education. The request for a hearing must specify the grounds on which the teacher relies and a short statement of facts that the teacher believes support the contention. When appropriate, more than one case may be heard at the same time. The hearing may be held by the Board or by a hearing officer selected by the Board.

The hearing shall be limited to the following issues:

- a) was there a rational basis for the Board's determination that a fiscal exigency exists and/or program change was necessary or appropriate?
- b) was the cancellation procedure arbitrary or capricious?
- c) would the decision to cancel the employment of the teacher be arbitrary or capricious?

The Board shall consider the teacher's request for hearing and shall schedule a hearing to be held within 14 days after the request is received. The teacher shall be given at least seven days' notice of the hearing.

The Board shall act on the cancellation of employment of any teachers who are provided proper notice and do not timely request a hearing at the Board's next regular meeting or at a special meeting called for that purpose.



Conduct of Hearing: The hearing will be conducted informally and in private if requested by either party. The teacher may be represented by counsel at their own expense. A recorded transcription of the proceedings will be made and maintained in the Superintendent's office according to law.

The hearing will begin with the teacher's presentation, limited to those grounds specified in the request for a hearing and supported by testimonial and documentary evidence. The Superintendent, Superintendent's designee or the District's counsel may then present testimonial and documentary evidence in rebuttal of the teacher's contentions or in support of the decision to cancel the teacher's employment contract. The Board or hearing officer may establish other procedural rules as appropriate.

The Board shall consider the matter after the District completes its presentation. When there is a hearing officer, the hearing officer may take the matter under advisement. The hearing officer shall make written findings of fact and conclusions as to the issues raised and shall forward these findings and conclusions to the teacher and to the Board within fifteen (15) days after the close of the hearing.

Procedure After Hearing: If the hearing was conducted by a hearing officer, the Board will act on the hearing officer's findings and conclusions at its next regular meeting following receipt of the findings and conclusions or at a special meeting called for that purpose. The Board will notify the teacher and Superintendent in writing of its determination.

PROFESSIONAL STAFF RESIGNATION (File: GCQC/GCQD)

A teacher or licensed administrator may cancel a contract before the beginning of an academic year by giving written notice no later than 30 days prior to the start of the academic year and during an academic year by giving at least 30 days written notice or at any time by mutual agreement with the Board of Education.

A teacher or licensed administrator who fails to honor a contract, except in accordance with the statutes, will be held responsible for the ordinary and necessary expenses incurred in securing a replacement or for 1/12th of his/her annual salary, whichever is less.

A teacher or licensed administrator who resigns during the term of the contract will be paid the prorated amount of the annual salary for each day the individual has been on duty.

DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF (File: GCQF)

Full-time probationary teachers, currently employed by the Board, shall be reemployed for the succeeding academic year at the appropriate salary unless the Board does not



renew the contract of such teacher pursuant to law. The Board of Education shall follow procedures established by law for the suspension and dismissal of teachers.

The superintendent shall be authorized to suspend with pay or place on administrative leave a professional staff member as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The superintendent shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted.

A teacher will not be subject to any disciplinary proceeding for actions which were in good faith and in compliance with the District's discipline code, nor will a contract non-renewal be based on such lawful actions.

CONTINUATION OF HEALTH COVERAGE (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss (but not including discharge for reasons of gross misconduct), reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 103 percent of the cost of the plan.

Coverage through the District *usually* ends for certified staff completing their assigned working days on August 31; the ending date of coverage should be confirmed with Human Resources or Payroll. A packet of information regarding coverage under COBRA is mailed to the employee (or dependent) within 14 days of the qualifying event.

MANDATORY REPORTING REQUIREMENTS (File: GCQC/GCOD-R, GCQF-R)

The following procedures apply to the reporting of allegations against or offenses committed by licensed personnel who face a dismissal action, are dismissed by the District, or who resign from the District.

Mandatory Reporting Requirements - Unlawful Behavior Involving a Child:

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 shall notify the Colorado Department of Education (CDE) as soon as possible but no later than 10 business days after the employee's 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 or past employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony or a



misdeemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall notify CDE.

Mandatory Reporting Requirements - Other Offenses:

In addition and in accordance with applicable State Board of Education rules, the superintendent shall immediately notify CDE whenever a dismissal or acceptance of resignation concerning a licensed employee is based upon the employee's conviction, guilty plea, plea of nolo contendere, or deferred sentence for any of the following offenses:

- a. felony child abuse, as specified in C.R.S. [18-6-401](#);
- b. felony unlawful sexual behavior, as defined in C.R.S. [16-22-102](#) (9);
- c. a felony offense involving unlawful sexual behavior, as defined in C.R.S. [16-22-102](#) (9);
- d. a crime of violence, as defined in C.R.S. [18-1.3-406](#);
- e. indecent exposure, as described in C.R.S. [18-7-302](#);
- f. contributing to the delinquency of a minor, as described in C.R.S. [18-6-701](#);
- g. felony domestic violence, as defined in C.R.S. [18-6-800.3](#);
- h. misdemeanor domestic violence, as described in C.R.S. [18-6-800.3](#) (1) and such conviction is a second or subsequent conviction for the same offense;
- i. misdemeanor sexual assault, as described in C.R.S. [18-3-402](#);
- j. misdemeanor unlawful sexual conduct, as described in C.R.S. [18-3-404](#);
- k. misdemeanor sexual assault on a client by a psychotherapist, as described in C.R.S. [18-3-405.5](#);
- l. misdemeanor child abuse, as described in C.R.S. [18-6-401](#);
- m. misdemeanor involving the illegal sale of controlled substances;
- n. physical assault;
- o. battery;
- p. a drug-related offense;
- q. an offense committed outside of this state, the elements of which are substantially similar to any offense described in items a-m above; or
- r. a misdemeanor committed outside of this state, the elements of which are substantially similar to sexual exploitation of children as described in C.R.S. [18-6-403](#) (3)(b.5).

The superintendent shall also immediately notify CDE when the District learns:

- a. the dismissed or resigning employee has forfeited any bail, bond or other security deposited to secure the employee's appearance and the employee is charged with having committed a felony or misdemeanor for any offense described in items a-m above; or
- b. the dismissed or resigning employee has paid a fine or received a suspended sentence for any offense described in items a-m above.

The superintendent shall also notify CDE when:

- a. The county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the District.
- b. The Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

DISCLOSURE OF INFORMATION TO PROSPECTIVE EMPLOYERS (File: GBJA)

Teachers: Pursuant to state law, the school district shall, upon request, disclose to another school district or school, the reasons for a teacher's separation from employment with the District, any pertinent performance or disciplinary record of the teacher that specifically relates to any negligent action of the teacher that was found to



endanger the safety and security of a student, and any disciplinary records that relate to behavior by the teacher that was found to have contributed to a student's violation of the school district's conduct and discipline code. This information shall only be disclosed to personnel authorized to review the personnel file in the requesting district and the person applying for a position as a teacher.

Immunity Provisions: The school district, and its employees, agents and representatives authorized by the District to make such disclosures, shall be immune from civil liability for disclosing such information unless the District knew or should have reasonably known that the information was false.

Copy to Employee: When the District provides written information about a current or former employee to a prospective employer, it shall send a copy of that information to the employee upon request. The District shall also make such written information available to the current or former employee upon request during normal business hours. A fair and reasonable price shall be charged by the District for any copies of the written information requested by the employee.

Non-employment References: Verbal references or written reference requests without the employee's (or former employee's) signature will be given with only the job title, dates of employment and eligibility for rehire status provided.



PROFESSIONAL STAFF FRINGE BENEFITS (Files: GCBD)

The District shall contribute an amount established by the Board annually toward a combination health/vision/life insurance policy for each eligible employee. Employees must work thirty (30) hours per week or more to qualify for insurance coverage. Employees on approved leave of absence may participate with full cost borne by the employee. Qualified employees are provided, at District expense, the group life insurance policy for single coverage.

Employees who are authorized to work thirty (30) hours per week or more have a choice of one or more nontaxable benefits and one or more taxable benefits that qualifies as a Cafeteria Plan (Section 125). A new enrollment period during the month of May of each year will be the time during which each full-time employee will be **required** to complete a new authorization form for the coming plan year, July 1-June 30. With the exception of Health Savings Account employee contributions, contributions may not be increased or decreased throughout the plan year unless there is a separation from service, cessation of participation for the remainder of the plan year or life event changes in family composition which may include birth, death, marriage, divorce or loss of coverage. Medical reimbursable out-of-pocket expense contributions may not be changed during the plan year.

Full-time employees (authorized to work 30.00 hours per week or more), currently have a choice of three (3) health insurance options with single coverage provided by the District for two (2) of those options. The District provides single coverage for vision insurance and \$25,000 life/AD&D insurance (\$30,000 for Administrators). Eligible employees may choose optional dental coverage and additional life insurance. Benefits begin the first of the month following full-time employment. Benefits usually end August 31st when the scheduled working days for the school year have been completed and the employee is not returning for the following school year. In the event the employee has not completed the scheduled working days, benefits will end on the last of the month of separation or change in employment status. Open enrollment is announced and usually occurs in May.

TAX SHELTERED ANNUITIES (File: DLB)

Each District employee shall be given the opportunity to voluntarily participate in the District administered 403(b) Tax-Sheltered Annuity Plan. Employees choosing to participate in the 403(b) Tax-Sheltered Annuity Plan may select a vendor from the vendors listed in the 403(b) Plan Document for Public Education Organizations. The tax-sheltered annuity shall be in an amount equal to the reduction in salary voluntarily agreed to by the employee and the employee's salary shall reflect the reduction to cover the cost of the tax-sheltered annuity.

The vendors representing employees must provide documented evidence of the employee's eligibility to claim such contribution to a 403(b) tax-sheltered annuity and



provide the District with a hold-harmless agreement releasing the District from any liability for errors in computation.

Vendors must maintain commitments of a minimum of four active employees to remain on the 403(b) Plan Document for the District. Vendors will have six months to be in compliance with the number of employee contracts.

An employee of the District may also voluntarily participate in a 401(k) plan from PERA. An employee may not concurrently participate in the 403(b) plan with more than one 403(b) or 401(k) provider.

PUBLIC EMPLOYEES' RETIREMENT ASSOCIATION (PERA) (File: GCBD)

PERA is a substitute for Social Security for most Colorado public employees. Benefits are pre-funded, which means while a member is working s/he is required to contribute a fixed percentage of his/her salary to the retirement trust funds. The trust funds are then invested by PERA under the direction of a board of trustees. PERA's investment strategy uses actuarially established investment objectives with long-term goals and policies. For more information regarding employer/employee contribution rates, visit the PERA website at <https://www.copera.org/>.

INSURANCE PROGRAM/RISK MANAGEMENT (File: EI)

The Board has the responsibility for maintaining an adequate insurance program covering its buildings, grounds, fleet and employees carrying out official duties for the District. The Board may also authorize and participate in insurance programs for employees and students. The administration shall make every effort to obtain insurance at the best available rates.

STAFF PTO/SICK/CATASTROPHIC/TRANSITION LEAVE (File: GBGG)

Paid Time Off (PTO) leave: Upon employment, staff will receive paid PTO leave days to use when they must be absent from work according to the following:

- 9-month employees will be granted 10 PTO days per year;
- 10-month employees will be granted 11 PTO days per year;
- 11-month employees will be granted 12 PTO days per year;
- 12-month employees will be granted 13 PTO days per year.

A PTO leave day is based on the authorized hours worked per day (i.e., an employee who works five hours a day for nine months will receive 10 five-hour PTO days).

PTO leave shall not apply immediately preceding or following scheduled breaks and holidays as listed on the District school calendar for licensed staff.

Sick leave: PTO days not used as of the employee's anniversary month will be transferred to the employee's accumulated sick leave at a rate of 1.5 (time and one-half). Sick leave is not a payable benefit but may be accumulated up to a maximum of 90 days, not including the annual PTO leave allocation for any current year. Sick leave is not PTO leave.



For purposes of this policy, "immediate family" is defined as parent, brother, sister, spouse, partner in a civil union, child, grandparent, grandchild, aunt, uncle and in-law (father-, mother-, brother-, or sister-in-law).

Employees who have exhausted their accumulated sick leave and require additional sick leave may be granted catastrophic leave or transition leave, as outlined below. Employees shall not be terminated from their jobs due to illness or accident until accumulated sick leave has been depleted. It is understood that anyone on sick leave is not physically capable of working and shall not be granted paid leave if he/she is working on another job.

Evidence of illness may be required for approval of PTO/sick leave.

Unused sick leave shall be payable as follows:

- Employees who continue employment with the District will be paid \$20.00 per day for unused sick leave accumulated between 90 and 100 days, at the end of each school year.
- Employees who retire with 10 or more consecutive years of service in the District, will be paid \$10.00 per day of accumulated sick leave up to 90 days or \$1,000.00 if the full 90 days have been accumulated, with payment made in July.
- Unused sick leave is not payable to an employee who resigns; however, if the employee returns to a leave-eligible position before the next anniversary of the last previous date of hire will retain their sick leave balance from the point of separation.
- Employees transferring from a leave-eligible position to a non-leave-eligible position (i.e., teacher to substitute teacher) will not accrue or be eligible to use leave unless the employee returns to a leave-eligible position as stated above.

Violations regarding use of PTO/sick leave may result in termination of employment.

Catastrophic leave: On rare occasions employees may have a catastrophic sickness or accident, which causes them to use up their accrued leave. In such cases, employees may be granted leave under the following guidelines:

1. Before an employee is eligible for catastrophic leave days, the employee must first have missed a minimum of 20 consecutive days with or without pay.
2. All requests for catastrophic leave must be made in writing by the employee, spouse or nearest relative, accompanied by a statement or letter from the attending physician which certifies the need for additional leave. The Board or the superintendent may request further verification at the end of three weeks.
3. The Board reserves the right to request the opinion of a second physician of the District's choice to verify the need for catastrophic leave or its continuation.
4. An employee may be granted paid catastrophic leave in the amount of 10 days for each year of completed service up to a maximum of 50 consecutive days above the PTO/sick leave accumulated by the employee.
5. Catastrophic leave shall not be accrued by an employee. Such leave shall be granted only under the circumstances outlined above or by exemption granted by the Board. Catastrophic leave may not be used more than once in any three-year period.

Transition leave: An employee who has exhausted the allotted maximum number of catastrophic leave days may, by approval of the superintendent, be allowed up to 30 days of unpaid transition leave. Transition leave is for the purpose of providing a



transition period for an employee from a long-term leave back to the workplace. The superintendent and the employee will mutually develop an implementation plan for this transition period.

Administration of leave provided by this policy shall be managed by the superintendent or designee.

PERA Short Term Disability: PERA members may be eligible for short term disability.

Professional Staff Maternity/Paternity/Paternal Leave: Pregnancy will be covered under the sick leave policy and in no way will be defined or handled differently from any other illness or health condition.

SICK LEAVE BANK (File: GBGH)

The purpose of the Sick Leave Bank (SLB) is to provide a source of additional leave for a District employee who sustains a long illness and uses up all accumulated leave or for medical conditions for an employee's immediate family member.

"Immediate family" for sick leave is defined as parent, brother, sister, spouse, partner in a civil union, child, grandparent, grandchild, aunt, uncle, and in-laws (father-, mother-, brother-, sister-in-law).

Employees may become members of the SLB by donating one day of sick or PTO leave to the bank. The donations of days will be at the beginning of each school year or as needed when required by the Sick Leave Bank Committee (SLBC).

The SLB will be administered by the SLBC. The SLBC will be comprised of one representative selected from each school – with Hagen, Bus Barn, and Administrative Center staff being one group. The SLBC shall determine the validity of a member's request and determine whether the request will be denied, granted, or granted in part. In making these determinations, the SLBC will give consideration to the following factors:

1. The member's use of leave.
2. The seriousness of past and current illnesses and injuries.
3. Any unusual circumstances involved.

Further, in making these determinations, the SLBC will review information presented by members and may consider information available from other sources when the employee signs a release of information.

Members shall make written application to the SLBC through the District office for use of the SLBC.

The SLBC may request a letter from the attending physician stating that the individual is not able to perform the normal duties of the job or is needed to care for an immediate family member.



The SLBC will notify the applicant, the superintendent's office, and the payroll department of its decision in writing.

The superintendent's office shall be informed quarterly of balances of donated days and usage of days. SLB end-of-year balance shall carry over to the next school year. When the accumulated balance of sick or PTO leave in the bank reaches 500 days at the end of a school year or by determination of the SLBC, current members will be waived from donating a day of sick or PTO leave to the SLB for the following school year. New employees or those wishing to become members will donate one day of PTO leave to join.

A member withdrawing from the SLB may not withdraw contributed days. Employees may enroll in the SLB during the first month of employment or by September 10 of each school year.

STAFF LEGAL LEAVE (File: GBGK)

Legal Leave: All employees called for jury duty will be granted paid leave. Jury duty leave will not be charged against any of the employee's accumulated leave time. The Jury Service Certificate received from the court is to be submitted with the employee's time sheet/leave request. Employees who receive compensation for service as a juror shall submit to the District any compensation they receive for scheduled work days. The District will pay no other costs related to jury duty leave. Employees are expected to return to work if not selected for jury duty service. Likewise, if an employee is subpoenaed to appear in court in relation to District business, the employee will be granted paid leave.

COURT APPEARANCE

A subpoena to appear in court for non-District business may require the employee to use accumulated leave or leave without pay.

FUNERAL LEAVE

Staff will be entitled to one day of leave annually to attend a funeral of persons other than immediate family. Funeral leave will not be accumulative and will be deducted from sick leave. Funeral leave for immediate family members is deducted from the available sick leave with approval by the Superintendent. For the purposes of funeral leave, immediate family is defined as parent, sibling, spouse, child, grandparent, grandchild, aunt, uncle or father-/mother-/brother-/sister-in-law.

STAFF MILITARY LEAVE (File: GBGI)

Annual Military Leave: An employee who is a member of a reserve or National Guard unit or any other branch of the military organization under state or federal law shall be granted military leave with a right of reinstatement in accordance with state and federal law.



The employee shall receive full salary and benefits during such leave up to a maximum of 15 days annually. All remaining leave to fulfill the annual military obligation shall be unpaid leave. An employee who is required by state or federal government to continue military service beyond the time for which leave with pay is allowed shall be granted a leave of absence without pay for such additional service.

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

Notice of Military Service: An employee taking leave under this policy shall provide written or oral notice, as far in advance as possible, of pending military service. Employees on military leave resulting in absence of more than thirty (30) days shall forward a copy of their military orders to the Superintendent.

Using Paid Leave in Lieu of Unpaid Military Leave: An employee taking leave under this policy may, at his/her discretion (but is not required to), use accrued paid leave during time of military service.

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

Reinstatement After Service: Upon completion of military service, the employee shall be reinstated in the same or a similar position of like seniority, status and pay if such is available at the same salary and benefits which s/he would have received had leave not been taken, subject to the following conditions:

1. The District's circumstances have not changed to such a degree that reinstatement would cause an undue hardship on the District or make reinstatement impossible or unreasonable, including abolishment of the position.
2. The employee is not physically or mentally disabled from performing the duties of the position except that the District shall make reasonable accommodations required under federal and state law, including for any disability incurred or aggravated during military service.
3. The employee submits an honorable discharge or other form of release indicating that military service was satisfactory.
4. The employee notifies the District of intent to return to work and returns to work within the time period set by law.

Upon reinstatement, the employee shall have the same rights with respect to accrued and future PTO or sick leave, public retirement benefits and other benefits as if s/he had actually been employed during the time of such leave.



Staff on military leave may choose to continue existing health insurance coverage for up to 24 months while on leave. If the employee does not choose to continue coverage, upon reemployment, coverage will be reinstated.

VICTIM LEAVE LAW (File: GBGL)

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

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

Except in cases of imminent danger to the health or safety of the employee, an employee seeking victim leave shall provide as much advance notice to the District as possible, as well as appropriate documentation requested by the employee's supervisor. All information related to the employee's leave shall be kept confidential and copies of any related documents retained by the District shall be marked confidential and stored in a secure location separate from routine personnel documents.

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

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

POLITICAL ACTIVITY

The Board believes that it is in the best interest of the District and the community for staff members to participate in the political process. Supervisors should make every effort to allow time for employees to vote.

The Fair Campaign Practices Act (FCPA) outlines what activities Colorado school district employees are permitted or not permitted to engage in during a campaign. The following guidelines should help staff determine what is permitted and not permitted in the FCPA.

ACTIVITY	PERMITTED	NOT PERMITTED
PHONE CALLS	<ul style="list-style-type: none"> • Employees are allowed to give <u>undisputed factual responses</u> about a campaign issue on school telephones in response to unsolicited telephone inquiries. • Employees may make telephone calls stating their position with respect to a candidate or ballot issue on their own time and on their own personal telephone. 	<ul style="list-style-type: none"> • Employees CANNOT work to promote or defeat a candidate or ballot issue during work time or while using school telephones.

Continued on next page



TALKING TO PARENTS	<ul style="list-style-type: none"> • During the work day, employees are allowed to respond to unsolicited questions with strictly <u>factual answers</u> regarding a campaign issue. Such responses must not contain partial conclusions or otherwise tend to urge a particular vote. • Presentations which express a position on a campaign issue or candidate may be made outside of employee work hours. 	<ul style="list-style-type: none"> • During work time, employees CANNOT work to promote or defeat a candidate or ballot issue. "Work hours" include all times employees are on duty during regular hours or in attendance as a work requirement beyond regular work hours.
SCHOOL MATERIALS AND EQUIPMENT		<ul style="list-style-type: none"> • School materials and equipment CANNOT be used under any circumstances to prepare, post, sort, or distribute any materials or information expressing a position concerning an election. This includes the use of paper, copy machines, typewriters, telephones, bulk mailing permits, etc.
SCHOOL FACILITIES	<ul style="list-style-type: none"> • School facilities use by organization, groups or committees should be governed by individual District facilities use policies. • If a PTO or other school-related organization is going to use school facilities for a meeting in which an election is to be discussed, the usual nonprofit rental fee should be paid for that meeting to avoid any conflict with the Act. 	<ul style="list-style-type: none"> • Individuals, groups or organizations that advocate social or political change by use of violence will be denied the use of facilities.
WEARING OF BUTTONS, POSTING CAMPAIGN LITERATURE, BULLETIN BOARDS, ETC.		<ul style="list-style-type: none"> • Employees SHOULD NOT wear, display, or distribute campaign materials at the work site.
FLIERS	<ul style="list-style-type: none"> • Employees and employee organizations may distribute materials on their own time to promote or defeat a candidate or ballot issue outside of school grounds as long as the distribution is not done in connection with a school activity. 	<ul style="list-style-type: none"> • On Election Day, electioneering materials are specifically PROHIBITED from public display in a school being used as a polling place. • Campaign information SHALL NOT be included in school newsletters or any information sent home to parents.
INTERACTING WITH STUDENTS		<ul style="list-style-type: none"> • Employees SHALL NOT take any stand on a candidate or ballot issue with students while on duty. • Employees SHALL NOT distribute to students during work time any materials which express a position on elections issues. • Employees SHALL NOT enlist the services of students, either during school time or outside of school hours, to work on any campaign. (Pro and Con organizations may enlist student help.)
VOTING	<ul style="list-style-type: none"> • Employees are encouraged to register and exercise their voting rights. 	
CAMPAIGN CONTRIBUTIONS	<ul style="list-style-type: none"> • Employees may make personal contributions to any candidate or organization supporting a ballot issue. 	<ul style="list-style-type: none"> • Employees may not solicit or accept cash or other campaign contributions during work time.
PUBLIC RECORDS ACTS	<ul style="list-style-type: none"> • Employees should respond to Public Records Act requests from candidates or election organizations in the same manner they would respond to such a request from a member of the public at large 	<ul style="list-style-type: none"> • Employees MUST NOT release students' and employees' names, addresses or telephone numbers unless such information is contained in a directory otherwise available to the public.



DIRECT DEPOSIT

To facilitate an efficient system of issuing payroll and to be aligned with common business practice, all employees will be required to enroll in direct deposit.

WORKER'S COMPENSATION (File: GBGD)

As required by law, RE-1 Valley School District carries Worker's Compensation Insurance. Should any employee be injured while at work, s/he is entitled to the benefits provided by law. Any employee experiencing any work-related accident must follow these steps:

- Report the incident to supervisor immediately.
- Contact Human Resources at the earliest opportunity for verbal completion of First Report of Injury to be submitted to insurance carrier by Human Resources.
- Complete Employee Accident Report and submit to Human Resources at the Administration Center at the earliest opportunity.
- If necessary, seek medical treatment from one of the District's approved providers or, if more immediate care is necessary, go to the closest emergency room. Follow up care must be at one of the approved providers.
- Supervisor, not the injured employee, is to complete Accident/Incident Investigation Report immediately and submit to Human Resources at the Administration Center.

Early reporting of a work related injury is not only beneficial to employee health; it can significantly improve the District's cost rating with the insurance carrier. Employees injured while working are encouraged, but not required, to schedule medical appointments during non-scheduled working hours whenever possible.

The Colorado Worker's Compensation Act governs matters concerning worker's compensation rules, benefits and compensation. More information is available at: <https://www.colorado.gov/pacific/cdle/dwc>.

RETURN TO WORK PROGRAM

Studies show that injured employees who return to productive work as early as possible following a work-related injury heal faster and better than those injured employees who remain off work. Injured employees who return to work during their healing period tend to require fewer medical treatments. Work becomes part of the medical treatment and rehabilitation and allows the injured employee to take an active role in his/her recovery.

The designated Administrator of the Return to Work Program is the Human Resources Director located at the Administration Center. All injuries/incidents must be reported as outlined under the Worker's Compensation policy (GBGD) and outlined in the previous section. All efforts will be made to eliminate situations that could cause accidents, injuries or illnesses. When making assignments or modifications for employees under the program, aspects of the job that could cause further risk or harm will be considered and avoided.



The treating physician is responsible for providing information regarding the abilities of the injured employee so that the Human Resources Director may make informed return to work determinations. The treating physician is required to send to the District, and the District's insurer, a completed Physician's Report stating the injured employee's ability to carry out job tasks. Changes in the condition of the injured employee are also reported periodically by the treating physician until the injured employee is fully released to return to work.

The Human Resources Director will review the Physician's Reports to determine if there is suitable work available that accommodates the employee's medical restrictions. The Human Resources Director may submit a list of proposed job tasks to the treating physician; if the determination is made that suitable work is available for the employee, a bona fide job offer may be made for modified duty. Modified duty will continue until the treating physician releases the injured employee to full duty, and/or maximum medical improvement is reached, and/or it is feasible that the modified duty continue. While on modified duty, the modified job tasks and the employee's performance will be reviewed.

The return to work program provides opportunities for an employee who is injured on the job to return to work. If the injured employee is not physically capable of returning to full duty, the program provides opportunities for the employee to perform his/her regular job with modifications or, when available, to perform alternate temporary work that meets the injured employee's physical capabilities.

FAMILY AND MEDICAL LEAVE ACT (FMLA) (File: GBGF & GBGF-R)

Notification and Reporting: When the need for a family and medical leave of absence (FMLA leave) is foreseeable, the employee shall provide at least 30 days prior notice to the District unless circumstances dictate otherwise. If the requested FMLA leave is because of a military-related qualifying exigency and the leave is foreseeable, the employee shall provide notice to the District as is reasonable and practicable. With respect to foreseeable medical treatments, the employee shall make a reasonable effort to schedule treatment so as not to disrupt District operations.

If the need for FMLA leave is unforeseeable, the employee shall provide notice to the District as soon as practicable under the circumstances.

If an employee's requested FMLA leave also constitutes paid leave under another Board policy, the FMLA leave and other applicable leave shall run concurrently. In the absence of an employee's request for FMLA leave, the District may independently determine whether an employee's leave under another Board policy constitutes FMLA leave and, if so, shall notify the employee that the leave will be counted against the FMLA leave to which the employee is entitled.



If the FMLA leave is due to illness, the employee shall report periodically on his or her leave status and intention to return to work. Frequency and method of reporting will be agreed with and reported to the employee's supervisor.

If the requested FMLA leave is because of a military-related qualifying exigency, the District may require the employee to provide supporting documentation of such exigency.

The District may also require the employee to show certification of the familial relationship if the request for FMLA leave is to care for a family member with a serious health condition, to care for a covered service member with a serious injury or illness, or in connection with a military-related qualifying exigency.

Medical Certification: The District shall require medical certification to support a claim for leave for an employee's own serious health condition; to care for the employee's child, spouse or parent with a serious health condition; or to care for a covered service member's serious injury or illness. The medical certification will be sufficient if it contains the date on which the condition or injury/illness commenced, the probable duration of the condition or injury/illness and any appropriate medical information. For an employee's own serious health condition, the medical certification also must include a statement that the employee is unable to perform the functions of the position. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered service member with a serious injury or illness, the medical certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion and in accordance with the FMLA, the District may require a second or third medical opinion and periodic re-certifications as the District deems reasonably necessary.

Medical certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered service member with a serious injury or illness, the medical certification must include a statement that the employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

For the employee's own intermittent leave, the medical certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

Return to Work: Employees who have taken leave due to a personal health condition shall be required to provide certification by their physician that the employee is able to resume work. In addition, the District reserves the right to consult with a public health



official if there is any question about possible transmission of a disease in the school setting.

The following return to work provisions apply to teachers:

1. If the teacher begins any category of FMLA leave more than five weeks prior to the end of the semester and the leave is for more than three weeks, the District may require the teacher seeking to return within the last three weeks to continue the leave through the end of the semester.
2. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition less than five weeks before the end of the semester and the period of leave is greater than two weeks, the District may require the teacher seeking to return within the last two weeks to continue the leave through the end of the semester.
3. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the District may require the teacher to continue the leave through the end of the semester.

Repayment of Benefits: If an employee fails to return to work upon completion of an approved FMLA leave, the District may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence or onset of a serious health condition as certified by a physician that entitles the employee to leave, or for other reasons beyond the employee's control.

Posting/Notice to Employees: Building principals/administrators shall post notices explaining the rights and responsibilities under the Family and Medical Leave Act (FMLA) in locations where they can be readily seen by employees and applicants for employment.

Notice of the FMLA's rights and responsibilities shall also be incorporated into employee handbooks or provided directly to employees.

RETIREMENT OF PROFESSIONAL STAFF (File: GCOE)

Employment decisions by the Board are based on the assessment of an individual employee's ability to perform competently in the position assigned. Therefore, no employee shall be forced to retire solely because s/he has reached a particular age.

Employees are encouraged to make their own retirement decisions and to give written notice to the Board once a retirement date has been established. The written notice should include the anticipated last day worked and the effective date of retirement. It is the employee's responsibility to contact the Public Employees' Retirement Association (PERA) for appropriate retirement information and necessary forms and/or documentation.

Employees are expected to work regularly scheduled days during the notice period. Use of accrued leave will be at the discretion of the supervisor.



PERA retired employees may be contracted for continuous service of no more than 110 days or 720 hours per calendar year. Ten (10) designated PERA retired employees may be authorized to work up to 140 days or 916 hours in a calendar year with approval by the Superintendent.

TRANSITION EMPLOYMENT CONTRACT (File: GCQEB)

Any professional staff member who has completed 10 years of continuous employment with the District and is eligible to receive retirement benefits from PERA based on age and years of service is eligible to participate in this program. The employee must begin receiving a PERA retirement annuity in order to participate.

The employee must submit a letter of resignation and request a transition contract at least 30 days prior to the date of the anticipated retirement. An employee may not be receiving benefits from the early retirement plan and have a transition contract during the same month.

Employees with a transition contract will not receive health, dental, vision, life and disability insurance benefits. The employee's salary shall be subject to employer PERA contributions, which shall be paid by the District in accordance with state law and PERA rules. The employee shall pay the member contribution required by PERA.

With the exception of professional leaves there will be no leave benefits available to transition contract participants. They will be paid only for actual time worked in their assigned position(s).

Retired employees working after a transition year in a same or similar position may be contracted for post-retirement employment of no more than 110 days or 720 hours per calendar year, except that the District may designate up to 10 employees each year who are authorized to work up to 140 days or 916 hours in any calendar year. Employees retired from RE-1 Valley working after a transition year will be placed and will remain on the first step in the lane attained at the time of retirement provided the retiree continues working in the same or similar position as pre-retirement.



NO SMOKING (File: ADC)

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 and/or other substances identified herein by staff, students and members of the public is banned from all school property. Smoking or use of tobacco products or any controlled substance analog is prohibited on premises owned, leased or used by RE-1 Valley School District or in school owned or leased vehicles, by any person, including students, staff or visitors.

The enforcement of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation may report the violation in accordance with the following procedures:

- Students: Students who violate a provision of this policy shall be subject to building discipline procedures.
- Staff: Any violation of this policy by staff shall be referred to the building principal or immediate supervisor. One written warning will be issued to the staff member, with a copy placed in their personnel file. Further violations will be considered insubordination and shall be dealt with according to established policy and procedures for suspension and dismissal of staff.
- Patrons: Patrons who are observed in violation of this policy shall be asked to refrain from smoking or using a tobacco product. A directive to leave school premises may be issued if the individual fails to comply with the request. Repeated violations may result in a recommendation to the Board to prohibit the individual from entering school District property for a specified period of time. If deemed necessary, the local law enforcement agencies may be called upon to assist with enforcement of this policy.

STAFF HEALTH (File: GBGA)

The Board may require adequate physical or mental health examinations for any employee when it deems that such examination is needed to ensure the welfare of the individual, students or his/her co-workers.

FIRST AID TRAINING (File: GBGAB)

During the school day and during school sponsored events, including those off-site, at least one staff person shall be on duty who has a current certification from a nationally recognized course in standard first aid and CPR. A list of such staff members shall be maintained in each school office.

Athletic coaches, as that term is defined by applicable rules of the Colorado State Board of Education, shall be certified in CPR and use of automated external defibrillators (AEDs).

Every staff member who teaches or supervises students in classes or activities where students are exposed to dangerous equipment, chemicals or other increased risks of injury, shall hold a current standard first aid card, including CPR training.



DRUG-FREE WORKPLACE (File: GBEC)

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

For purposes of this policy, "illicit drugs" means narcotics, drugs and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the District has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy. "Illicit drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria:

- (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter;
- (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter;
- (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action, which may include suspension, termination and referral for prosecution. In appropriate circumstances and at the District's sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, the District is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy. After investigation by the superintendent or designee, the superintendent may reinstate an employee who has been suspended if it appears to be in the best interests of the District. The matter shall be reported to the Board of Education.

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

Pursuant to the Act, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no later than five days after the conviction. The District has an



obligation under the Act to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the District and the convicted employee's work site.

Awareness and Prevention Program: The Superintendent Shall Establish An Awareness and prevention program to inform employees about:

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

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

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

PREVENTION OF DISEASE/INFECTION TRANSMISSION (File: EBBA)

All schools shall provide a sanitary environment and shall establish routines, recommended by appropriate health professionals, for handling body fluids.

All school district personnel shall be advised of and follow routine procedures regarding handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices developed in consultation with medical personnel. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The procedures shall be published as school district regulations and distributed to all staff on a regular basis. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a District-wide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions. Under no circumstances shall students be directed or knowingly be allowed to handle body fluids other than their own.

ACCIDENT REPORTS (File: EBBB)

Adequate and prompt accident reporting is essential. If injuries or property damage occur, prompt reports are vital in assuring District staff, students and others of insurance coverage. Such reports may be important in the event of litigation.



The Board requires that an accident report be filed on every accident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips or activities, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

SCHOOL TRANSPORTATION VEHICLES (File: EEBA)

All use of District-owned vehicles on school business must have the prior approval of the superintendent or designee.

The use of safety belts in school transportation vehicles is mandatory for all personnel using vehicles that are equipped with safety belts.

Operators of all school transportation vehicles except school buses shall be responsible for ensuring that all passengers use safety belts. The operator shall not begin to move the vehicle until the operator and all passengers are belted or secured in a child restraint system as required by state law.

All District employees are required to submit a completed "Permission to Release Driver Records to Self or Another Person" form with a copy of their current driver license to Transportation for the purpose of obtaining a motor vehicle record (MVR) report.

The use of cell phones or any electronic device while driving a school district vehicle is prohibited.

STAFF PERSONAL SECURITY AND SAFETY (File: GBGB)

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

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

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

Disciplinary Information to School Personnel: The principal or designee shall communicate discipline information concerning any student enrolled in the District to all



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

IDENTIFICATION BADGE/BUILDING ACCESS/DISTRICT PROPERTY

The safety and security of students and staff is of utmost importance to the RE-1 Valley School District. In an effort to quickly and easily identify persons in our buildings, the District has implemented the use of identification badges. Safety measures have been implemented to include video surveillance in and around District buildings and a card key access system. Protocols will be determined for each building's entrance and all staff trained.

Times have been set at most District buildings for doors to be unlocked during normal high-traffic times (i.e., beginning of the school day). At all other times of the day, staff will need to scan their access badge for entry or utilize the buzzer located at main entrances.

All certified and classified staff (regular full-time and part-time), substitute teachers, student teachers, regular bus drivers, sub bus drivers, summer workers and contracted service providers are required to wear an identification badge, issued by the District, at all times while on duty or while representing the District. Substitute and Volunteer staff may be issued a non-photo, non-access identification badge on a daily basis to be returned at the end of each work day. Long-term substitutes will be issued a photo-access identification badge. Summer-only staff not working with students will be issued a non-photo identification badge or an access fob to be returned at the conclusion of their summer assignment. Summer-only staff working with students (i.e., Extended School Year staff, Summer Club staff, etc.) will be issued a photo identification badge to be worn daily and returned at the conclusion of their summer assignment if not employed during the school year. During times of major construction, contractors and construction workers will be issued a photo identification badge with an expiration date.

The identification badge must be displayed unobstructed and in plain view. The District will provide either a lanyard or magnet for use in displaying the identification badge; staff may use personal lanyards, retractable clips, etc. as long as the front and back of the identification badge is not obstructed. Stickers, pins, etc. may not be attached to the identification badge; access badges contain a chip that can be damaged if punctured.

Staff should become familiar with their building's procedures for visitors and know how to direct individuals who are not wearing appropriate identification. Check with your supervisor for your building's emergency plan.



If lost or stolen, the photo identification badge must be replaced at the employee's expense. The cost to current employees is \$5 to replace. The identification badge will be exchanged at no cost if original is broken or damaged due to normal wear. Upon separation, the badge must be returned or the final paycheck may be reduced by \$50 for an access badge or \$5 for a non-access badge. *Possession of an RE-1 Valley School District identification badge does not authorize the holder to represent or make purchases on behalf of the District.*

Upon separation, the cost for items failed to be returned will be:

Item to be Returned/Closed	Fee if not returned	Item to be Returned/Closed	Fee if not returned
District Cell Phone/Charger/Case	\$50	Keys	\$75/each
District Credit Card	\$45	Technology-Related	replacement cost
Identification/Access Badge or FOB	\$50	Textbooks	replacement cost
Food Service Charges Paid	balance due		

SAFETY POLICY

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

The designated safety coordinators for the District are the Maintenance Supervisor and the Human Resources Director and are the primary contacts for safety-related matters. All employees will receive an orientation to the safety policy and rules upon initial employment, and are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. Supervisors will communicate these concerns to the appropriate safety coordinator, who will respond within 24 hours.

Administrative staff will be actively involved with employees in establishing and maintaining an effective safety program. The District will provide ongoing safety and health program activities.

Employer Responsibilities:

- Provide a safe workplace
- Provide safety and health education and training
- Annually review and update workplace safety rules

Employee Responsibilities:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear the required personal protective equipment as appropriate
- Abide by the District's General Safety Rules at all times.



Safeguards for Workplace Safety: RE-1 Valley School District is committed to preventing workplace violence and to maintaining a safe work environment. The following guidelines are to be followed to address intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities. All employees are covered under these guidelines.

All employees will refrain from being insubordinate, threatening, intimidating, disrespectful to, or assaulting any supervisor, co-worker, patron, vendor or business associate. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, patron, vendor or business associate will not be tolerated and may result in disciplinary action including termination. District resources may not be used to threaten, stalk or harass anyone at or outside the workplace. The District treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, human resources, member of the threat assessment team or any administrator. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform Human Resources of any protective or restraining order that they have obtained that lists the workplace as a protected area. The District will not retaliate against employees making good-faith reports. The District is committed to supporting victims of intimate partner violence by providing referrals to available community resources and by following the Employee Domestic Abuse Leave Law.

The District will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities related to the workplace. The identity of the individual making a report will be protected as much as possible. The District will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities related to the workplace. To maintain workplace safety and the integrity of its investigation, the District may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.



The District encourages employees to bring their disputes to the attention of their supervisors or Human Resources before a situation escalates. The District will not discipline employees for raising such concerns.

Upon observance or notification of any threat or actual act of violence, supervisor(s) and/or building administrator(s) may:

- ◆ Attempt to de-escalate the situation if immediately necessary or call emergency responders if needed
- ◆ Contact Human Resources, the Superintendent's office or Assistant Superintendent's office
- ◆ Document the incident or notification of the report of threat and forward to Human Resources
 - Provide form AC-E-2 to the employee to document a formal complaint

Investigations may be made by Human Resources or by building administration working closely with Human Resources. It is important to be consistent and thorough in the investigation process. An employee may be placed on administrative leave with or without pay during the investigation. Further action will be determined from the facts obtained during the investigation. Possible resources or resolutions may include:

- ◆ Mediating for employees involved
- ◆ Utilizing the threat assessment team
- ◆ Connecting the employee with Centennial Mental Health
 - Where applicable, employee's benefits may include treatment
- ◆ Establishing a return to work plan
- ◆ Confer with or refer to law enforcement

The following directive was originally issued in Memorandum #7 dated January 4, 2016, now incorporated into the Guidebook with the 2018-2019 edition:

Positive Relationships and Bullying Prevention: Just as the District is concerned with bullying between students, bullying between employees is of concern. Bullying is harmful to the employees of the District and may result in reduced productivity, efficiency and morale, and increased absenteeism and turnover. In providing a productive and safe working environment, the District believes that its employees should be able to enjoy a workplace free from all forms of bullying conduct.

It is against the policy of RE-1 Valley School District for any employee, whether a principal, supervisor or co-worker to bully another employee. This policy applies to all District activities and events as well as publicly accessible off-duty activities related to the workplace including social media.

Prohibited bullying occurs whenever there is severe, repeated mistreatment that targets one or more persons which, through verbal abuse, offensive conduct, or interference, creates an intimidating, hostile, or offensive working environment; interferes with a person's work performance; or otherwise adversely affects a person's employment opportunities with the District.

Bullying conduct could include, but is not limited to, repeated and aggressive:

- Teasing, name-calling, slandering, ridiculing, or maligning a person or his/her family



- Screaming, shouting, yelling, or swearing at another in public or private
- Persistent phone calls, voicemails, emails, or postings to or about another person
- Unreasonable public criticism, reprimands, or trivializing of another's work
- Excluding others from meetings or social situations related to the workplace, or giving the "silent treatment"
- Destructive gossip, rumors or innuendo
- Physical pushing, shoving, throwing things
- Non-verbal threatening gestures or glances, staring or glaring
- Intentional interference with another's work; for example, through impossible deadlines, supplying insufficient or incorrect resources or information.

Evaluative work performance comments by one's supervisor relating to deficiencies, constructive feedback, and counseling are appropriate and reasonable and do not constitute bullying behavior.

Any employee who believes s/he has been bullied in violation of this direction should report the conduct immediately to his or her supervisor; or, if that person is responsible for the behavior, to Human Resources. The employee always has the option of reporting the conduct directly to Human Resources, an Administrator, the Superintendent or Assistant Superintendent if s/he prefers.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Confidentiality will be maintained during the investigation to the extent possible without jeopardizing the thoroughness of the investigation.

Any employee who has been found, after investigation, to have bullied another employee in violation of this policy may be subject to a required apology, counseling, training and or disciplinary action up to and including termination.

Retaliation against the individual reporting the bullying behavior is expressly prohibited.

In signing for receipt of this Guidebook, employees acknowledge understanding the importance of following this directive not only in their own behavior but in their responsibility to report inappropriate behavior as outlined above.

EMERGENCY RESPONSE & MANAGEMENT

The RE-1 Valley School District has developed a *Crisis Response & Management* plan covering all District properties. The plan includes:

- an Emergency Quick Reference Guide available for review by employees in all District buildings;
- evacuation procedures posted throughout all District buildings;
- a Crisis Response & Management plan binder available for review in all District buildings by employees.

All staff should be aware that:

- they are to become familiar with the plan for their specific area/department and know their part in administering the plan;



- all staff have a responsibility to ensure the safety of students;
- they will be expected to participate in drills;
- they are expected to attend a required annual training activity.



MANDATORY REPORTER TRAINING

Because school employees have multiple opportunities to talk to children, all people who work for a school district are mandated reporters in the State of Colorado. As a school district, we are required to provide annual training to employees about child abuse reporting. This training is available at <https://www.coloradocwts.com/mandated-reporter-training> (click on My Account to enter a user ID and password to save your work). All employees must complete this annual training and submit a copy of the Certificate of Completion to the Human Resources office.

CONFIDENTIALITY

It should be the desire of all staff to maintain a dignified and professional work environment, not only to set an example for students, but to help create a work environment focused on student learning. It is never appropriate to share or act on gossip/hearsay.

Information learned within the District, whether student- or staff-related, should be handled in a confidential manner, be discussed only with the appropriate District personnel and only discussed as needed. Information learned that affects the safety or well-being of students or staff should be discussed privately with the appropriate administrator or supervisor.

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

Violations of the privacy rights of students or staff could result in disciplinary action up to and including termination of employment.

ELECTRONIC NETWORK AND COMPUTER USE

The District has several administrative policies in place, both for staff and students, to ensure appropriate use of its network, Internet access and electronic applications. The District Information Technology (IT) staff, building and District administrators and directors are responsible for revising, updating and implementing these policies as approved by the Board of Education. All staff will be expected to follow the policies directing appropriate use of electronic communications, copyright/licensure laws, hardware and software purchases and to understand the consequences of any misuse of the District's network.

The Superintendent and the building administrators will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct



themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- Improper fraternization with students using Facebook, Snapchat and similar Internet sites or social networks, or via cell phone, texting or telephone;
 - Staff may not list current students as “friends” on individual, personal social networking sites. This does not prohibit mutual membership between a student and a staff member on a “fan page,” or community or group social networking website. Staff members who are RE-1 Valley parents/guardians/relatives of children who attend RE-1 Valley School District may be considered exempt from this provision as determined by the Superintendent when this relationship to the child exists.
 - All individual (one-on-one) e-contacts with students should be through the District’s computer and telephone system or a classroom social networking website that is exclusively used to discuss classroom assignments, homework, projects, or other topics that relate to the subject matter of the class. There is no expectation of privacy in these communications.
 - All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case, the messages will be copied to the Athletic Director and the building administrator.
 - Staff members will not give out their private cell phone or home phone numbers without prior approval of the District.
 - Improper private contact via e-mail or phone is prohibited.
- Inappropriateness of posting items with sexual content;
- Inappropriateness of posting items exhibiting or advocating use of drugs;
- Examples of inappropriate behavior from other Districts, as behavior to avoid;
- Monitoring and penalties for improper use of District computers and technology; and
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in online conduct.

Enforcement: The Superintendent or designee will periodically conduct Internet searches to see if teachers or other staff members have posted inappropriate materials online. When inappropriate use of computers and websites is discovered, the building administrator and/or Superintendent will review the information and consider appropriate disciplinary action.

NONDISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY (Files: AC, AC-E-1)

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, RE-1 Valley School District 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(s) have been identified as the compliance officers for the District:



Specific complaints of alleged discrimination or harassment under Section 504 or the ADA (disability/need for special education) should be referred to:

Brigitte Gustafson, Special Services Director
301 Hagen Street
Sterling, Colorado 80751
Telephone: 970-522-0792
Email gustafsonb@re1valleyschools.org

Specific complaints of alleged discrimination and/or harassment including Title IX (sex) and/or race, color, national origin, ancestry, creed, religion, sexual orientation, or exercise of legal or constitutional rights should be referred to:

Ron Marostica, Assistant Superintendent of Schools
301 Hagen Street
Sterling, Colorado 80751
Telephone: 970-522-0792
Email marosticar@re1valleyschools.org

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

Revisions will be made to BOE Policy AC to incorporate the Colorado's Pregnant Workers Fairness Act, an amendment to the Colorado Anti-Discrimination Act (CADA).

SEXUAL HARASSMENT (Files: AC, GBAA)

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 ([AC-R](#)).

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 ([AC-E-1](#)). 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 ([AC-R](#)). 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 the Board's policy on reporting child abuse.



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. Persons inquiring about discrimination should contact the Colorado Civil Rights Division (303-894-2997) or the U.S. Equal Employment Opportunity Commission (800-669-4000) for information and guidance.

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

BOARD COMMUNICATIONS WITH STAFF (File: GBD)

The Board of Education will consider input from the broadest possible sources as it determines salary schedules and fringe benefits for all employees of the District. The following guidelines will be followed in holding budget hearings and discussions and arriving at decisions in these matters:

1. The Board shall consider salary schedules and fringe benefits concurrently with the general fund budget beginning with the first Board meeting in March and ending with the final adoption of the budget each year.
2. Communiqués or public releases to be made as a result of meetings between organizations and the Board representatives will be made only upon joint approval of all parties following consensus – based decisions.
3. Representatives of employee organizations, including minority groups, may be granted recognition by the Board to serve as spokespersons for their organizations.
4. The administrative staff and representative groups may meet for exchanges or clarification of information, ideas or proposals in accordance with applicable state law. All decisions regarding salaries and fringe benefits shall be made by the Board.

SCHOOL BUSES (Files: EEAFB, EEAFB-R)

Special Use of School Buses: Bus requests may be made by staff for school activity trips by completing an Application for Use of School Vehicle form; food may not be consumed within the bus. Assignment of drivers shall be made by the Transportation department.

Use of School Buses by Community Groups: The general philosophy of the Board of Education is that school vehicles purchased by the school district are to be used primarily for school purposes and that taxpayers shall not be expected to subsidize the expense of providing school vehicles or personnel not necessary for school district purposes. Nevertheless, it is the policy of the Board of Education to make available for use by appropriate community groups school vehicles to the extent that such use does not impinge upon or impair use for school district purposes.

Among community groups that qualify for the use of school vehicles are those composed of citizens 65 years of age and older. Such groups shall be given special consideration as required by the statute relating to community use of school vehicles.



As permitted by law, all groups shall be expected to pay the actual costs involved in the use of school vehicles.

Non-school use of school vehicles shall not be intermingled with student transportation, nor shall it interfere with:

1. Student transportation to, from or between schools.
2. Student transportation for school activities and functions.
3. Emergency transportation for students.
4. Time required for maintenance and service of vehicles.
5. Provision of standby vehicles for school purposes.

Regulations for community use of school vehicles shall be developed by the administration and approved by the Board.

MILEAGE REIMBURSEMENT

When appropriate to the position, school vehicles will be used for transportation. When conflicts occur and no District vehicle is available, a private car may be used. The District reimbursement rate for use of a private car is 41 cents per mile.

SCHOOL CALENDAR (File: IC/ICA)

The school calendar for the ensuing year shall be prepared by the Superintendent and presented for Board approval in the winter of each year. The number of days of planned teacher-student instruction and of teacher-student contact shall meet or exceed the requirements of state law. In preparing the calendar, the Superintendent shall consult with the professional staff.

The Early Childhood Education calendar is prepared by the Program Coordinator and approved by the Superintendent.

SCHOOL CLOSINGS AND CANCELLATIONS (File: EBCE & EBCE-R)

The Superintendent is empowered to close the schools or to dismiss them early in the event of hazardous weather or other emergencies that threaten the safety, health or welfare of students or staff members. It is understood that the superintendent will take such action only after consultation with appropriate authorities. When the superintendent is not available, the assistant superintendent shall be consulted and issue school closing notices. In extreme emergencies, principals or head teachers of outlying attendance centers may make decisions appropriate to the emergency and relay information to the Administration Center.

Staff members, with the exception of custodians and maintenance personnel, shall not be required to report to work on emergency days. Administration Center, Food Service, Paraeducator, and Preschool personnel shall be allowed full pay for snow days. If schools have not been closed and an employee is unable to report to work because of snow conditions, his/her absence will require use of accrued leave or, if leave is not



available, his/her pay will be reduced accordingly. The supervisor should be notified as early as possible of the absence.

Official notification of school closings will be relayed to parents, students and school personnel as soon as possible. Emergency closing notices will be sent to radio stations KSTC/KNNG (1230 AM and 104.7 FM), KPMX (105.7 FM) and KOA (850 AM) and on television stations 4 News, 7 News, 9 News, KOA Storm Center and WB2 News. School Messenger will be utilized and current information will also be posted on the District's website www.re1valleyschools.org. Individuals are asked not to call the media or schools for closing information as telephone lines will be needed for necessary internal calls.

DELAYED START

Occasionally, conditions may require a delayed start time of 10:00 a.m. for students. Every effort will be made to communicate a delayed start as early as possible to staff, parents and students by the same manner as school closings and cancellations. While students are expected to arrive by 10:00 a.m., staff is expected to arrive two hours later than normally scheduled or as soon as it is safely possible. Supervisors should be notified if the staff member will not arrive at the expected time or if unable to attend if it is not safe to travel. Examples of expected staff start times:

Position	Delayed Start Time
Custodians/Maintenance	Normal start time or as soon as it is safe to arrive
Food Service	Normal start time or as soon as it is safe to arrive; no breakfast will be served
Bus Drivers	Two hours after normal start time
Building Administrators	Normal start time or as soon as it is safe to arrive
Building Secretaries	9:30 a.m.
Certified Staff	9:45 a.m.
Early Educations	12:00 p.m.; E.C. Paras, 12:15 p.m. (morning preschool would be cancelled)
Paraeducators	10:00 a.m.
Childcare Assistants (ASC/KC)	9:00 a.m. or normal start time, depending on work schedule
Administration Center Staff	9:30 a.m.
Sweepers	10:00 a.m. or normal start time, depending on work schedule

RENTAL OF SCHOOL FACILITIES

School facilities are the property of the State of Colorado, financed by local taxes and governed by the RE-1 Valley School District Board of Education. The Board seeks to avoid competition with existing or future businesses that may provide similar facilities, but the Board does desire to make school facilities available to some organizations at nominal cost and to other organizations free of cost.

The group or organization wishing to rent a school facility should complete and sign a Rental of School Facilities and Services form and submit it to the office of the appropriate building. A Certificate of Insurance is required from the renter's insurance company. Facility availability will be verified and the form forwarded to the Superintendent's office for approval. Fees charged will depend on the type of use and



by the type of group or organization making the request. Charges may include facility rental fee, custodial fees and/or food service fees.

PUBLIC RELATIONS/MEDIA CONTACT

All contact by the media should be directed to the Office of the Superintendent or to the building principal unless instructed otherwise.

POLICIES AND RULES DEVELOPMENT (File: BG)

In the development of personnel policies, rules and regulations, the Board shall, to the fullest extent practicable, involve employees with respect to ideas, comments and criticism.

PROFESSIONAL RESEARCH AND PUBLISHING (File: GCS)

All research studies carried out within the school system using District or school data of any kind for staff or students must have subjects approved by the Superintendent or his/her designee in advance. Only those studies which have value to the District shall be approved.



ADDRESSES / PHONE NUMBERS / HOURS OF OPERATION

Schools:		Hours
Ayres Elementary 1812 Robin Road, Sterling	522-1409	7:30 a.m. – 4:15 p.m. Tuesday-Friday
Caliche Elementary Caliche Jr./Sr. High School 26308 CR 65, Iliff	522-8330 522-8200	7:45 a.m. – 4:00 p.m. Tuesday-Thursday 7:45 a.m. – 3:45 p.m. Friday Summer: 6:30 a.m. – 3:00 p.m. Monday-Friday
Campbell Elementary 902 Clark Street, Sterling	522-2514	7:45 a.m. – 4:00 p.m. Tuesday-Friday
Hagen Early Education Center 301 Hagen Street, Sterling	522-0432	7:30 a.m. – 4:00 p.m. Tuesday-Friday
Sterling High School 407 Broadway Street, Sterling	522-2944	7:30 a.m. – 4:15 p.m. Tuesday-Thursday 7:30 a.m. – 4:00 p.m. Friday Summer: 7:30 a.m. – 4:00 p.m. Tuesday-Friday Closed for two weeks in July Custodial: 7:00 a.m. – 4:00 p.m. Monday-Friday
Sterling Middle School 1177 Pawnee Avenue, Sterling	522-1041	7:30 a.m. – 4:00 p.m. Tuesday-Friday Summer: 7:30 a.m. – 4:00 p.m. Tuesday-Friday Office closed in July Custodial: 7:00 a.m. – 4:00 p.m. Monday-Friday
Other Buildings:		Hours
Administration Center 301 Hagen Street, Sterling	522-0792	8:00 a.m. – 4:30 p.m. Monday-Thursday 8:00 a.m. – 4:00 p.m. Friday Summer: 7:30 a.m. – 4:00 p.m. Monday-Friday
After School Club 301 Hagen Street, Sterling	521-2737	7:30 a.m. – 5:30 p.m. Monday-Friday
Bus Garage/Transportation 428 W. Broadway, Sterling	522-3027	7:00 a.m. – 4:00 p.m. Monday-Friday
Maintenance 428 W. Broadway, Sterling	522-3004	7:00 a.m. – 4:00 p.m. Monday-Friday

KEY CONTACT INFORMATION

RE-1 Valley Board of Education Marty Smock, Board President c/o Hagen Administration Center 301 Hagen Street Sterling, CO 80751 (970) 522-0792 x1245	Office of the Superintendent Jan DeLay, PhD Hagen Administration Center 301 Hagen Street Sterling, CO 80751 (970) 522-0792 x1231
Compliance Officer Office of the Assistant Superintendent Ron Marostica Hagen Administration Center 301 Hagen Street Sterling, CO 80751 (970) 522-0792 x1230	Safety Officer Kim Krier, Hagen Administration Center, 301 Hagen St. (970) 522-0792 x1225 Mike Manuello, Maintenance/Transportation 428 W. Broadway Sterling, CO 80751 (970) 522-3027
Human Resources Director Kim Krier Hagen Administration Center 301 Hagen Street Sterling, CO 80751 (970) 522-0792 x1225	The Office of Civil Rights U.S. Department of Education, Region VII Federal Office Building 1244 North Speer Boulevard, Suite 310 Denver, CO 80204



HELPFUL WEB SITES

RE-1 Valley School District website:	http://www.re1valleyschools.org
RE-1 Valley Online Application:	http://www.applitrack.com/re1valley/onlineapp/
Health/Dental Insurance United Healthcare 855-828-7715	www.myuhc.com Advocate4Me@uhc.com
Vision Service Plan (VSP) 800-877-7195	www.vsp.com
Pilkington Financial Services <i>Life, Health, Disability Sales & Service</i> Cindy Pilkington or Sandy Zimmerman 970-522-6836	http://www.pilkingtonfinancial.com/
Elect Life Insurance Mutual of Omaha 800-775-8805	http://www.mutualofomaha.com/
Colorado Department of Education (CDE) Main Phone: 303-866-6600	http://www.cde.state.co.us
Colorado Public Employees' Retirement Association (PERA) 1-800-759-7372	http://www.copera.org
Social Security Administration 1-800-772-1213 Monday - Friday 7 a.m. to 7 p.m. Local: 5400 W. 11 th Street, Greeley 80634 800-772-1213 Monday - Friday 9 a.m. - 4 p.m.	http://www.ssa.gov/
Colorado Health Plan Plus (CHP+) 1-800-359-1991	http://www.cchp.org
Colorado Association of School Boards (CASB) 1200 Grant Street Denver, Colorado 80203-2306 303-832-1000 800-530-8430 303-832-1086 (FAX)	http://policy.ctspublish.com/re-1valley-casb/ Board of Education policies online
Colorado Association of School Executives (CASE) 4101 S. Bannock Street Englewood, CO 80110-4606 303-762-8762	http://www.co-case.org