



## **MANCOS SCHOOL DISTRICT RE-6**

355 West Grand Avenue      970.533.7748 (Phone)  
Mancos, Colorado 81328      970.533.7537 (Fax)  
[www.mancosre6.edu](http://www.mancosre6.edu)

# Employee Handbook 2023– 2024

## INTRODUCTION

Welcome to Mancos School District Re-6. This handbook is designed to provide you with information regarding working conditions, employee benefits and policies affecting your employment. You should read, understand and comply with all provisions of the handbook that are applicable to your employment. This book describes many of your responsibilities as an employee. Your signature on the Employee Handbook signoff will serve as evidence of your understanding and intent to comply with the guidelines and policies set forth in this handbook.

No handbook can anticipate every situation or question that may arise regarding policy. The need may arise to change these policies, and we reserve the right to revise, supplement or rescind them as necessary. It is always best to refer to policy. Current Policy is available in the Central Office and on the school website.

## NONDISCRIMINATION/EQUAL OPPORTUNITY

[Policy AC](#)

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

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

- “Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- “Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- “Sexual Orientation” means an individual’s identity, or another individual’s perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.
- “Gender Expression” means an individual’s way of reflecting and expressing the individual’s gender to the outside world, typically demonstrated through appearance, dress, and behavior.
- “Gender Identity” means an individual’s innate sense of the individual’s own gender, which may or may not correspond with the individual’s sex assigned at birth.

This policy and supporting regulation(s) will be used to address all concerns regarding unlawful discrimination and harassment. Alleged conduct regarding sex-based discrimination

and sexual harassment will follow the complaint and investigation procedures specific to this conduct.

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

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

### **Annual notice**

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

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

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

## **Harassment is prohibited**

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

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

## **Reporting unlawful discrimination and harassment**

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

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

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

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

## **District action**

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

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

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

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

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

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

### **Notice and training**

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

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

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

## **NONDISCRIMINATION/EQUAL OPPORTUNITY**

## **[POLICY AC-R-1](#)**

(Complaint and Compliance Process)

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

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

### **Definitions**

1. **"Compliance officer"** means the superintendent, who is responsible for receiving and investigating complaints of alleged unlawful discrimination and harassment in accordance with this regulation.
2. **"Aggrieved individual"** means a student, the parents or guardians of a student under the age of 18 acting on behalf of a student, a district employee, or member of the public who is directly affected by and/or is witness to an alleged violation of Board policies prohibiting unlawful discrimination or harassment.

### **Compliance officer's duties**

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

### **Complaint procedure**

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

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

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

The compliance officer must confer with the aggrieved individual and/or the alleged target of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than 10 calendar days following the compliance officer's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint.

Within 10 calendar days following the initial meeting with the aggrieved individual and/or alleged target, the compliance officer must attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if this individual is a student, their parents/guardians in order to obtain a response to the complaint. Such person(s) must be informed of all allegations that, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

At the initial meetings, the compliance officer must explain the avenues for informal and formal action, provide a description of the complaint process, and explain that both the target and the individual alleged to have engaged in prohibited conduct have the right to exit the informal process and request a formal resolution of the matter at any time. The compliance officer must also explain that whether or not the individual files a written complaint or otherwise requests action, the district is required by law to take steps to correct the unlawful discrimination or harassment and to prevent recurring unlawful discrimination, harassment or retaliation against anyone who makes a report or participates in an investigation. The compliance officer must also explain that any request for confidentiality will be honored so long as doing so does not preclude the district from responding effectively to prohibited conduct and preventing future prohibited conduct.

### **Informal action**

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

### **Formal action**

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

- a. statements by any witness to the alleged incident;
- b. evidence about the relative credibility of the parties involved;
- c. evidence relative to whether the individual alleged to have engaged in prohibited conduct has been found to have engaged in prohibited conduct against others;
- d. evidence of the aggrieved individual and/or alleged target's reaction or change in behavior following the alleged prohibited conduct;

- e. evidence about whether the alleged target and/or aggrieved individual took action to protest the conduct;
- f. evidence and witness statements or testimony presented by the parties involved;
- g. other contemporaneous evidence; and/or
- h. any other evidence deemed relevant by the compliance officer.

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

- a. the degree to which the conduct affected one or more student's education or one or more employee's work environment;
- b. the type, frequency and duration of the conduct;
- c. the identity of and relationship between the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged target;
- d. the number of individuals alleged to have engaged in the prohibited conduct and number of targets of the prohibited conduct;
- e. the ages of the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged target;
- f. the size of the school, location of the incident and context in which it occurred; and
- g. other incidents at the school.

The compliance officer must prepare a written report containing findings and recommendations for disciplinary or other action, as appropriate, and submit the report to the Board of Education within 10 calendar days following the compliance officer's receipt of the complaint or 10 calendar days following the termination of the informal resolution process.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, must be notified in writing of the final outcome of the investigation and all steps taken by the district within 10 calendar days following the Board's determination.

### **Hearing procedure**

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

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

The hearing must be informal and must be recorded. Formal rules of evidence do not apply. A student is entitled to be represented by their parent or by an attorney. A district employee

is entitled to be represented by an attorney or other representative of their choice. The complainant may appear at the hearing and is entitled to present testimony and other evidence. A district representative is likewise entitled to present testimony and other evidence. The hearing must be closed to the public.

Within 10 calendar days after the hearing, the hearing officer must issue a written decision based upon evidence presented at the administrative hearing, including any remedial or corrective action deemed appropriate. Remedial actions include measures designed to stop the unlawful discrimination or harassment, correct its negative impact on the affected individual, ensure that the conduct does not recur, and restore lost educational opportunities.

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

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

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

### **Outside agencies**

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

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

Federal Office of Equal Employment Opportunity Commission (EEOC), 303 E. 17th Avenue, Suite 410, Denver, CO 80203. Telephone: 800-669-4000. Fax: 303-866-1085. TTY: 800-669-6820. ASL Video Phone: 844-234-5122. Website: <https://publicportal.eeoc.gov/portal/>

Colorado Civil Rights Division (CCRD), 1560 Broadway, Suite 825, Denver, CO 80202. Telephone: 303-894-2997 or 800-886-7675. Fax: 303-894-7830. Email: [DORA\\_CCRD@state.co.us](mailto:DORA_CCRD@state.co.us)

(general inquiries), [DORA\\_CCRDintake@state.co.us](mailto:DORA_CCRDintake@state.co.us) (intake unit)

## **NONDISCRIMINATION/EQUAL OPPORTUNITY (NOTICE) [POLICY 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, Mancos School District does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

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

Todd Cordrey, Superintendent  
355 W Grand Ave, Mancos CO 81328  
970-533-7748      [tcordrey@mancosre6.edu](mailto:tcordrey@mancosre6.edu)

---

Name of employee designated as the Title IX Coordinator

Chrissie Miller, Business Manager  
355 W Grand Ave, Mancos CO 81328  
970-533-7748      [cmiller@mancosre6.edu](mailto:cmiller@mancosre6.edu)

### 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.

## TOBACCO-FREE SCHOOLS

[Policy ADC](#)

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

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

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school, including but not limited to the following:

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

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

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

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

## **COPYRIGHT COMPLIANCE**

## **[Policy EGAD](#)**

It is the intent of the district to adhere to the provisions of copyright laws in all areas, e.g., print, computer software, audiovisual materials, music, etc. Though there continues to be

controversy regarding interpretation of copyright laws, the district's intention is to make known that all district employees shall be expected to adhere to the provisions of law, rules and regulations concerning the use of copyrighted materials. Legal or insurance protection of the district shall not be extended to employees who violate copyright laws.

There shall be made available at the district level as well as the respective building levels information on copyright infringement and "fair use" guidelines for copyrighted materials.

## **OPEN HIRING/EQUAL EMPLOYMENT OPPORTUNITY** [Policy GBA](#)

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

Therefore, the district promotes and provides for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity applies to all people without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. The district will ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

## **SEXUAL DISCRIMINATION AND HARASSMENT** [Policy 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 policy [JLF](#).

Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

### **Notice of policy**

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

## **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 policy JLF.

Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

## **NOTICE OF POLICY**

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

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

[Policy 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.

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

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

### **Conflicts of interest - federally funded transactions**

Separate from state law and the Board's policies concerning district employees' standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of district employees whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, a district employee shall not participate in the selection, award or administration of a contract supported by a federal award if the employee has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in

or would obtain a substantial tangible personal benefit from a firm considered for a contract.

In addition, the UGG prohibits district employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

For purposes of this policy section only, "immediate family" means the employee's spouse, partner in a civil union, children and parents. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," district employees shall follow the standards of conduct and corresponding definitions applicable to local government employees under state law.

These minimum federal requirements are not waivable in connection with any transaction or contract to which they apply.

An employee who violates the standards of conduct set forth in this policy's section may be subject to disciplinary action, in accordance with applicable law and Board policy.

## **STAFF CONDUCT (AND RESPONSIBILITIES)**

[Policy GBEB](#)

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

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

### **Rules of conduct**

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

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

staff member has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

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

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

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

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

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

### **Child abuse**

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

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

### **Possession of deadly weapons**

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

### **Felony/misdemeanor convictions**

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor

traffic offense or infraction, the district must make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district must require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district or BOCES employee, or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints must be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the district must require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

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

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

### **Unlawful behavior involving children**

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

### **Notification concerning arrests**

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

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

### **Personnel addressing health care treatment for behavior issues**

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See the Board's policy

concerning survey, assessment, analysis or evaluation of students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

## **STAFF DRESS CODE**

## **[Policy GBEBA](#)**

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

### **Unacceptable items**

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

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

### **Exceptions**

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

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

## ALCOHOL AND DRUG-FREE WORKPLACE

## POLICY 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, 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.

## **STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS**

### **Policy GBEE**

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

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

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district technology devices to avoid contact with material or information that violates this policy. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet.

### **Blocking or filtering obscene, pornographic and harmful information**

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

## **No expectation of privacy**

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

## **Public records**

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

## **Unauthorized and unacceptable uses**

Staff members shall use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

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

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation

- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

## **Security**

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

Staff members shall not:

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

Any staff member identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

## **Confidentiality**

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

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student and district records in accordance with applicable district policies.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

## **Use of social media**

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

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional well-being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action up to and including termination.

## **Vandalism**

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

## **Unauthorized content**

Staff members are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.

## **Staff member use is a privilege**

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

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

## **School district makes no warranties**

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or

quality of information received. The school district shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

## **STAFF DISCRETIONARY LEAVE**

## **[Policy GBGG](#)**

Central to the district's mission is that the instructional needs of each student shall be the primary purpose of faculty and staff, and dependable attendance by staff is essential to student success.

Leave for reasons other than illness should be taken when it least impacts student learning, when it does not adversely impact co-workers or scheduling or otherwise potentially cause problems or hardships for students, programs, parents or colleagues.

All employees shall be allocated leave as follows:

- 12 month employee – shall be given 1 day per month (10 days leave)
- 11 month employee – 9 days leave
- 10 month employee – 8 days leave
- 9 month employee –7 days leave
- 9-month, 10-month and 11-month employees shall be given all leave days at the beginning of each contract year.
- Part-time employees shall earn leave at the ratio of time for each month worked to full time equivalence. This benefit is based on a full year employment. If employment ends prior to the end of the year then the annual leave will reflect a pro-rated amount and any excess leave taken will be adjusted in the final paycheck.

Eligible employees may use leave for any combination of illness, medical appointments, immediate family business (immediate is defined as parents, siblings, spouse, and children), childcare, for any leaves covered by Policy GBGE and GBGF, or other personal needs. Leave request due to illness needs to be submitted for approval immediately upon return to work.

A leave request must be approved by the principal and superintendent and shall be submitted in a timely manner in advance of the time requested when possible.

Discretionary leave is not to be used for vacation. Vacation is defined as more than two consecutive working days.

For each day of absence beyond the leave benefit, a deduction of one day's salary will be made. Abuse of this policy will result in a review with the principal.

A sick leave bank shall be available for all regular employees who voluntarily choose to participate. The bank shall be funded through investment of days by the participants. One day of leave must be contributed annually (depending on the bank balance) to the sick leave bank by the employee in order to be eligible. The maximum accumulation in the sick leave bank per year is 200 days. An employee must use all their leave before they can draw upon the Sick Leave Bank.

Employees may be allowed to donate a maximum of one day to another employee if that employee has no leave days left, and they do not qualify for the sick leave bank (with a maximum of ten days to the receiver). Such donations can be made in the event of illness or hardship.

A total of sixty (60) unused annual leave days may be accumulated and carried over from year to year. However, only current year leave is defined as annual leave. Carry over annual leave becomes sick leave only.

Employees who have accumulated 60 days shall be given their annual leave each *year*.

If an employee leaves the district, unused leave will be paid out as follows:

- At a rate of 20% of the current sub rate from 5 years of service to the district
- At a rate of 40% of the current sub rate from 10-15 years of service to the district,
- At a rate of 60% of the current sub rate for over 15 years of service

A three month written notice of retirement from the district for all licensed and classified employees shall be required for payment of unused leave and shall be subject to any outstanding indebtedness by the employee due the district. A written notice of resignation for all certified employees shall be required for payment of unused leave and shall be subject to any outstanding indebtedness by the employee due the district. A two week written notice of resignation for all classified employees shall be required for payment of unused leave and will be subject to any outstanding indebtedness by the employee due the district.

#### **Additional leave during a public health emergency**

In addition to the paid sick leave generally accrued, on the date a public health emergency is declared the district will supplement each employee's accrued paid sick leave as necessary to ensure that full-time employees who work 40 hours or more in a week may take at least 80 hours of paid sick leave and that employees who work fewer than 40 hours in a week may take at least the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period. The district may count an employee's unused accrued paid sick leave toward the supplemental paid sick leave.

An employee may use the supplemental paid sick leave until 4 weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- Self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;
- Caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- A determination from a local, state, or federal public official or health authority that an employee or a member of the employee's family that the employee cares poses a risk to the health of others;

- Caring for a family member when the individual’s school or place of care has been physically closed due to a public health emergency; or
- An employee’s inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take paid sick leave during a public health emergency.

### **Nondiscrimination**

The Board, the superintendent, other administrators and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who takes, attempts to take, or supports taking paid sick leave in accordance with this policy, files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act, or participates in an investigation, hearing, or proceeding related to such matter.

### **Notice**

To reduce unlawful discrimination and to ensure a healthy workplace environment, the administration is responsible for providing notice of this policy and the poster created by the Colorado Department of Labor and Employment to all district schools and departments. The policy must be referenced in employee handbooks and otherwise be made available to all staff through electronic or hard-copy distribution.

## **SICK LEAVE BANK**

## **[Policy GBGH](#)**

The purpose of the sick leave bank is to provide a source of sick leave for a district employee who sustains a long illness and uses up all accumulated leave or for the new employee who likewise sustains a long illness and does not have accumulated leave to use. An employee may also use sick bank leave to provide direct care for a family member or significant other who has sustained a long illness. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy.

An employee can draw from the sick bank after one full year of employment. Any employee who is entitled to sick leave may donate one day of sick leave to this bank thereby becoming a member. If the balance in the bank drops below 100 days, member employees will be asked to donate one additional day if they wish to stay eligible for this benefit. If the total accumulated days rises above 200, any employee who has donated one day per year for three years will no longer be asked to donate additional days, until the total accumulation drops below 100 days. The donation of days will be at the beginning of each school year.

The bank will be administered by a committee of three employees, including one teacher, one classified employee and one administrator. The committee will determine the validity of the member employee's request and determine whether the request will be denied, granted or granted in part. In making these determinations, the committee will give consideration to the following factors:

1. Member's past conservation and fair use of leave policies.

2. The seriousness of past and current illnesses and injuries.
3. Any unusual circumstances involved.

Further, in making these determinations, the committee will review information presented by member employees and may consider information available from any other source.

Members will make written application to the sick leave bank committee (through the superintendent's office) for use of the sick leave bank. The committee may request a letter from the attending physician stating that the individual was not able to perform the normal duties of the job.

A maximum of 60 days per school year may be awarded.

The sick leave bank committee will notify the applicant and the superintendent's office of its decision in written form.

A member employee withdrawing from the sick leave bank may not withdraw contributed days.

Enrollment in the sick leave bank is limited to the first month of employment or between September 15 and October 1 of each year.

## **PROFESSIONAL STAFF INDUCTION PROGRAM**

[Policy GCHC](#)

The district shall join with other school districts which belong to San Juan BOCES, to offer an induction program for the continuing professional development of teachers, specialized service professionals, principals and administrators with initial licenses just entering the profession.

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 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, the district's academic standards, professional educator standards, and educator roles and responsibilities.

A mentor shall be selected for each 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 BOCES, 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.

The BOCES Executive Director shall make a recommendation regarding the completion of the induction program. The BOCES Executive Director shall be responsible for recommending the inductee 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.

## **SUPPORT STAFF VACATIONS AND HOLIDAYS**

[Policy GDD](#)

All twelve-month employees shall be granted a vacation of ten (10) days per year after the completion of one year on the job and fifteen (15) days per year after the completion of five years on the job. Vacations normally must be taken during the summer months unless special arrangements are made with the immediate supervisor. Vacation time may not be accrued and carried over into another year without Board approval and superintendent recommendation. The number of vacation days used each year may not exceed the number of vacation days given in any year.

The following holidays shall be observed by twelve-month employees:

- Labor Day
- Thanksgiving Day [two (2) days]
- Christmas and New Year's [five (5) days total]
- Martin Luther King Day (depending on calendar)
- Presidents' Day
- Spring break [two (2) days]
- Memorial Day
- Fourth of July

In the event the holiday falls on a weekend, either the Monday following or the Friday preceding may be granted as the holiday.

Contracts for 12 month employees may be addressed yearly to reflect changes in the school calendar and holiday. Recommendations for additional holidays added to 12-month employee contracts will be made by the Superintendent and approved by the Board of Education.

For any 9 or 10-month employee who moves to a 12-month position, eight (8) days of vacation will be granted during the first year, providing the employee has been with the district five or more years.

Holidays and vacations for nine, nine and one-half, and ten-month employees shall be the regular school calendar.

*Policy GDD was last revised: October 8, 2018*

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

**[Policy JLDAC-E](#)**

PPRA affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - a. Political affiliations or beliefs of the student or student's parent/guardian.
  - b. Mental or psychological problems of the student or student's family.
  - c. Sex behavior or attitudes.
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior.
  - e. Critical appraisals of others with whom respondents have close family relationships.
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
  - g. Religious practices, affiliations, or beliefs of the student or parents/guardians.
  - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  - a. Any other protected information survey, regardless of funding.
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:
  - a. Protected information surveys of students.
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
  - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor ("eligible student") under state law.

The district will develop and adopt policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The district will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or electronic mail, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent/guardian to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents/guardians at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## ADDITIONAL EMPLOYMENT AND BENEFIT INFORMATION

### Address Change

All employees are responsible for providing their current address, phone, and other pertinent information to the District Office.

### Certification/Licensure

No teacher may be paid a salary until he/she is properly certified/licensed by the Colorado Department of Education. A copy of that certification/license shall be filed in the personnel record at the District Office. Official transcripts shall also be on file for earned degree as well as coursework beyond that degree. A current and appropriate certification/license with an endorsement appropriate to the employee's assignment is considered a condition for employment.

### Coaching

All coaches shall be aware of and follow all CHSAA rules and regulations and be CHSAA certified or pursue CHSAA certification within a reasonable time after initial employment.

### Direct Deposit

Mancos School District requires direct deposit for all employees and payroll will be deposited into a financial institution of their choice. The employee shall sign a direct deposit authorization form with a copy of a voided check or savings deposit slip attached to the form and return it to the Business Office.

### Employee Contracts

Certified staff contracts shall be issued no later than June 1 for the following school year. Certified staff who choose not to return to work for that year must inform the Board no later than thirty (30) days prior to the start of their contract. Administrators must give at least 30-day written notice to the Board. Employee contracts will not be valid without official transcripts which match the contract. Classified staff shall be issued an agreement informing them of their assignment for the following school year. This contract may be terminated by either party giving two weeks' notice.

### Fundraising

A fundraising request form must be submitted to the Athletic Director for approval of the event. Fundraising activities shall be limited to what is needed for the group, organization, team, or class to function. All fundraising activities must provide a service. All money raised during a fundraising activity shall be collected by the sponsor and a receipt given to or log kept of each student's contribution. **All money collected shall be turned in to the central office in a timely fashion. *No fundraising money shall be kept in a sponsor's classroom or desk.***

## General Safety Rules

These general safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed at this organization. It would be impossible to cover every work situation. If you are in doubt about the safety of any condition, practice or procedure, consult your supervisor for guidance.

1. **Accident Reporting:** Report all accidents or near misses to your supervisor before the end of your work day.
2. **Blood-borne Pathogens** – All employees are reminded to wear protective equipment when dealing with/treating any open wound.
3. **Hazard Reporting:** Employees are responsible for notifying a supervisor immediately of any unsafe condition and/or practice. For example: damaged electrical cords, obstructions of hallways, stairs, or exits, tools that have become dull with use, and items improperly stored.
4. **Alcohol or Illegal Drugs:** No illegal drugs or alcohol will be allowed on the worksite. Employees will notify their supervisor of any prescription drugs that might affect their judgment.
5. **Seat Belts:** All employees who drive or ride in district vehicles or are on district business and drive their own vehicles must wear seat belts.
6. **Cell Phones:** the use of cell phones for talking or texting while driving a District vehicle is prohibited.
7. **Horseplay:** Wrestling, running, pushing, throwing any item in play or other disorderly conduct is forbidden while on the job.
8. **Machinery:** Report broken or malfunctioning equipment to your supervisor immediately. Only trained, authorized employees are permitted to service or repair equipment and then only after deactivating all energy sources and locking out equipment. Only authorized machinery with all required guards will be used. If you are not familiar with the safety operation of a piece of machinery, ask your supervisor for instruction.
9. **Hazardous Materials:** Follow proper use and handling instructions for all hazardous materials, including labeling and storage procedures. Do not use a chemical if you are unfamiliar with the hazardous properties or have not received and been trained on the required protective equipment.
10. **Housekeeping:** All employees are required to keep their work area clear of debris or other tripping or slipping hazards. All debris must be disposed of properly in designated areas.
11. **Personal Protective Equipment:** Employees must practice proper use, care and storage of personal protective equipment.
12. **Fire Extinguishers:** Staff members should be aware of the location of the nearest fire extinguisher, and know how to use it.
13. **Signs/Labels:** Pay attention to all signs and labels. They are present as reminders for safety.

14. **Drinking Water:** Employees should notify their supervisor if any change in the taste or clarity of the school's drinking water supply is noted.
15. **Hygiene:** It is each employee's responsibility to maintain personal hygiene at all times, but particularly when working with hazardous chemicals. Eat only in designated areas and always wash your hands before and after eating.
16. **Storage:** All items should be stored so that they can be reached without lifting, twisting, reaching, or bending. Items should be stored so that they will not fall on anyone. Shelves should be secured and adequate to hold contents. All combustible material should be stored away from any heat source.
17. **Concentrate:** Most accidents can be avoided by concentrating on the job to be done. Always be aware of your surroundings and what is going on around you. Safety is a full-time job.

### **Designated Medical Providers for Work-Related Injuries and Illnesses**

All employees must obtain treatment for *work-related* injuries from one of the following medical providers:

#### **Southwest Walk-In Clinic**

1413 N. Mildred Road  
Cortez, CO 81321  
(970)564-1037

#### **Southwest Memorial Primary Care**

1311A N. Mildred Road, Suite D  
Cortez, CO 81321  
970-564-8556

#### **Four Corners Occupational Medicine**

2577 N. Main Avenue  
Durango, CO 81301  
(970)247-8382

#### **Animas Occupational Medicine**

450 Camino Del Rio STE 106  
Durango, CO 81301  
970-385-2390

In the event of a life- or limb-threatening emergency, you will be sent to the nearest emergency medical facility. However, one of the medical providers designated above **must** provide all follow-up care.

***If an unauthorized medical provider treats an employee, the employee will be responsible for payment for said treatment.***

All employees must acknowledge receiving a copy of this policy.

## **Jury Duty**

Employees of the school district shall be excused for jury duty with no jeopardy to their employment or compensation. Substitutes, when necessary, shall be obtained in the usual manner and paid by the district. (*See Policy GBGK Staff Legal Leave.*)

## **Pay Procedure**

Salaries of all employees shall start with the effective contract date and shall be paid over twelve (12) months. Employees shall be paid on the 26<sup>th</sup> of each month. When the 26<sup>th</sup> falls during a holiday or weekend, payday shall be the Friday preceding the holiday or weekend. If a time card is used, time cards shall be turned in to the District Office seven days before pay day.

## **Personnel Records**

All employees shall submit a W-4, I-9, PERA form, signed Drug-Free Policy Statement, an application including references, Personal Employee Information form, any form required for insurance, Employee Handbook form. They are also required to provide employment eligibility verification. This may include: passport, certificate of U.S. citizenship, certificate of naturalization, alien registration card, driver's license, military I.D. card, original social security number, birth certificate, and un-expired INS employment authorization form.

## **Sponsor / Extra-Curricular Pay**

Teachers shall sponsor extracurricular activities when requested by the administration. Those who are assigned duties which require extra time or responsibilities over and above their contractual obligations shall receive extra compensation. Coaches shall be paid salaries that are commensurate with the approved salary schedule for such a position reflective of years of experience. Extracurricular activities are not limited to teaching staff. Other staff persons may also be a sponsor and receive supplemental pay according to those salaries set by the Board.

## **Staff Conduct**

It is the expectation of the Mancos School District Re-6 Board of Education that all staff members present themselves in a professional and positive manner whether on or off campus. Being a positive role model to students, parents, and the community is important and expected by the Board.

## **Staff Fringe Benefits**

In addition to the employee's regular salary and various types of leave provisions, it is the policy of the school district to provide other benefits and services for employees as described below.

### **Game Admittance**

Staff member and one other guest may enter district league home games free of charge.

### **Health Insurance**

All employees of the district who are employed thirty (30) hours per week or more are eligible to belong to the district's health plan. The district shall pay the employee single share of medical insurance less a per month employee contribution as determined by the Board of Education. A family plan is available at the discretion of the employee.

District participation in this plan may be terminated at any time at the discretion of the Board of Education providing that a sixty (60) day notification of the eligible participants is given.

### **Public Employees' Retirement Program**

By law, all employees must join the Public Employees' Retirement Association (PERA) under which the employee and the school district each contribute a percentage of the employee's salary toward a retirement plan.

### **Section 125 Flexible Benefit Plan**

A Section 125 Flexible Benefit Plan allows the employee to use "pre-tax" dollars to pay for certain benefits. By implementing this plan, the employer is helping the employee to reduce taxes and increase disposable income. The cost saving advantage of the plan is simple. Benefit costs or insurance premiums paid under the plan are paid on a pre-tax basis.

### **Tax Sheltered Annuities**

The Mancos School District provides withholding services from employees' paychecks for tax sheltered annuities on the authorization of the employee and as provided by statute, subject to the following conditions:

1. Annuities will be purchased from approved agents on file.
2. The responsibility of the district shall be limited to that provided by statute and the withholding and submission of payments.

### **Workmen's Compensation**

As required by law, the school district shall carry workmen's compensation insurance. Should an employee be injured while at work, he/she is entitled to the benefits provided by the workmen's compensation law. It is essential that an injured employee fill out a claim form with the district within 24 hours. Please reference the information on page 34 of this handbook for further information. (*See [Policy GBGD - Workmen's Compensation](#)*)

## **GENERAL INFORMATION**

### **Accidents**

It shall be the policy of the Mancos School District Re-6 and Board of Education to guard against accidents by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on district property or at school-sponsored events. Staff shall adhere to recommended safety practices pertaining to the school, special areas of instruction, student transportation, school sports, occupational safety, etc.

A *Workman's Compensation Incident Report* shall be completed for any employee accident. A *Mancos School District Accident Report* shall be completed for any accident involving a student, visitor, and others present on district property or at school-sponsored events. Reports shall be filed with the school and/or district within 24 hours. (*See [Policy GBGD - Workmen's Compensation](#)*)

## Cafeteria

Staff may choose to purchase daily meals or a la carte items for the amount as adopted each year.

## Chain of Command

Always take the most direct route to solve a problem. Should a problem occur with another staff member, go to that person first. If the staff member cannot solve the problem, go to the principal. If the principal cannot solve the problem, see the superintendent. If the superintendent cannot solve the problem, then go to the Board.

Proper chain of command:

Staff Member  
Building Administrator or Immediate Supervisor  
Superintendent  
Board of Education

## Communication

As in any business relationship, communication is the key to better understanding. Please communicate all information in a positive, yet efficient manner.

## Complaints and Grievances

If an employee has a complaint or grievance, the chain of command must be respected and followed. Getting the facts can often minimize complaints. It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee is assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

The protocol set up for the resolution of grievances begins at the lowest administrative level and proceeds upward to the Board. Any employee of Mancos schools who has a grievance to present and who desires to consult the Board about it shall be required to present it to the whole Board in writing and confirm that the chain of command has been honored. Such extreme action must not be undertaken, however, except as an appeal from the superintendent's decision; in turn, no appeal should be made to the superintendent unless satisfactory settlement cannot be made with the principal and duly documented. (*See Policy [GBK Staff Concerns, Complaints, Grievances](#) and [GBK-R Staff Concerns, complaints, grievances - Regulation](#)*)

Complaints received from the public need to be handled in a professional manner. If an employee receives a complaint from a parent or student, the employee shall direct that person to the appropriate party who may handle that concern. (Example: if a parent has a complaint regarding the time the bus picked their child up, that parent should speak with the transportation director.) (*See [Policy JII Student Concerns, complaints, grievances](#) and [JII-R Student Concerns, complaints, grievances - Regulation](#)*)

Issues and complaints should never compromise the learning experience for students. All district staff is reminded to exercise professional restraint when considering engaging students in grievant or contentious district issues. Engaging students in a school setting to air personal or professional grievances is not acceptable.

## Confidential Information

As an employee for the public school district many employees will be privy to very confidential information regarding students, parents, families and sometimes employees. It is imperative that employees keep this information to themselves, in complete confidentiality. Please review and be familiar with the requirements of the Family Education Rights and Privacy Act (FERPA).

## Cumulative Permanent Records

Student cumulative records are kept in the school offices. Only certified staff and office personnel are allowed access. The only persons who may view a school record are the child himself, a parent or legal guardian, or professional school personnel who have a legitimate interest.

## District Vehicle Use

In order to use a district vehicle, an employee must have passed all requirements/tests annually. It is the responsibility of the employee to operate the vehicle as instructed. Seat belts shall be used by all passengers in the vehicle. Talking on a cell phone, or texting, while driving a district vehicle is prohibited. Employees are required to complete paperwork as needed for a trip well in advance of the requested trip. Each employee must do their part in keeping the vehicles clean and in good working order. It is the responsibility of the employee to report to the Transportation Director any damages to a school vehicle while in their use.

## Employee Lists

A list of employees' names, addresses, phone numbers and birth dates shall be distributed for staff use. This information shall remain confidential.

## Equipment

All equipment shall be the responsibility of the individual employee under whose direction the equipment is used. The responsibility shall include inventory, maintenance and care of the equipment. Authority for the use of such equipment shall be restricted to those participating in prescribed programs only. ***Classroom and lab doors shall be closed and locked whenever the room is not in use.***

During the summer break, staff may check-out some equipment. Employees are responsible for that equipment. All items shall be checked-out and checked-in through the school and/or District Office. A form is available on the District's Web site.

## Facility Use Agreement

When it is necessary for an employee or community member to have an organization or activity in the building at night or on weekends, procedure shall be followed. A Facility Use Agreement can be obtained from administrative assistants in each school and/or District Office or on the District's Web site at [www.mancosre6.edu](http://www.mancosre6.edu)

## Policies

Policy can be accessed on-line at the district web page, [www.mancosre6.edu](http://www.mancosre6.edu).

## **Instructional Staff Assignments and Transfers**

The assignment of instructional staff members and their transfer to positions in the various schools and departments of the district shall be the responsibility of the building principal.

A teacher's written request for transfer shall be granted whenever the best interests of the school will be served as determined by the building principal and whenever a request for a transfer is made, it is ethical and desirable in most cases for all parties concerned to discuss the merits of the request in an effort to arrive at a common understanding.

## **Purchase Requisitions**

Staff shall abide by the following process to purchase items needed for instructional or non-instructional use.

An employee who wishes to make a purchase must:

- Fill out Purchase Requisition through Aptafund.
- Complete the Purchase Requisition identifying:
  - Vendor Name, Address, Telephone & Fax
  - Quantity and Unit
  - Item Number
  - Description
  - Unit Cost
  - Total Estimated Cost
- Submit completed requisition.
- The Principal/Department Director will approve the Purchase Requisition and forwards it to Central Office.
- Central Office Administrator/designee will check in and distribute all received orders.

Purchases should be planned in advance. Priority preference will not be given to rush orders.

Staff members wanting to make a purchase at a local retail store shall have their purchase order approved by the principal/department director prior to making the purchase. Upon approval of the purchase order, credit card shall be given to the employee by the school secretary to take with them along with the final purchase order to make the purchase. The card shall be returned to the school office as soon as possible.

Reimbursements to staff members will not be allowed.

Note: Activity Fund requisitions must be filled out in paper form.

## **School Board Meetings**

Regular Board of Education meetings are held on the third Monday of each month at 7:00 p.m. unless otherwise set by action of the Board. These meetings are open to the public. Agendas for the meetings are posted on the school website.

All staff members are to refrain from planning school activities on the same night as a Board meeting.

## **Snow Policy**

The superintendent is empowered to close the schools, call a delayed start or dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health, or welfare of students or staff members. It is understood that the superintendent will

take such action only after consultations with appropriate authorities. The Board shall ratify the closing at its next regular meeting.

The Reverse 911 system will be activated to notify parents and students, by phone, regarding a closure or delay. The local radio stations shall be contacted and asked to make announcements concerning the closing. Announcements shall be made between 6:00 a.m. and 7:00 a.m.

### **Staff Dismissal**

The Board of Education shall follow procedures established by law for the suspension and dismissal of teachers and support staff. (See policies: [GCQF](#) *Discipline, Suspension and Dismissal of Professional Staff* and/or [GDQD](#) *Discipline, Suspension and Dismissal of Support Staff*.)

### **Transportation Requests**

Requests for a vehicle shall be made two weeks prior to needing the vehicle. Failure to do this may result in a vehicle not being available. Requests for extended field trips of over 100 miles or out of state must be made at least three months prior to the proposed activity.

### **Workshops**

Staff may request to attend meetings, conventions, or workshops that are designed to advance the professional competency of the job assignment. Requests shall be made in Aptafund with a Leave Request along with a Purchase Requisition. In addition, a school vehicle request, hotel accommodations/recommendations, etc., shall be submitted within a reasonable amount of time prior to the conference. Failure to do this could result in the request being denied. The district shall pay up to \$50 per day for meals on overnight stays. Receipts must be turned in after the conference. Prior to leaving for the conference it is up to the employee to make arrangements to pick up necessary checks, credit card, etc., with the business manager or assistant business manager.

Staff shall use a school vehicle whenever possible. If no school vehicle is available and official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board. This rate is 62.5¢ per mile. If staff chooses to use their own vehicle, the school will reimburse gas only, when receipts are presented. Receipts shall be dated within the boundaries of authorized dates. If a staff member chooses not to take the transportation test required to drive district vehicles, vehicle travel will be at his/her own expense. (See policy [DKC](#)-*Expense Authorization/Reimbursement*).

Employees may be required to share information they gathered from the workshop with other employees.