



# **Centennial School District R-1**

## **Personnel Handbook**

### **2023-24 School Year**

## INTRODUCTION

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Centennial Staff,

The Centennial School District is pleased to have returning staff back with us and is excited to have the new staff become members of our school family. The summer never seems to last long enough and I hope that everyone was able to get away for some time and not be concerned with the daily tasks associated with being in school.

The district and I continually feel that education staff in general are under appreciated and continue to have more asked of them. Every day each one of you takes time to build relationships, help students during their time of need, take time to listen to their stories, and ensure they receive the education they deserve. Our students bring with them any number of issues and each of you is willing to take the time to work with them as exemplified on numerous occasions that I personally have witnessed and/or been a part of. The students have dreams and aspirations of their own and each one of us can ensure they don't lose sight of those dreams and aspirations and help guide them along their journey. The foundation you set will enable each one of our students to be successful not only with their education but with life skills too. Please take time during the school year to just ask students "how are you doing?" It has been proven when we genuinely engage with students and show genuine care for them that their engagement with school increases. With the number of students we have and the number of staff we have, if you ask a different student every other day each one of them will be asked several times over that question throughout the year. The students will frustrate us, will challenge us, will cause us to question why we are in education, and it is then that you must take that deep breath and realize what you do does make a difference and something you have taught them they will carry with them even after leaving our building and pursuing their dreams and aspirations.

Please take time to also engage with your colleagues and ensure he/she is doing ok too. We cannot forget about ourselves and knowing that the field of education is becoming more challenging, and more responsibilities are being placed on the already full plates of staff, the wellness of all is crucial to a successful school year. I also ask that you laugh and have fun with each other and the students. Laughing and having fun is one of the best ways to alleviate everything else being asked of you and we all, students, staff, our school community deserve to have fun and laugh with each other. I truly appreciate all that each of you does every day and the dedication you give to the district and the profession of education. The students and school community are fortunate to have each of you providing the education each student deserves. Thank you for all that you do for Centennial School District R-1.

Toby Melster  
Superintendent  
Centennial School District R-1

## DISTRICT VISION AND INSTRUCTIONAL GOALS

The vision for education at Centennial School is to provide the best education for all students through excellence and equity in learning. Our goal is to prepare all students to be college, career, and community ready by providing them quality learning experiences across all grade levels and content areas: *Every student, Every day*. We will accomplish this goal by focusing on the following areas with our students:

1. Mastery of basic knowledge and skills embedded in the Colorado Academic Standards
2. Development of safe learning environments that foster positive self-concepts in students while responding to the physical, emotional and social needs of all students
3. Development and enhancement of technology and computer skills
4. Development of appreciation for the arts, creativity and aesthetic appeal
5. Expecting all students to achieve to their maximum potential

There are five school-level factors associated with school effectiveness that we will use to help us grow to achieve our vision. The order in which they are listed represents their order of impact on student achievement. These factors represent the goal areas for our school improvement work, professional learning, and PLCs:

1. Development of a guaranteed and viable curriculum aligned to the Colorado Academic Standards
2. Providing challenging goals and effective feedback for both students and educators
3. Engaging parents, families and community in the education process
4. Creating a safe and positive environment through PBIS, trauma-informed and restorative practices
5. Adhering to principles of collegiality and professionalism

## GENERAL STAFF TEACHER, OFFICE, FOOD SERVICE, & MAINTENANCE, TRANSPORTATION, AND CUSTODIAL RESPONSIBILITIES

The major function of every teacher and staff member is to provide an educational environment and effective instructional program within the classroom that will continually improve student productivity. Please remember that each teacher is a representative of the school system. **In many cases the public will judge the entire school system by the actions of one individual.** It is the responsibility of each staff member to see that the organization is reflected in the most favorable manner. As an organization based on service to the children and parents in the community, the first responsibility must be to the students and their welfare. The highest quality of education can be attained only by a continuous effort to improve and maintain the school system through a cooperative, efficient, and congenial group of associates. Therefore, let us make every effort to work well together and display enthusiasm in what we are doing. As a teacher, you are entirely responsible for the educational environment and student activities in the classroom. If anything happens to a student within the room while you have momentarily stepped out, you are still legally responsible. **Therefore, always stay in your classroom** during the period unless an emergency arises. You will need to call the front office at ext. 3322 if you need to leave your class unsupervised. The administration will in most cases be available in such situations. While many of the topics covered above refer to the responsibility a teacher has there are still many topics which need to be mentioned merely because they are a part of the daily routine. These topics are listed below with a short statement concerning each.

Be sure to review Policy GBEB which stipulates rules of conduct for all school personnel. It reminds us that it is our responsibility to familiarize ourselves with and abide by the laws of the state, the policies of the Board, and the regulations designed to implement them.

Policy GBEB details rules of conduct concerning information disclosure, acceptance of gifts, felony/misdemeanor convictions, child abuse, and possession of deadly weapons.

It also outlines the following responsibilities of all employees:

- Faithfulness and promptness in attendance at work.
- Support and enforcement of policies of the Board and the regulations of the school administration in regard to students.
- Diligence in submitting required reports promptly at the times specified.
- Care and protection of school property.
- Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students including the need to ensure that students are supervised at all times.

**ALL SCHOOL EMPLOYEES ARE LEGALLY OBLIGATED TO REPORT INSTANCES OF SUSPECTED CHILD ABUSE OR NEGLECT. Refer to Board Policies JLF and JLF-R.**

### **Building Hours for Staff:**

Monday-Thursday: 6:30 a.m. - 9:30 p.m.

Friday: 8:00 a.m. - 3:00 p.m.

Saturday-Sunday and after hours: Use Security Code

### **Teachers' Hours:**

Teachers are to be on duty from 7:45 a.m. to 4:20 p.m. and are expected to notify the school office if it is necessary to leave school during their planning period.

Due to the four-day school week, teachers and staff are strongly encouraged to make doctor and dental appointments on Fridays or as late as possible in the afternoon.

### **Nondiscrimination/Equal Opportunity**

As detailed in Board 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, national origin, religion, ancestry, or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall 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 race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and federal law.

### **Professional Appearance:**

Teachers are expected to appear neat, clean, and professional. A teacher's appearance can have a positive effect on students if their dress is neat and sets a good professional example. Refer to Board Policy GBEB.

### **Faculty Meetings:**

Faculty meetings will be scheduled each Wednesday beginning at 4:30pm. All staff members are required to attend.

### **Committees:**

All staff are expected to serve on at least one committee. Possible committees include: Building Leadership Team, PBIS, Accountability, Parent Involvement, Curriculum, and/or other committees that are needed for effective program evaluation and implementation. All committees will report progress regularly to the staff and seek input on recommendations.

### **Fire and Emergency Evacuation:**

There are times when emergency evacuation of our school building is necessary. In these times we as professionals are expected, as always, to perform in a well-organized and rational manner. It must be emphasized that each teacher is directly responsible for each student under his/her supervision. Consequently, the following procedure is developed with the hope of being both natural and expeditious.

1. Each classroom shall have an emergency exit sign posted near the door for rapid and safe evacuation. Be familiar with this posted sign and bring it to the attention of every student.
2. Always have an alternate method of escape in mind, if necessary.
4. Take grade book and attendance book. (You must have these in your possession when you leave the building. Regular checks for preparedness in this area will be conducted during drills)
5. Have students calmly exit the building with you present for constant supervision.
6. Close classroom door and unlock if necessary. (Doors are to remain unlocked at all times.)
7. Lead students to a safe distance from the building and proceed to the baseball field.
8. Once outside, check attendance to ensure that all students are safely out of the building.
9. Report an unaccounted student to the administration immediately with possible recommendation of where student may be located inside building.

### **News Releases:**

All news releases must be cleared with the principal or superintendent before publication. This includes club or class news and posters which are placed downtown or in the school buildings. Please spell correctly and use proper grammar. This also includes notes sent home.

### **Staff Use of the Internet and Electronic Mail**

Policy EGAEA Electronic Mail and policy EHD Staff Use of the Internet set forth general rules and practices including the following: "All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectation of privacy when using the electronic mail systems."

"Staff use of the Internet is a privilege, not a right. General rules for behavior and communications apply when using the Internet. Failure to follow the acceptable use procedures will result in the loss of the privilege to use this tool and may result in disciplinary action."

In order to provide for the appropriate use of the Internet in keeping with Board of Education policy, an "Acceptable Use Agreement" has been developed. A copy of this agreement is included in this manual and will need to be signed before a staff member is issued an Internet account or for continuation of his/her Internet Access for the 2012-13 school year.

### **Building Maintenance:**

If a teacher has a request for special maintenance to be done, a District maintenance form should be filled out and submitted to our Maintenance Director.

### **Library:**

Teachers are encouraged to use the library for class work and research. However, as a professional courtesy, teachers are required to make arrangements with the librarian ahead of time when making use of the library. **Staff members should stay with the class at all times when using the library as it is not the responsibility of the librarian to monitor students while they are in class.** All materials taken out of the library should be checked out with the librarian.

If you are going to send a student to the library during the school day, they **must have a signed pass along with the purpose of their visit.** You should not send more than 2 students to the library at a time to work independently. They are also required to sign in and out with the librarian

### **Homework:**

It is to be understood by students that there will be homework in all classes. A general guideline for assigning homework should be 10 minutes per grade level. Because students often attend more than one class in a day, it is important that teachers realize a student may be going home with up to seven assignments each day.

**Classroom and School Cleanliness** - A significant part of creating a safe and orderly learning environment for all students involves cleanliness and organization in the classroom. Teachers shall consider the following as they organize their classrooms:

1. Train your students to be good housekeepers
2. An empty room should not look messy
3. Desks should be cleaned regularly. This is especially important after any food is consumed in the classroom
4. Nothing is to be left on the floors at night that would interfere with the custodians cleaning
5. Each class is responsible for keeping the classroom clean
6. Teachers are expected to keep rooms clean and organized
7. No excessive paper, spills, glitter, or craft supplies should be left on the floor
8. Teachers are expected to set a good example for students by keeping shelves, counters, tables, and their desk area neat and organized.
9. Teachers need to minimize the number of items stored in the classroom to those actually needed by students and teachers; a cluttered environment should be avoided.
10. Doors should be locked, and lights turned off whenever a classroom is empty.
11. Never leave a purse or other valuables in an unlocked area when you are out of the classroom

### **Transportation:**

On out of town trips, students are required to travel to and from an event in the same bus or vehicle in which they are assigned by the school---Unless written permission is given by their legal parent/guardian to ride home from an event with his or her parent/guardian. **UNDER NO CIRCUMSTANCES DOES THE SCHOOL AUTHORIZE STUDENT DRIVERS FOR SCHOOL SPONSORED ACTIVITIES.**

### **TRANSPORTATION REGULATIONS & RULES**

State of Colorado Laws are shown in italics with any special procedures required by the District shown below the specific law. Any questions concerning these regulations should be directed to the Transportation Director.

#### ***4204-R-202.02 Activity trip operator:***

*Activity trip operators transport students on events sanctioned by the school district...*

*202.02 (a) Small vehicle (15 or less capacity) activity trip operators shall meet or exceed the following requirements before transporting students:*

- 1) Possess a valid operator's license.*
- 2) Be a minimum of 21 years of age.*
- 3) Motor vehicle record check (annual) (207.02)*
- 4) Appropriate operator training for type of vehicle (207.04).*
- 5) CDE small vehicle written test (annual) {207.06(b)}.*

Annually at the beginning of the school year, forms will be available to check the motor vehicle record of each employee who will be driving a school vehicle, even if not transporting students.

The CDE small vehicle written test is required annually. Please contact the transportation director for details.

#### ***4204-R-214.00 Pre-trip Vehicle Inspection***

*214.01 Each school transportation vehicle shall have a daily pre-trip inspection performed and documented by the school transportation vehicle operator, or a district/service provider authorized transportation employee, prior to the vehicle being placed in service. The pre-trip inspection requirements shall include as a minimum: service brake test, park brake test, lights (inside and outside), mirrors, emergency equipment, emergency door(s), wheels, tires, wipers, horn, and exhaust system.*

All of these inspection requirements are completed by the transportation department prior to the vehicle leaving. Any overnight trips will need to be re-inspected prior to traveling that day.

### **Property Accounting:**

Each teacher will be responsible for a room inventory that includes furniture, curriculum, books, and materials. Teachers are responsible for the revision, additions, and deletions of the inventory each year. An inventory will be given to staff members at the beginning of the school year and must be returned, with corrected information; during staff member check out's in May. This property includes technology such as document cameras, staff and student computers.

### **Academic Awards and Commencement Exercises:**

The final product of teaching is honored on these occasions. This important function of education is financed by the public and the public has a right to see teachers in attendance. *All teachers are expected to attend these activities.*

### **Student Discipline:**

Without good and consistent discipline, the most informed and intelligent staff member will be ineffective. Most teachers learn rather rapidly that a firm, but fair hand is most effective. Teachers are responsible for using PBIS principles and tools when implementing student discipline procedures. Staff responsibility towards discipline does not end at your classroom door. Teachers are responsible for using PBIS to monitor the conduct of all students whom they may encounter anywhere on the school grounds, in the halls, gymnasium, or washrooms. Generally, a word or two is all that is needed. Never ignore a situation which requires the use of your authority.

### **PASSES**

#### **Student Pass Policy**

**ALL** students who have been absent should not be admitted to class without a pass. If a student is late from one class to another, a tardy slip should be obtained from the teacher who detained the student. Student passes must be turned in to the office at the end of each day by the last period teacher, not the student.

**Excused Admit and Tardy Passes** will be issued to students with a valid excuse. Students with these passes are allowed to make up work they have missed as stated in the policy manual. Students will receive a minor referral if the tardy is unexcused (Follow Handbook Policy).

**Unexcused Admit Passes** will be issued to those students with invalid or no excuses. These students are allowed to make up work consistent with the policy manual. Validity of excuses is determined by the administration.

**Hall Passes** are required by any student in the hall when classes are in session.

#### **Absence, Leave, and Tardiness**

If it is necessary for a staff member to be absent from school, arrangements should be made in the school office as far in advance as possible. If a substitute is required, it is the teacher's responsibility to notify district administration as early as possible. Teachers may

make substitute arrangements with the district secretary during regular school hours. In cases of emergency, teachers must contact either the principal or district secretary by phone by the night before or no later than 6:30 a.m. on the day the teacher will be absent. Teachers who consistently call late may be denied leave and may be subject to disciplinary action including a written reprimand to be held in the district's file. A teacher who has been absent shall call the district secretary prior to 3:30 p.m. and indicate whether or not he/she plans to return the following day. If no communication is received prior to 3:30 p.m., it shall be assumed the teacher plans to return and the substitute will not be retained.

**Blackout Days:** Staff members are discouraged from using a leave day the day before or the day after a school holiday or break. These are considered blackout days. Because of the difficulty in finding substitute coverage on these days, any staff person taking leave on a blackout day will use two (2) leave days instead of one.

#### **Lesson Plans:**

Weekly lesson plans are required from every teacher. They are to be on the lesson plan template provided by the principal and turned in no later than 8:00am each Monday. Please email or submit hardcopy lesson plans to the building Principal. Failure to demonstrate appropriate planning may result in disciplinary action including a written reprimand to be held in the district's file and placement on a professional performance plan.

#### **Substitute Teacher Lesson Plans:**

Emergency substitute lesson plans are to be handed in at the beginning of the school year and updated periodically. These lesson plans are to be detailed and self-explanatory for a substitute instructor's use. Teachers should also include a step-by-step routine for the day to be inserted in the front of the plan book for use by substitute teachers.

Teachers are expected to provide detailed and meaningful instructions for substitute teachers including location and substance of these plans. Items that teachers must make available to substitute teachers include:

1. A roster listing student in all class(es) as well as copies of seating charts when they are used. Students who could be trusted as helpers for the sub should be identified. The class roll can be printed through Infinite Campus.
2. Description of Class Routines and management procedures. Beginning of the day routines, how attendance is taken or collected, how students line up or when it is appropriate to let students go to the bathroom, hall pass info, where or how student work is collected, dismissal routines, etc....
3. Teacher's schedule. Provide a class period schedule of each class taught and any extra duty assignments. Give directions so subs can locate any necessary rooms. Provide information as to what is expected during extra duty assignment.
4. Class Rules. If students were provided with a handout at the beginning of the year, put this in the substitute folder.
5. Classroom Management Ideas: What works!!!
6. Organization. Provide a place for subs to write in absences, discipline problems, and comments.
7. School Policies. Include a copy of student/ teacher handbook. This would provide information like the school discipline policy, lunch room rules, playground rules, fire drills, other drills, early dismissal, tardy procedure, student computer and Internet usage policies, and extra duty descriptions just to name a few...
8. Emergency Lesson Plans. Choose and print a grade level/subject area appropriate lesson plan for the substitute's folder.
9. Extra Time Fillers. Select a few activities that can be used the fill in time gaps.
10. Substitute Teacher Tips. You know your kids—What will help???

#### **District Plan of Instruction Requirements**

In our ongoing effort to build viable curriculum and improve the quality of instruction, each teacher (except in math) shall be required to implement at least one (1) Literacy Design Collaborative (LDC) module per semester (2 per year). Secondary math teachers shall be required to implement at least three (3) Formative Assessment Lessons (FALs) during the course of the year. Evidence of implementation will be used towards evaluation professional practices in of Standard 1 of the Teacher Evaluation Rubric.

#### **Supervision:**

Student supervision is a constant concern of all professional educators, and lack of proper supervision may legally involve a teacher, the administration, and the Board. All tests, assignments and handouts should be copied before or after class or during plan, not when class is in session. **It is of utmost importance that teachers do not leave their rooms or the playground unsupervised at any time.** If for some reason a teacher must leave the classroom, the office should be notified, and someone will be asked to supervise during the teacher's absence. Students must be supervised at all times, regardless of the area. All teachers are obligated to stop misbehavior which he or she may observe, regardless of whose pupil the child may be and regardless of which teacher is on a particular duty assignment. Teachers will not be called out of the classroom unless the matter is of great importance. Failure to supervise students may result in disciplinary and or legal action including a written reprimand to be held in the district's file and placement on a professional performance plan.

#### **Class Sponsorships, Clubs, or Other Advisory Roles:**

All teaching staff is expected to sponsor at least one class or club each year. This looks different at the secondary or middle school levels. For example, high school teachers should be sponsors for high school classes, National Honor Society, or Student Council. Middle School teachers should be a class sponsor while those students are in the middle school, and elementary teachers may be class sponsors of their grade to promote parent involvement and activities. Fine arts and PE teachers may sponsor clubs or other extra-curricular activities.

#### **Advisor Responsibility:**

Organization advisors are in charge of events sponsored by the groups including making arrangements for chaperones. The advisor is responsible for being present at all meetings and planning and work sessions of the group. The advisor must be present at all after-school work sessions of the group and whenever the group is working in non-school owned buildings. Advisors must gain approval from the administration at least two weeks before committing their organization to interests or events in or out of school. Close scrutiny and possible parent permission must be given to any controversial issue programs, films or talks to be given to your class or the entire student body.

**Phone Calls/ Cell phone use:**

Teachers are not to be on the phone (cell phone or school phone) at any time other than their planning period or lunch time.

**Hall Duty:**

Teachers shall be in the halls during passing periods and when assigned to lunch duty or duties before and after school to supervise pupils (per duty schedule). ALL teachers (5<sup>th</sup>-12<sup>th</sup> Grade) are expected to be on hall duty during passing periods to monitor student behavior.

**Medication:**

Do not administer aspirin or any other form of medication to a pupil. Students who require medication may obtain it from the school nurse who will work directly with the student's parent(s) to ensure safety.

**Student Absences from Buildings:**

Teachers shall not excuse pupils from school nor permit them to leave the school grounds at any time during the school day. If it is necessary for a pupil to leave the building or grounds, permission must be secured from the principal.

**Fund Raising Projects:**

All fund-raising projects must have prior approval of the student council and principal.

**Non-Related Academic Activities and Field Trips:** Teachers are strongly encouraged to take pupils on well planned field trips on Fridays. The same applies to extracurricular activities to the degree possible. All field trip forms must be submitted and cleared by the administration at least 3 WEEKS in advance. Teachers who do not receive this form back three days after submission should inquire as to the reason. Athletic teams, musical groups, FFA, classes, etc. may leave the town only after all arrangements have been made for proper direction and guidance by a teacher. Students who will be taken out of the classroom for any school activity **SHOULD BE IDENTIFIED BY A LIST PLACED IN EACH TEACHER'S MAILBOX OR E-MAILED TO THE OFFICE THREE DAYS IN ADVANCE OF THE ACTIVITY.** This list must be cleared with the administration before distribution to staff. Advisors are required to accompany any group going out of town. It is the teacher's responsibility to see that a field trip permit is signed and filed before any student participates in any excursion or field trip. The athletic director will be responsible for filing these forms for any athletic trips. A complete itinerary with anticipated return time should be given to the office before departure. If your expected arrival time home is more than one hour late, please notify the administration. **ABSOLUTELY NO UNANNOUNCED OR LAST-MINUTE TRIPS!**

**Movies and Videos:**

All videos and movies should be previewed by the instructor prior to student viewing. Any movie with a rating in excess of G for elementary or PG for middle school/high school students should not be shown without WRITTEN parental permission and permission from administration. Movies, films, etc. should be specific to, and supportive of the curriculum and subject matter being taught and should be used sparingly. Movies, films, etc. are not a substitute to teaching. **ABSOLUTELY NO NON-ACADEMIC OR "JUST FOR FUN" VIDEOS!**

**Keys:**

School personnel are advised not to loan their keys to community members or students. Individuals who lose their keys are financially responsible for changing the locks and making new keys. Under NO circumstances should keys be made by anyone other than the administration.

**Accidents and Accident Claims—Workman's Compensation Procedure:**

The teacher in charge of a student at the time of an injury should be sure the office is aware of the situation should there be a question about liability. As a teacher you are covered by a liability policy on the job. Teachers should fill out an accident claim/student incident form in the office the day of the accident. Forms for students may be obtained from the school secretary.

It is extremely important that any work-related injury be reported immediately, and the proper forms filled out. Human Resources needs to be notified as soon as possible after the injury occurs. It is also important to know that medical treatment for work-related injuries can only be obtained from the district's designated provider. This is necessary to retain our present low workman's compensation insurance premium. Therefore, the following instructions apply:

"All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at the Regional Occupational Medical Program, 2115 Stuart Street Alamosa, CO 81101 (589-8110). In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will then be provided by the designated medical provider listed above. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment."

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and Human Resources in the administration office.
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees being treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and intended to assist recovery. All assignments will be

reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

Board Policy EBBB, Accident Reports, requires prompt reporting of every accident or incident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips, including staff members on authorized school business trips.

#### **Teaching Faculty & Support Staff General Safety Rules**

It is the intent of the Centennial School District to limit the risk of injury to the teachers, aides, secretaries and students by asking that faculty members keep in mind the following safety rules:

1. Attend all training sessions on the handling of body fluids, follow safety procedures at all times.
2. When lifting boxes, desks, supplies, etc., remember to lift with your knees, not your back.
3. Do not stand on desks or chairs to hang items on bulletin boards or from the ceiling.
4. Do not place heavy items on shelves higher than shoulder level.
5. Keep the windows and exit doors clear of obstruction in case of a fire.
6. Be conscious of safety hazards around the campus and report them quickly to the principal.
7. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
8. Be considerate of fellow employees, keep their safety in mind when working together.
9. Follow the proper procedures for transporting students to ensure their safety.
10. When in doubt of safety procedures when doing any task, it is always better to ask than to risk injury.

#### **Safety Violations**

Benefits can be reduced by 50% if a safety violation is the cause of the injury if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirement was enforced.
4. The violation was willful.

#### **Maintenance/Custodial General Safety Rules**

It is the responsibility of everyone to maintain the school grounds and buildings to ensure safety to all staff and students. The following safety rules will be followed by all members of the maintenance and custodial staff:

1. Keep work areas clean and orderly. Clean up all tools and equipment and put them up properly when a job is finished.
2. Be alert, watch for, and heed all warning signs and tags when working on such things as:
  - Electric lines
  - Water/Steam lines
  - Chemicals
  - Power equipment
3. Report any unsafe conditions to the supervisor immediately, correct the situation if possible.
4. Appropriate clothing and safety wear must be used at all times, examples include;
  - Gloves
  - Masks
  - Safety glasses
  - Hard hats
5. Horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student, or the operation will not be tolerated.
6. Do not perform any task unless you are trained and aware of the hazards associated with that task, examples include;
  - Boiler repair
  - Chemical use
  - Equipment use
7. Practice safe work habits. When in doubt about performing a job safely, contact the supervisor for instruction and training.
8. Be considerate of fellow employees, keep their safety in mind when working together.
9. Always perform an assigned job in a safe and proper manner. DO NOT TAKE SHORT CUTS. Taking short cuts, excessive speed and ignoring established safety rules are leading causes of employee injury.
10. Follow safe lifting practices, if in doubt ask for help.
11. Make sure all fire exits and fire doors are kept clear of obstructions.
12. If an injury does occur, report the incident to the supervisor immediately.
13. Avoid unnecessary moving of an injured person.
14. Notify first-aid personnel and keep the injured as comfortable as possible until medical assistance arrives.
15. Follow safety rules for each specific duty your job may require.

#### **Safety Violations**

Benefits can be reduced by 50% if a safety violation is the cause of the injury if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirement was enforced.
4. The violation was willful.



### **Food Service Staff General Safety Rules**

It is the responsibility of the food service staff to limit risk to students, staff and members of the food service staff. The following general safety rules will be followed by all food service staff members:

1. Attend all training sessions on the handling of body fluids and follow safety procedures at all times.
2. When lifting boxes, supplies, equipment, etc., remember to lift with your knees, not your back.
3. Do not stand on boxes, chairs or shelves to reach high objects.
4. Do not place heavy items on shelves higher than shoulder level.
5. Appropriate clothing and safety wear must be used at all times when operating equipment.
6. Do not attempt to operate any equipment unless you have been trained and understand all safety requirements.
7. Be considerate of fellow employees, keep their safety in mind when working together.
8. Attend all training sessions on first-aid, follow safety procedures at all times.
9. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
10. When in doubt of the safety requirements for a task, it is always better to ask than risk injury.

#### **Safety Violations**

Benefits can be reduced by 50% if a safety violation is the cause of the injury, if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirements were enforced.
4. The violation was willful.

### **Transportation Staff General Safety Rules**

It is the responsibility of the transportation department to ensure the safety of transportation equipment and operations for all students and staff members. The following general safety rules will be followed by all transportation staff members:

1. Attend all training sessions on the handling of body fluids and follow safety procedures at all times.
2. Keep work area clean and orderly. Clean up any tools and equipment properly when a job is finished.
3. Maintain a schedule for inspection of vehicles and equipment to ensure all safety requirements are met.
4. Attend all training sessions on evacuation of transportation vehicles and follow the safety procedures at all times.
5. Keep walkways and fire exits clear from obstructions.
6. When lifting boxes, equipment, etc., remember to lift with your knees and not your back.
7. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
8. Be considerate of fellow employees, keep their safety in mind when working together.
9. Be conscious of any safety hazards around the transportation vehicles and campuses and report them immediately to the supervisor.
10. Follow safety rules for each specific duty or job required. When in doubt of safety procedures when doing any task it is always better to ask than risk injury.

#### **Safety Violations**

Benefits can be reduced by 50% if a safety violation is the cause of the injury, if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirements were enforced.
4. The violation was willful.

## **TEACHER-STUDENT RELATIONSHIPS**

#### **Teacher-Student Relationships:**

Student progress is determined by the extent to which there is mutual respect between teacher and pupil. Effective teachers have a genuine liking for and understanding of young people. A good relationship is evidenced by "mature friendliness" on the part of the teacher and a mutual concern for effective learning situations.

Leaving the classroom for any reason other than an emergency should be discussed with and approved by the administration. If a teacher is called from the classroom for administrative reasons, the administration will provide a replacement teacher. Conducting class is your most important function. Do not interrupt or have your students interrupt another instructor's class.

Students are not allowed to leave classes to do something for another instructor or practice for a coming event unless they have permission from the administration.

**All students are required to check out at the front office prior to leaving school for any reason. Do not excuse any student to leave the school grounds until he/she has been given permission from the front office.**

#### **Attendance:**

Each teacher is required to keep an attendance register (hard copy) and all teachers are required to take attendance at the beginning of each class period and then electronically send it to the office. These must be submitted at the end of the year for state reporting purposes.

#### **Student Absence or Tardiness:**

Any student who has been absent from school must present an admit slip to the teacher to be signed for the period or periods absent.

**Absence slips are to be turned into the office by the last-period teacher every day.**

**Make-Up Work:**

Students who are absent for less than a week have one day for each day absent to make-up missed assignments for a maximum of seven calendar days. Failure to make-up work will result in a grade of zero for the assignment missed.

**Suspended Student Make-Up Work:**

Suspended students must make arrangements with their teachers to make up tests and projects missed. Absences resulting from a suspension will be treated as excused absences for the purposes of making up students work.

**Class Lists:**

Teachers shall furnish to NO ONE, other than school officials, any list of names or addresses of pupils or staff members. Valentine lists or similar lists may be exempted from this policy by prior approval of the administration.

**Progress Reports:**

Parents and/or legal guardians may access student grades at any time through Infinite Campus. Grades should be current and accurate.

**Collection Of Fines or Other Monies:**

**Money or other valuables should not be left in a teacher's desk or room.** Teachers and coaches are expected to collect all fines from students and turn the money into the office. Fines should be assessed at the end of each quarter against pupils for missing uniforms, damaged textbooks, library books and for any damage to desks, chairs, or other school equipment or property.

## **GRADING**

**Grade Books and Eligibility:**

Grade books and eligibility lists are for teachers' use only and students should not have access to that information. However, the student and his parent or guardian is allowed to see his/her own or child's grades any time upon request. Passwords to computer grade books are not to be shared with students.

**Grade Books & Student Progress:**

Keep accurate records of each student's progress to justify any grade you might give them. Grades must be entered Infinite Campus weekly. A minimum of 2 grades per class must be recorded for each student weekly and posted by Monday morning by 8:00 am for the previous week. Nothing stops an irate parent (or student) as fast as documentation with all the evidence in black and white. If a student is failing your class, you need to make parent contact and record it on the Parent Contact Log.

Parents are given instructions at the beginning of the school year of how to access their child's student information online.

**Parent Contact Logs:**

Parental involvement is paramount to our success. Teachers are required to keep Parent Contact Logs, noting dates of all phone and personal conferences. Place in the parent conference folder along with classroom/school newsletters/notices. This folder will be reviewed periodically. Contact with parents is imperative regarding student misconduct and/or poor achievement. Telephone calls and notes are vital to good communications. Personal conferences, though, produce the most long-lasting results. Teachers should schedule at least one personal conference per student during the school year

**If a student is failing your class, you MUST call or write the parent and notify them that their child is failing. Don't forget that calls should be made for good reasons as well!**

**Confidential Records:**

Only factual information may be contained in a student's confidential record; opinion and judgmental statements are restricted by law. The school cannot release any information from the student's records to any agency unless parental consent is obtained for any student under 18 years of age. Teachers and administrators have access to student's file any time the need arises. Teachers and staff should respect confidentiality in all student matters which may be overheard by others.

**Promotion of Students:**

The basis for promotions should be as follows: (1) scholastic achievement, (2) mental ability, (3) social-emotional maturity, (4) promoting on conditional acceptability. Simply being in the classroom does not earn the right for promotion or for receiving a unit of credit. Grades 3-8: each student is expected to achieve a minimum criterion in each of the core curricular courses in order to be promoted to the next academic level. The core curriculum shall be defined as Language Arts, Mathematics, Social Studies and Science. If a student fails to meet the minimum achievement criteria in two or more curricular areas, he/she shall not be promoted to the next academic level.

**Retention of Students:**

It is mandatory to contact the parent well in advance of the end of the term in the case of recommendation for retention if a student is failing a class.

## **BOOKS, MATERIALS AND PURCHASING**

### **Textbooks:**

Textbooks are to be issued by numbers corresponding with the student's name in the teacher's grade book. Textbooks are to be collected before final tests are administered, checked carefully, and then placed in their assigned area. Books that are in need of rebinding should be turned in to the office and fines collected from student for damage, misuse or lost books. Book fines should be assessed as:

Book new this year. . . . .	90% of original cost
Book two years old. . . . .	80% of original cost
Book three years old. . . . .	60% of original cost
Book four or more years old . . .	50% of original cost

### **Classroom Materials and Equipment:**

Teachers are responsible for textbooks, desks, computers, printers and other equipment and materials in their classrooms. Periodic inspection should be made of desks, textbooks, etc. Any writing on desks or in texts is absolutely forbidden. Computers may not be checked out or taken from the school building.

### **Purchase Orders:**

A purchase requisition must be completed prior to ordering any item(s) by using the districts online finance system (SDS). All requisitions must be pre-approved by the building principal and superintendent prior to the processing of the purchase order. Purchase orders shall be used without exception when making purchases; the district will not assume the responsibility of unauthorized liabilities. Purchase orders approved or submitted before 1:00pm will normally be processed that same day. Wal-Mart cards will not be released without a purchase requisition in SDS. After purchasing items, please turn-in the Wal-Mart card and the signed receipt to the finance director.

Packing lists must be turned in to the admin assistant immediately upon receipt of merchandise. The packing list is sent to the bookkeeping office. Even if the full order is not received, the packing slip should still be sent to bookkeeping right away. If no packing list or invoice is included with the order, let the admin assistant know what has been received. Let the secretary know if there is a special reason why an order should not be paid. The admin assistant should notify bookkeeping of any extenuating circumstances.

Employees needing to return merchandise should personally contact the company involved to determine their return procedures, keep copies of mailing or shipping labels and notify the bookkeeper of the return.

The above process is necessary to ensure timely payment to vendors. Prompt and accurate communication between schools and bookkeeping will eliminate unnecessary time spent in responding to vendor inquiries.

PO numbers will not be given out over the phone. The office will make every effort to expedite the signature process on rush orders.

When making hotel reservations, consider confirming the exact amount and requesting a check for that amount to take with you. Many hotels do not allow sales tax exemption unless payment is made with school check.

Failure to abide by the above purchase order guidelines could result in disciplinary action up to and including termination.

## **GENERAL INFORMATION**

### **Coaching & Extracurricular Duties:**

Coaches are expected to inform athletes of the following rules and to adhere to them. If a coach wishes to have his/her athletes follow additional rules and penalties such as curfew and diet, the coach may do so providing the rules and penalties are reasonable and submitted in writing to each participant and the administration.

Each student who chooses to participate in an inter-scholastic program is required to have on file in the office, a certificate of consent, emergency information and training rules agreement which is signed by the parent and student. Before any student can initiate practice, students must also have on file a certificate of satisfactory physical condition signed by a licensed physician. Before students can compete in an inter-scholastic game, students must complete a minimum of three official practices, have participation fees paid, maintain an eligible status, comply with all rules governing home-based and non-resident criteria, and have signed an Activities contract.

The coach in charge of the team has full responsibility for all students starting at the time the bus leaves the school and ending when the bus has returned to school and until all students have left the athletic facility. Behavior on the bus is the responsibility of the coaches. In general, the atmosphere on the bus should be calm and reflect good discipline. Coaches should be seated throughout the bus and not stay just in the front seats. Boys and girls riding on the same bus should be separated with boys in one half and girls in the other with coaches sitting in the front, middle and back.

The coach is responsible for the conduct of all athletes and managers who travel with the team. A quiet, respectful and modest demeanor should be maintained at host schools. The coaches should be the last ones out of the host school dressing room, and it is their responsibility to make sure that the area is clean and in good order. In general, the coaches are responsible for seeing that Centennial athletes are well disciplined at all times and that the athletes are good ambassadors of our school.

All athletes who have received medical attention from a doctor must have written release before they may again participate, and the directions given by the doctor concerning their activities must be strictly followed.

### **Equipment and Facility Use:**

School property or equipment, including physical education or athletic equipment, projectors, tools, etc., is not to be loaned to any group or individual without permission of the administration. Each staff member is encouraged to use every aspect of the school

facilities, including the gymnasium, as part of their respective class activity. Please realize that school facilities are available on a first come - first serve basis and the gym areas are obviously heavy use areas. Thus, it is essential that long term planning occur when requesting facility use. Educational use will always have precedence over general community use. It is imperative to realize that whenever the gymnasium is requested for use, activities involving water and/or sand will not be allowed.

**Non-Teacher - Certified Coaches Registration:**

Effective 1994, all non-teacher - certified coaches in high school level coaching positions, must be registered with the Colorado High School Activities Association. This registration and the completion of the annual CHSAA coach training/s must be completed before the first practice, or practice will not be held. Requirements include:

1. Fingerprinting and background checks
2. Successful completion of a coaching education program (ACEP, PACE, etc.)
3. Register with the Colorado High School Activities Association (CHSAA)
4. School district approval

Middle school coaches need to complete the above stated requirements except for the required CHSAA endorsement.

**District Policy**

There are approximately 500 policies that govern all district activities in the below areas. Employees are encouraged to review these policies. All district policies will be able to be accessed on the district web page [www.centennialschool.net](http://www.centennialschool.net) soon.

- A. Foundations and Basic Commitments
- B. School Board Governance and Operations
- C. General School Administration
- D. Fiscal Management
- E. Support Services
- F. Facilities Planning and Development
- G. Personnel
- H. Negotiations
- I. Instruction
- J. Students
- K. School-Community-Home Relations

## IMPORTANT TELEPHONE NUMBERS

AMBULANCE/SHERIFF/FIRE: 672-0673

BOCES Office.....589-5851  
BOCES Office Fax..... 589-5007  
UNISERV Office.....589-5188

### BANKS

Alamosa State Bank.....589-2564  
First Southwest Bank of Alamosa...587-4200  
1<sup>st</sup> Western National Bank.....672-3338  
Rio Grande Savings & Loan.....589-2536

### CHURCH

Sangre De Cristo Parish.....992-0122

### COSTILLA COUNTY OFFICES

Nursing Service.....672-3323  
County Assessor.....719-937-7670  
County Bookkeeper.....672-3372  
County Clerk.....719-937-7671  
County Garage.....672-3613  
County Treasurer.....719-937-7672  
Dept. of Social Services.....672-4131  
Public Library.....672-3309  
Senior Citizens.....672-3935  
Town Hall.....672-3321  
Court House.....672-3681  
Post Office.....672-3968  
Water & Sanitation.....672-4100  
County Shops.....672-3886  
Housing Authority.....672-3379

### COUNSELING

Mental Health.....589-3671  
SLV Mental Health.....672-0331

### LODGING

El Convento Bed & Breakfast.....672-4223  
San Luis Inn Hotel.....672-3399

### MEDICAL

Costilla County Nursing.....672-3332  
San Luis Clinic.....672-3352  
SLV Reg. Medical Center.....589-2511  
Rebekah Trodick (School Nurse)... (719) 298-1779w

### RESTAURANTS

Sonia's Convenience Store672-4461  
Piccadilly Pizza.....672-0340  
AllGon Pizza.....379-2222  
Thai House ..... 672-0211

### SERVICE STATIONS

Central Oil.....672-3840  
Padilla's.....672-3331  
GT Trash Service.....672-3601  
One Stop.....672-4243

### STORES

San Luis People's Market....672-3346  
Sonia's.....672-4461  
Family Dollar.....672-0377



# Employee Acknowledgment Statement and Signature

Employee Name: \_\_\_\_\_

I acknowledge that I have received a copy of the 2023-2024 Centennial School District Personnel Handbook and understand that it contains important information on the district's general personnel policies, safety rules, workman's compensation procedures, and on my privileges and obligations as an employee.

I will familiarize myself with the material in the handbook and understand that I am governed by its contents. I further understand that the district may change, rescind or add to any policies, benefits or practices described in the handbook, from time to time, and I accept responsibility for abiding by these changes.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As an additional way to minimize worker's compensation insurance premiums, all employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

Regional Occupational Medical Program  
2115 Stuart Street  
Alamosa, CO 81101  
(719) 589-8110

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility.

Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of a non-emergency, after-hours injury (after 4:00 p.m. or before 8:00 a.m. on weekdays or during weekends), the employee should go to the emergency room at the SLV Regional Medical Center. Again, follow-up care must be provided by the medical provider designated above.

If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of the treatment.

Please sign below acknowledging this district procedure. Thanks!

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I have read and am fully aware of this district procedure regarding medical treatment for work-related injuries and illnesses.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_