



Wiley School District Staff Handbook

2023-2024

2023-2024 STAFF

BOARD OF EDUCATION

Neil Mauch – President
Brad Lubbers – Vice President
Josh Weimer – Treasurer
Dave Esgar – Secretary
Jenna Davis – BOCES Representative

ADMINISTRATION

Erin Brophy – Superintendent
Melissa Larrick – Secondary Principal
Dusty Eikenberg - Elementary Principal
Draven Adame – Activities Director

DISTRICT STAFF

Chrissy Beard – Business Manager
Samantha Brookshire – Human Resources/Asst
Business Mgr.
Ashley Tixier – Student Services
Kaity Emick – Building Secretary
Bart Michael – Transportation Director/Facilities
Manager
Jacklyn Thompson – Teacher in Training
Coordinator
Tia Christie – Librarian

FACULTY

ELEMENTARY

Pre-School - Mrs. Yesenia Wagner
Kindergarten - Mrs. Mona Morgan
1st Grade - Miss Alisha Pettitt
2nd Grade - Mrs. Claudia Terrazas
2nd Grade - Mrs. Lauren Mahan
3rd Grade - Mrs. Meghan Forgey
3rd Grade - Miss Jessica Millsbaugh
4th Grade - Mrs. Brianne Brown
4th Grade - Mrs. Amy McCoy
5th Grade - Mrs. Heidi Choat
5th Grade - Mrs. Jacki May
Elementary P.E. - Ms. Laurie Larrick
Interventionist - Mrs. Samantha Weeks
Special Education - Mrs. Cheyanne Adame
Music - Miss Alyssa Carty
Art - Ms. Leandra Chavez

SECONDARY

6th Grade - Ms. Ryan Pettis
Art - Ms. Leandra Chavez
Business - Ms. Hadie McDowell
English (JH) - Mrs. Shae Krentz
English (HS) - Mrs. Robin Prosser
Journalism - Mrs. Robin Prosser

Math - Mrs. Kacey Parrish
Music Department - Miss Alyssa Carty
P.E. - Mr. Cody Elwin
Science - Mr. Dean Thompson
Science/Math - Ms. Melissa Elliott
Social Studies - Mrs. Shae Krentz
Social Studies - Mrs. Nicole Piner
Spanish - Mrs. Nicole Piner
Special Education - Mrs. Cheyanne Adame
Vocational Agriculture - Miss Samantha Reese

FOOD SERVICES

Head Cook - Melissa Babcock
Cook - Marlissa Barnes
Cook - Maria Gomez

MAINTENANCE

Facilities Manager - Bart Michael
Custodian - Nina Callavini
Custodian - Daylon Spitz
Groundskeeper - Aiden Michael

STUDENT TRANSPORTATION

Transportation Director - Bart Michael
Bus Driver - Mike Schneider
Bus Driver - Tim Weeks

INSTRUCTIONAL AIDES

Paraprofessional/ ELL - Mrs. Mayra Salgado
Paraprofessional - Ms. Sheilah Anderson
Paraprofessional - Mrs. Rebecca Bennett
Paraprofessional - Ms. Annette Coen
Paraprofessional - Miss Cassie Gallegos
Paraprofessional - Mrs. Regina Mason
Paraprofessional - Miss McKenzie Middleton
Paraprofessional - Miss Jaelin Parker
Paraprofessional - Ms. Amy Pryor
Paraprofessional - Miss Shyanna Reeves

SPECIAL SERVICE PROVIDERS

Nurse - Ms. Robyn Perdue
Nurse - Miss Sabra Perdue

TABLE OF CONTENTS

<u>2023-2024 STAFF.....</u>	<u>2</u>
<u>INTRODUCTION.....</u>	<u>5</u>
<u>WILEY COMMITMENT TO QUALITY</u>	
<u>EDUCATION FOR ALL.....</u>	<u>5</u>
<u>Philosophy.....</u>	<u>5</u>
<u>Responsibility to the Profession:.....</u>	<u>5</u>
<u>Responsibility for Professional Competence:.....</u>	<u>5</u>
<u>Keys/School Security.....</u>	<u>6</u>
<u>Leaving School Grounds.....</u>	<u>6</u>
<u>Staff Lounge.....</u>	<u>6</u>
<u>Dress Code.....</u>	<u>6</u>
<u>Maintenance Requests.....</u>	<u>6</u>
<u>Organized and Orderly Classrooms.....</u>	<u>6</u>
<u>Food, Drinks, Prohibited In School.....</u>	<u>7</u>
<u>Conservation of Supplies.....</u>	<u>7</u>
<u>Internet/Network Acceptable Use Policy.....</u>	<u>7</u>
<u>Consequences of Violations of</u>	
<u>Internet/Computer Use.....</u>	<u>7</u>
<u>Intercom.....</u>	<u>8</u>
<u>Early Dismissal.....</u>	<u>8</u>
<u>Staff Mailboxes.....</u>	<u>8</u>
<u>Board Policies.....</u>	<u>8</u>
<u>Inclement Weather.....</u>	<u>8</u>
<u>Late Start.....</u>	<u>8</u>
<u>District Emergency Plan.....</u>	<u>8</u>
<u>Classrooms/Offices.....</u>	<u>8</u>
<u>Faculty Meetings.....</u>	<u>8</u>
<u>School Cars and Buses.....</u>	<u>8</u>
<u>Student Injury Reporting.....</u>	<u>9</u>
<u>Student Health.....</u>	<u>9</u>
<u>STAFF PROFESSIONAL AND LEGAL</u>	
<u>EXPECTATIONS.....</u>	<u>9</u>
<u>Mandatory Reporting of Child Abuse.....</u>	<u>9</u>
<u>Confidentiality.....</u>	<u>9</u>
<u>Title IX:.....</u>	<u>10</u>
<u>Sexual Harassment.....</u>	<u>10</u>
<u>Retaliation Prohibited.....</u>	<u>10</u>
<u>Tobacco, Alcohol, and Drug-Free Schools.....</u>	<u>10</u>
<u>Licensure.....</u>	<u>11</u>
<u>Mentoring/Induction.....</u>	<u>11</u>
<u>INSTRUCTIONAL EXPECTATIONS.....</u>	<u>11</u>
<u>Syllabus.....</u>	<u>11</u>

<u>Grading.....</u>	<u>11</u>
<u>Grading Scale.....</u>	<u>11</u>
<u>Report Cards/Progress Reports.....</u>	<u>11</u>
<u>Honor Roll and Awards.....</u>	<u>12</u>
<u>Student Attendance:.....</u>	<u>12</u>
<u>Lesson Plans.....</u>	<u>12</u>
<u>Homework.....</u>	<u>12</u>
<u>Make Up Work.....</u>	<u>12</u>
<u>Eligibility.....</u>	<u>13</u>
<u>Parent Communication.....</u>	<u>13</u>
<u>Movies/Videos.....</u>	<u>13</u>
<u>Controversial Material.....</u>	<u>13</u>
<u>Public Complaints About</u>	
<u>Curricular/Instructional Material.....</u>	<u>13</u>
<u>Textbooks.....</u>	<u>13</u>
<u>Hallway Procedure.....</u>	<u>13</u>
<u>Field Trips.....</u>	<u>13</u>
<u>School Activities.....</u>	<u>14</u>
<u>End of Year Procedures.....</u>	<u>14</u>
<u>STUDENT BEHAVIOR SUPPORT.....</u>	<u>14</u>
<u>Classroom Management.....</u>	<u>14</u>
<u>Use of Reasonable Force.....</u>	<u>14</u>
<u>Supervision Of Students.....</u>	<u>14</u>
<u>Bullying, Cyber Bullying, and Sexual</u>	
<u>Harassment.....</u>	<u>15</u>
<u>Duty to Act.....</u>	<u>15</u>
<u>STAFF EVALUATION.....</u>	<u>15</u>
<u>Licensed Staff Evaluation.....</u>	<u>15</u>
<u>Classified Staff Evaluation.....</u>	<u>16</u>
<u>STAFF ABSENCES AND LEAVES.....</u>	<u>16</u>
<u>Temporary Leave.....</u>	<u>16</u>
<u>Reporting Absences.....</u>	<u>17</u>
<u>Monitoring Absences.....</u>	<u>17</u>
<u>Absences in Excess of Available Leave Time..</u>	<u>17</u>
<u>Professional Leave.....</u>	<u>17</u>
<u>Sick Leave Bank.....</u>	<u>17</u>
<u>Jury Duty.....</u>	<u>18</u>
<u>Administrative Leave.....</u>	<u>18</u>
<u>Maternity Leave.....</u>	<u>18</u>
<u>Emergency Contact.....</u>	<u>18</u>
<u>SCHOOL BUSINESS ITEMS.....</u>	<u>18</u>
<u>Requisitions and Purchase Orders.....</u>	<u>18</u>
<u>Health Insurance.....</u>	<u>18</u>

<u>Staff Injuries/Workman's Compensation.....</u>	<u>18</u>
<u>Paychecks.....</u>	<u>18</u>
<u>Handling of Money.....</u>	<u>18</u>

INTRODUCTION

Welcome to the 2023-24 school year! Please keep this handbook as a reference throughout the year. This handbook is written to help facilitate the smooth operation of the district and to avoid misunderstandings. It is not intended to replace the Board of Education Policy, State, or Federal Law. Please read carefully. You should be familiar with and follow all expectations. Failure to adhere to these guidelines may result in disciplinary action up to and including termination.. If you have questions and concerns, please do not hesitate to ask the principal or the superintendent.

WILEY COMMITMENT TO QUALITY EDUCATION FOR ALL

Philosophy

Student learning is the reason Wiley School exists. Instructional time should be protected at all costs and it is expected that every available minute for teaching and learning activities is utilized to the fullest extent. Students deserve to be held to high academic expectations and to be challenged each and every day.

Responsibility to the Profession:

- **SUPPORT THE POSITIVE:**
 - Assume positive intentions first.
 - Hold yourself and others accountable for ethical conduct.
 - Confront and take reasonable steps to resolve conflicts in a positive and productive way.
 - Engage in positive and respectful discourse.
 - Staff should not allow students to make derogatory remarks about another student, teacher, or school employee in their presence.
 - Staff should refrain from using student names in examples to make a point.
 - Use the staff lounge as a positive time out to pause during the day or collaborate professionally.
- **KEEP SCHOOL INFORMATION WITHIN THE SCHOOL:**
 - Refrain from discussing other students and adult issues in the presence of students or staff who do not “need to know.”
 - Discussions between teachers, parents and/or administrators in conferences should only be shared with other professionals on a “need to know” basis. (FERPA)
 - Staff should refrain from using the name of the school or district to make a point in public.
 - Staff should not communicate with students using social media.

Responsibility for Professional Competence:

- All students deserve well-planned and thought-out lessons which teach to the standards and are focused on a specific learning objective (PLANBOOK)
- Lessons should address the wide variety of students in our classrooms and activities should address different learning styles.
- Students should expect their teacher to be actively engaging with them in learning activities the entire learning time.
- Students should expect to be engaged in relevant learning activities-avoiding busy work and rote memorization
- Students deserve lessons that are engaging and challenge them with higher order thinking skills all the time.
- All student learners should be addressed in our lessons but extra care and consideration should be paid to understanding and planning for students with IEPs or learning plans.
- All students should feel included in the lesson.
- Teachers should be able to display a depth of subject matter knowledge and welcome the opportunity to reflect and engage in professional learning.
- Students deserve to have their teacher hold them accountable for using correct spelling, grammar, and pronunciation

- Students deserve a classroom with established rituals and routines that support an orderly classroom, classroom management, and follow student discipline policies.
- Teachers should never leave their students unattended. It is our duty to ensure student safety at all times.
- Teachers should not send students to the library/computer lab to be supervised.

GENERAL STAFF EXPECTATIONS

Keys/School Security

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

1. Do not give your keys to a student or any person not employed by Wiley School District.
2. Secure your keys at all times. Do not leave your keys lying where someone may pick them up.
3. Report lost/misplaced keys to your principal immediately. Do not wait! You may be charged for replacement of the key or locks, especially if you delay the reporting of lost keys.
4. Duplication of school keys is prohibited.

Leaving School Grounds

Staff who must leave the school grounds during school hours should first notify the front office and sign out with the secretary at the front office and sign in on return.

Staff Lounge

Keeping the staff lounge clean requires everyone's cooperation. Please pick up after yourself and remember it takes all of us to keep that space inviting and clean. No students are allowed in the teacher's lounge. The lounge is a dedicated area for staff members to take a time out, work collaboratively, and interact with one another.

Dress Code

Wiley staff members are professionals. It is expected that staff members will adhere to a higher level of professionalism in dress than the students. Professional dress is business casual (slacks, dresses, capris, skirts, polos, button down tops, sweaters etc. are acceptable. Leggings/jeggings/yoga pants must be worn with longer tunic tops). No shorts are to be worn with the exception of the Physical Education staff as part of their work environment and for staff sponsoring field day events. All staff should take care to follow Student Dress Code regarding skirt, dress or short length. Staff members will be allowed to wear jeans, in good condition, on Wiley Pride Thursdays with a Wiley logo/or Wiley blue colored shirt. Shoes should reflect business casual as well.

Maintenance Requests

All requests for repairs need to be made on a Maintenance Request form. These forms are located in the Staff Lounge. Forms need to be given to your school principal who will sign off and give that form to the Facilities Manager.

Organized and Orderly Classrooms

A neat and orderly classroom helps to provide a positive learning environment for students. Staff is responsible for:

1. Keeping litter off the floors (make this a student end of class period/day routine)
2. Keeping chairs away from the walls to ensure damage free walls
3. Monitor desks and materials closely. Hold students accountable for the mutilation of desks and other materials, regardless of their location in the building. Do not let students tag any part of the school!
4. CLOSE and LOCK all windows/doors at the end of the day.
5. Turn off all lights within the room when not in use.

Remember, custodial staff are there to help maintain the building and not to clean up what we should be doing as part of our daily routine. You can expect that your trash will be emptied each day and your room swept/vacuumed. All bathrooms should be cleaned/sanitized daily.

Food, Drinks, Prohibited In School

Drinks and snacks may only be eaten in designated areas during designated times. The only drink allowed in classrooms is **WATER** that is in a sealed container or bottle. Water fountains and drink stations are accessible in the hallways for students between classes. There is to be **NO FOOD** outside of the cafeteria or commons areas, unless provided by the teacher.

Conservation of Supplies

The school provides staff with supplies that are required to effectively perform duties as assigned. All staff are expected to avoid needless waste, this includes but is not limited to excess copies, overuse of colored paper, and basic office supplies.

Internet/Network Acceptable Use Policy

The Wiley School District recognizes that computers support learning and enhance instruction. It is a general policy of the District that all computers are to be used in a responsible, efficient, ethical and legal manner.

Any message or information on the school's network or computers is property of the school. All activity on the network is monitored. This includes all down-loads, email, chats, and any work done on the computer.

The Wiley School District declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which an individual:

- Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those which violate local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle;
- Uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third-party copyright, license agreements and other contracts.
- Intentionally disrupts network traffic or crashes the network and connected systems.
- Degrades or disrupts equipment or system performance.
- Uses Wiley School District computing resources of unauthorized commercial or financial gain or fraud.
- Steals data, equipment, or intellectual property.
- Plagiarizes the work of another by "taking ideas or writings from another person and offering them as your own.
- Gains unauthorized access to the passwords or files of others or vandalizes the data or files of another user.
- Gains or seeks to gain unauthorized access to resources or entities.
- Forges electronic mail messages, or uses an account owned by another user.
- Invades the privacy of individuals.
- Posts anonymous messages of questionable content.
- Possesses any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.
- Fails to immediately report a network security violation to a system administrator.

Consequences of Violations of Internet/Computer Use

Consequences of violations may include but are not limited to:

- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer access
- Revocation of computer access.
- Termination of employment
- Legal action and prosecution by the authorities

The District has the right to restrict or terminate information network access at any time for any reason. The district further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

Intercom

Every attempt will be made to preserve instructional time and therefore administration will try to keep any intercom communications to a minimum. If a student is requested to the office, please send the student immediately.

Early Dismissal

Staff should not release students from class until the bell rings. Students are to remain in class unless they are called by the office to be released early. Please do not send students to the office unless they have been called. Students will not be allowed to leave the building unless a parent or guardian reports to school and signs the student out of school.

Staff Mailboxes

A mailbox is provided for each staff member in the staff lounge. Staff should check their mailbox at least once a day to be sure you have all the information you need and to keep it free of excess mail.

Board Policies

Board of Education policies are available from the Human Resources Director.

Inclement Weather

If severe weather requires school closure, staff will be notified through a phone call, text message, and email by 6:00 a.m. Parents and students will also be notified through Alma's automated notification system. Closure information will also be published on all the local radio stations and posted on Wiley School's website and Facebook page. If school is closed, all activities and practices will also be canceled.

Late Start

Should severe weather require a late start, staff are expected to report to work as close to their original start time as possible unless otherwise informed. Should you be unable to arrive at your scheduled start time, please communicate with your building principal as soon as possible.

District Emergency Plan

Staff should familiarize themselves with the all Wiley School District Emergency Operations Plans (EOP). These plans will be provided to all staff in an emergency folder. Emergency exit signs should be posted in every classroom. Required drills will be held at various times throughout the year.

Classrooms/Offices

Lock your door and close and lock your windows at the end of the day. Do not leave your door open for the custodians to close and lock. If you are in the building at night or on weekends, lock all doors and turn out the lights when you leave.

Faculty Meetings

Staff members are expected to attend faculty meetings and be on time. Faculty meetings are an important means of keeping the lines of communication open regarding the operation of the school and extracurricular activities. All faculty meetings will be announced ahead of time.

School Cars and Buses

All district personnel who need to use a school car for school business must complete a transportation request at least 72 hours in advance of the trip. This request form is given to the principal for approval and the principal will provide that request to the Transportation Director for availability. All passengers MUST wear their seatbelts. Before the trip, the staff member must communicate with the Transportation Director about any special information regarding trip log procedures, the vehicle usage, and return procedures. Vehicles with installed cameras must be left on when operating that vehicle.

District personnel must complete a transportation request for use of minibusses and buses for field trips. Large buses for sports/activities will be handled by the Activities Director. Sponsors and coaches have a responsibility to supervise students in any district vehicle. The same standards for appropriate student behavior apply on a bus as in the classroom. Safety is the number one concern. If there is a problem which is affecting the bus driver's ability to drive safely, the driver is to request that the sponsor address the problem and the sponsor is to take immediate action to end the problem. Under no circumstances is the driver obligated to drive a bus under unsafe conditions. Sponsors and coaches should see to it that students leave district vehicles clean. All trash should be picked up by students and discarded. Windows should be closed.

Student Injury Reporting

If a student under your supervision is injured, staff are required to complete an accident report form and notify the nurse and principal immediately. If the injury is life threatening, you must call 911 and notify the nurse and principal that the call has been made.

Student Health

Teachers may not administer any medication to students. Wiley will have a full time nurse to administer medication. Designated personnel in the front office are trained to administer medication if the nurse is out. A list of student health issues is available from the school nurses. Teachers should familiarize themselves with this confidential document.

STAFF PROFESSIONAL AND LEGAL EXPECTATIONS

Mandatory Reporting of Child Abuse

Colorado state law states a report is required when a mandatory reporter has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect.

Reports should be made to the county department of human services, local law enforcement agency, or through the child abuse hotline reporting system. The Colorado Child Abuse and Neglect Hotline, 1-844-CO-4-Kids or 1-844-264-5437 serves as the uniform method of contact that directly, immediately and efficiently routes the reporter to the applicable entity responsible for accepting and responding to child abuse and neglect inquiries and reports. All hotline calls will be routed to the county where a child resides.

Confidentiality

Special Education: It is every teacher's responsibility legally to consult with the special education teacher and have a clear understanding of their students' IEP/504 accommodations. Teachers must meet with the Special Education teacher before the end of the first week of school and as they receive new students throughout the school year. All teachers must provide the required accommodation as outlined in the student's IEP/504. Teachers should be communicating often with the special education teacher regarding the progress and needs of special education students.

FERPA The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Staff should not share any personal identifiable information with anyone besides school personnel, the student, and the student's legal guardian/parent.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Title IX:

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act Wiley School District does not unlawfully discriminate on the basis of race, color, national origin, sex or handicap in admissions, access to, treatment, or employment in education programs or activities which it operates. 504, Title IX, and Title II coordinator is Ms. Erin Brophy.

Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

1. Submission to the conduct is made, either expressly or by implication, a term or condition of any individual's employment or educational program.
2. Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for an employment or educational decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment or of adversely affecting the employee's or students' performance, advancement, assigned duties or any other condition of employment, career development, or educational programs.
4. Submission to, or rejection of, the conduct by the individual is used or threatened to be used as the basis for any decision affecting the individual regarding benefits and services, honors, assignments, programs, or activities available in the work environment or through the educational institution.

Examples of conduct which may constitute sexual harassment are:

1. Unwelcome leering, staring, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Unwelcome graphic verbal comments about an individual's body or overly personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome touching of an individual's body or clothes in a sexual way
7. Cornering or clocking of a sexual nature of normal movements.
8. Displaying sexually suggestive objects in the educational or work environment

Retaliation Prohibited

Retaliation or reprisal against any person who reports harassment is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment used against a person who reports an incident in good faith. Disciplinary action against any person who retaliates or engages in reprisal for reporting such behavior(s) may include sanctions up to termination.

Tobacco, Alcohol, and Drug-Free Schools

Wiley School is a Tobacco, Alcohol and Drug Free Zone. Use or possession of tobacco or a controlled substance on school property is a criminal offense. In addition the sale or distribution of controlled substances within 1000 feet of the school carries a large fine and a mandatory five-year prison sentence.

No staff/coach/volunteer/sponsor may use or be under the influence of alcohol at any time when supervising or responsible for students. When taking students on an overnight trip, the teacher/coach/volunteer/sponsor may not use alcohol at any time around the clock.

Licensure

All licensed staff need to be properly licensed per Colorado State Statute. It is the teacher's responsibility to ensure they have the appropriate license and meet State renewal guidelines and timelines. State law has been rapidly changing with regard to licensure and renewals. Teachers should contact the Colorado Department of Education Licensing Department with questions about specifics regarding licensure and renewal.

Mentoring/Induction

Current state law requires educators (principals and teachers) with an initial license complete an induction program. An induction program must be completed for educators to apply for their professional license.

As professional support, Wiley school district will provide a mentor for these teachers for one year. Teachers and mentors must keep accurate records of visits and conferences for the "new teacher's" portfolio. Teachers are responsible to keep current with the law. The requirements for the mentor program are outlined in a document titled "Santa Fe BOCES Induction Program." A copy of this document may be obtained from the superintendent.

INSTRUCTIONAL EXPECTATIONS

Syllabus

It is encouraged that each class in grades 6-12 has a syllabus. The syllabus should contain an explanation of the teacher's grading system, assessment methods used (test, quizzes, class work, etc.), classroom rules, homework policy, policy regarding late work, etc.

Staff teaching LCC Concurrent enrollment courses are required to have a syllabus.

Grading

The grading scale below is to be used by all teachers for determining equivalent values between letter and number grades. While teachers may keep records according to whatever method or point system they choose, the percentage scale that appears below and on the report card, provides consistency throughout the school. Even athletic classes will assign letter grades. **Teachers must record two grades per week.** All grades must be recorded each week by Monday at 9:00 a.m. Eligibility will be pulled at noon each Monday. (This will be done on Tuesday when there is no school on Monday.)

Grading Scale

A	90-100 (4.0)
B	80-89 (3.0)
C	70-79 (2.0)
D	60-69 (1.0)
F	59 and below (0)

Wiley School District would like to reward our students who strive to take more rigorous classes. In order to do this, certain classes will be based on the weighted grading scale. This will be based on the advancement of the coursework required. These classes are outlined in the student handbook.

Report Cards/Progress Reports

Teachers are to record all grades accurately in Alma. Every teacher will record a sufficient number of grades each marking period to give a true picture of each student's academic progress. There will be four (4) report periods in

the year, each consisting of approximately nine (9) weeks. First semester will consist of the first and second nine weeks combined. The second semester will consist of the third and fourth nine weeks combined.

- Elementary staff will provide a progress report to parents one time a month on the first Monday of the month. Progress reports will be sent through Alma Parent Portal.
- Secondary staff should encourage parents to access the Alma Parent Portal regularly to keep updated on their student's grades.

Before the last day of the nine week marking period, teachers are to have all grades calculated. The completed grades will be entered into Alma and checked by the office before report cards are printed.

Honor Roll and Awards

Final Honor Rolls are figured each semester.

- Superintendent's Honor Roll, a student must have no report card grade lower than an "A".
- Principal's Honor Roll, a student must have no report card grade lower than a "B."

Awards presented to students participating in any school activity shall not exceed \$20.00 in value including engraved awards. Staff shall not solicit or accept contributions either in money or kind, except as authorized by the superintendent.

Student Attendance:

All teachers must take attendance for all students daily.

- Elementary staff will take attendance by 8:15 am in the morning and will take attendance again at 12:30 pm.
- Secondary staff will take attendance within the first 10 minutes of class for each of their classes.

Staff should consistently discourage student tardiness and have classroom management procedures for addressing students late to class. Students who are continuously tardy should be referred to the office.

Lesson Plans

All staff will complete lesson plans on Monday of each for the following academic week. It is encouraged that teachers plan at least two weeks in advance. Lesson plans will be submitted through Planbook. These plans must be written for each day of the week and need to include sufficient details in the event that a substitute is required to ensure continuation of learning for students. Plans, at a minimum, should show the "lesson objective(s)" planned for each class, a description of the "student activity," and what "teacher activity" is required.

Homework

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. Wherever homework exists in our school system, it should be to supplement, complement, and reinforce classroom teaching and learning. The assignment of homework is flexible and is an individual instructional responsibility of the teachers in our school system. Homework may not be assigned in each class each day. However, regular homework assignments should be anticipated.

Make certain that homework assignments are clear to students and parents - present a detailed timeline for long-term projects. Consider individual ability levels and student learning styles when assigning homework, including virtual assignments

Make Up Work

Students who miss school for any reason must be permitted to make up all work they have missed during their absence. Students will be given a minimum of two days for every one day absent to make up missed work. Grades will not be given to that student until after the allotted time for makeup work.

Eligibility

Student eligibility is calculated weekly to ensure students maintain a passing grade in all courses. Based on the following CHSAA eligibility requirements, a student with a failing grade (F) is ineligible for participation. Eligibility will be run Monday at 10:00 am.

Concurrent enrollment students who are taking courses not at Wiley School, will be responsible for turning weekly grade reports into the office Monday mornings by 10:00 am. Students that fail to turn their grades in will be treated as if they have failed a course.

Parent Communication

A key element contributing to parent satisfaction with our school is regular communication from teachers. Teachers are expected to communicate about grades, behavior, and student successes. Please make a schedule to regularly contact parents to let them know how their student is doing in your class.

Movies/Videos

Wiley administration encourages the use of a variety of mediums to enhance lessons. Movies/video should be used to supplement lessons and should not be shown in their entirety. If you have a movie/video you would like to show your class, you must get formal permission from the building principal.

Controversial Material

Materials outside of the approved District curriculum must be reviewed and approval granted by the principal before being used in the classroom.

Public Complaints About Curricular/Instructional Material

The Board of Education, though it is ultimately responsible for all curriculum and instructional materials, including library books, recognizes the need and right of students to have free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the district's educational philosophy and goals.

In summary, the Board assumes final responsibility for all the books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection and use. It recognizes the rights of individual parents with respect to controversial materials used by their own children; it will provide for the re-evaluation of materials in library collections upon formal request.

Textbooks

Staff checking out texts to students need to record the text number, found on the inside cover of the book, on a master list. Students who damage or do not return a text at the end of the instructional time/year will be noted on the list and students charged for replacement. We are obligated to issue a student a new book even though he has not yet paid for the old one. In this case, the student is responsible for two books.

Staff need to maintain an accurate inventory of materials and inform the building principal should materials need to be ordered for the following school year.

Hallway Procedure

Students out of class time needs to be kept to a minimum. Students should be in class. NO students should be in the hall the first ten (10) minutes and the last ten (10) minutes of class unless it is an emergency or indicated in the student's IEP or Section 504 Plan.

Field Trips

Field trips and excursions are encouraged as a support to the academic curriculum and provides access and opportunities for students to experience the varied resources of the community and this area of the state.

Field Trip Guidelines:

1. Field trips should be related to academic instruction.
2. Parents must be informed of the details of each field trip which will take their child out of class/school.

3. All trips will have the appropriate staff/chaperone to student ratio (1:10). If both genders are going on the trip, there must be sponsors of both genders
4. A signed copy of the Parent Permission for Student Field Trips & Excursions must be on file in the front office before a student may go on any field trip or excursion.
5. Overnight trips require a separate permission form for parental approval and approval by the Board of Education.
6. Trips over 100 miles and overnight trips should be requested to the principal early in the school year, with an approximate date of completion.
7. Every effort will be made to complete a master field trip list by the October Board meeting. Teachers should get information to their respective principals regarding planned trips before that time.
8. Every attempt should be made to complete classroom field trips for grades 7-12 before April 1.

School Activities

Activities of organizations must be approved by the principal in advance and must be placed on the school's master calendar maintained by the principals. This includes fund-raising projects.

Sponsors or coaches should be supervising their students until all students have left/been picked up by parents or have been delivered to the sponsor or coach of their next activity. Sponsors must be present at all activities of their organization unless cleared with the principal ahead of time.

End of Year Procedures

All grade books, lesson plan books, and inventories must be turned in at that time on the last teacher workday. Administration will provide staff with a check-out sheet. All grades must be recorded prior to checking out. Students will be allowed a fourth term incomplete only in the rarest circumstances. All personal belongings and class supplies must be properly stored to allow custodians full access to the classrooms for summer cleaning. Elementary teachers should provide a list of materials for students for the coming year before their check-out is final.

STUDENT BEHAVIOR SUPPORT

Classroom Management

Each teacher should develop routines and rituals in support of classroom management. These routines and rituals should be practiced and taught just like content lessons. It is expected that staff hold students accountable for appropriate school behaviors during the time students are in attendance at school and school activities. This includes transit to or from the school or any other function authorized by Wiley School District. Classroom rules and procedures are left to the discretion of each teacher, but should be in accordance with school and District policy.

Use of Reasonable Force

District policy allows "reasonable" force in four scenarios:

1. To stop a student from committing a wrong
2. To quell a disturbance threatening physical injury
3. To take a weapon from a student
4. For the protection of self, others or public property

Supervision Of Students

Staff duty day begins at 7:30 am! All staff must report to school by 7:30 a.m. to assist with student supervision as part of safe schools. All staff will be assigned to duty and hall assignments throughout the year and should be at their assigned posts until the first bell rings and then report to their classrooms.

Students should not be unsupervised. All teachers should be in their assigned classes or at their assigned duty and teaching or supervising their classes at all times. **Please remember that you are legally responsible for your students.**

Elementary teachers should accompany their students to and from specials. Specials teachers should expect grade level teachers to pick up students on time in order to make sure all classes start and end on time. If a grade level teacher has not arrived on time to pick up their class, specials teachers will notify the office/principal.

Teachers in grades 6-12 are to stand outside the classroom door between classes to monitor the hallways and greet students. All teachers are assigned to supervise students before, during, and after assemblies, programs, or drills. All staff should assist with clearing the building at 4:15 p.m. each day. Students who remain after school must be supervised by a staff member including students in the gyms.

Bullying, Cyber Bullying, and Sexual Harassment

It is the policy of the Wiley School District to maintain a learning and working environment that is free from bullying, cyber bullying or sexual harassment based on a person's race, color, sex, national origin, disability, sexual orientation, and economic status. The School District prohibits all forms of bullying, cyber bullying, and sexual harassment because it violates the basic right of students and staff to be in a safe orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community.

It shall be a violation of this policy for any student or staff member to bully, cyber bully or sexually harass another while attending school or school-sponsored events. It shall also be a violation of this policy for any school staff member to tolerate bullying, cyber bullying, or sexual harassment during school or at school sponsored events.

The term "school staff" includes board members, school employees, agents, volunteers, contractors or other persons subject to the supervision of the District.

The School District will promptly and thoroughly investigate reports of bullying, cyber bullying, or sexual harassment whether of a physical or nonphysical form. If it determines that bullying, cyber bullying or sexual harassment has occurred, it will act appropriately within the discipline codes of the District and will take reasonable action to end the bullying, cyber bullying or sexual harassment.

Duty to Act

Staff who observe bullying, cyber bullying or sexual harassment or receive a report of such behavior must act immediately to protect alleged victim and immediately report it to the Principal. Staff who fail to protect alleged victims and/or to immediately submit an Incident Report to the Principal may be subject to disciplinary measures, up to and including termination.

STAFF EVALUATION

Licensed Staff Evaluation

Licensed Staff will be evaluated using the State Model Evaluation System. Teachers will be rated on the Quality Standards that measure professional practice and student learning over time. Please refer to the Licensed Evaluation handbook and folder for specific information regarding observations.

- 70% of the evaluation will be based on the four Quality Standards that measure professional practice: content knowledge, classroom environment, facilitation of learning, and professionalism. The Quality Standards are measured using the state-developed rubric that identifies the practices necessary to achieve the standards.

- Measures of Student Learning will account for the other 30% of the evaluation based on multiple measures of student learning over time, not a single assessment. Teachers must have both a collective and individual attribution measure.

At the end of the evaluation period, a teacher will receive one of the following ratings:

Performance Evaluating Rating	Implications for earning or losing non-probationary status
Ineffective	A teacher whose performance is deemed ineffective shall receive written notice that his or her Performance Evaluation Rating shows a rating of ineffective, a copy of the documentation relied upon in measuring his or her performance, and identification of deficiencies. A Teacher who is rated as ineffective for two consecutive years shall lose non-probationary status.
Partially Effective	For a probationary Teacher, a rating of partially effective shall not count towards the accrual of three years of effectiveness needed to reach non-probationary status. For a non-probationary Teacher, a rating of partially effective shall be considered the first of two consecutive years of ineffective performance that results in loss of non-probationary status. Non-probationary status in this instance shall only be lost if the Teacher is subsequently rated partially effective or ineffective during the following year.
Effective	A probationary Teacher shall receive a rating of effective for three consecutive years to earn non-probationary status. A non-probationary Teacher must maintain an effective rating to retain non-probationary status. Two consecutive ratings below effective shall result in the loss of non-probationary status.
Highly Effective	For the purposes of gaining or losing non-probationary status, a rating of highly effective shall have the same implications as a rating of effective.

Classified Staff Evaluation

Classified staff will be evaluated on an annual basis by their direct supervisor. The evaluation will consist of:

1. Beginning of the year review of the job description and professional goal setting.
2. Mid year check in to provide feedback and review job performance.
3. End of Year written evaluation and meeting to review feedback and final evaluation rating.

STAFF ABSENCES AND LEAVES

Temporary Leave

Staff are granted ten (10) days of temporary leave per year at the beginning of each school year. Part Time employees are granted temporary leave proportional to their workday. Staff can accumulate up to 20 days of leave at any one time.

All employees will be allowed to carry over a total of 10 days (90 hours) into the next contract year. As of June 30th of each year, all accrued PTO will be paid out at the employees daily hourly rate.

Temporary leave may be used for illness/disability of the teacher, dental work of the teacher, adoption (not to exceed 30 days), illness or death in the immediate family or household, religious holidays, or personal business.

*Twelve-month Classified/Support Staff will follow Board Policy GDD – “Support Staff Temporary Leave and Holidays”.

Reporting Absences

Staff is expected to notify their direct supervisor/principal and school secretary by 6:00 a.m. or as soon as possible in cases of unplanned emergency absence. If possible, call or text before 6:00 p.m. the evening before.

All absences on **contracted work days** require advanced approval except in cases of emergency. Staff are required to complete the Absence Request Form for both planned and unplanned absences. Office staff will not complete these forms for staff. The Absence Request Form includes the verification of the date of the absence(s) and the absence reason and should be submitted to your principal before the absence or immediately upon return to school. A copy of your absence request form will be provided to the Human Resources Director. Completion of an absence request form does not automatically approve the absence. Staff who are absent without approval or do not submit their absence request form within 24 hours of return will have the absence coded as leave without pay. If you have not received a verification of absence approval 24 hours before your absence check in with your principal to verify the absence approval.

1. All absences must be reported whether or not a substitute is needed.
2. Any employee who fails to report to work without notification to his or her supervisor within 30 minutes of the start of the workday, except in emergency or other extenuating circumstances deemed acceptable by the supervisor, the absence shall result in the loss of salary at the daily rate of the employee.

Monitoring Absences

Staff members are responsible for monitoring their own absence balances. Staff can verify with Human Resources if they are unsure of their absence balance. The principal will work with Human Resources to ensure adequate temporary leave is available for absence requests.

Approved absences will be charged to temporary leave as follows:

- An occasional absence of less than two (2) hours in a workday must be approved by the principal or superintendent in advance of the absence. These occasional absences will not be charged to temporary leave. The approval for this absence requires verbal approval only and does not warrant the completion of an absence form.
- An absence > 2 hours and $\leq 4 \frac{1}{4}$ hours = $\frac{1}{2}$ day temporary leave
- An Absence $> 4 \frac{1}{4}$ hours = 1 full day temporary leave

Absences in Excess of Available Leave Time

When temporary leave has been exhausted, absences may only be granted for medical or bereavement purposes, and will be coded as leave without pay.

Professional Leave

Professional leave is leave that the district requires an employee to attend or is approved by the building Principal, these leaves are not charged as temporary leave.

Sick Leave Bank

Each employee may become a member of the Sick Leave Bank. Initial enrollment is (2) temp. days and each subsequent year is (1) temp. day. Employees are eligible to enroll in the SLB only during the first (10) days of each school year. If the employee experiences a catastrophic illness or injury which uses up the employee's sick leave, after the employee takes two days without pay the employee may apply for sick leave from the sick bank.

The Sick Leave Bank board will hear the request and make a decision regarding requests. Each employee may use up to 50 days of the sick leave bank for an illness or injury in a given school year and up to 100 days total. In the event of a physician-verified terminal illness of a spouse or child, the sick leave bank may be used up to 50 days in a school year or 100 days total.

Jury Duty

Wiley School recognizes employees' civic responsibility to serve as jurors. Please notify the school secretary, their principal, and Human Resources as soon as a request for jury duty has been received. Employees will continue to be paid by the district while on jury duty, but jurors should return their jury duty pay to the district.

Administrative Leave

In the event it is in the best interest of the District for a staff member to not be on school property, while an investigation is being conducted, the staff member will be placed on paid administrative leave.

Maternity Leave

A total of 30 days of Maternity Leave is granted to the mother, for birth or adoption. A substitute will be provided at district expense. A portion of the maternity leave may be taken prior to the birth if a doctor deems it necessary. The sick leave bank cannot be used as regular maternity leave, but the Sick Leave Bank could be accessed for life-threatening complications during and after pregnancy.

Emergency Contact

All staff need to complete an emergency contact form. This form provides all emergency contacts and medical information administration may need should you require medical treatment in the event that you are unable to speak for yourself due to serious illness or injury.

SCHOOL BUSINESS ITEMS

Requisitions and Purchase Orders

Requisition forms are available in the staff lounge. All items to be purchased must have prior approval by the principal. The principal will provide the requisition to the business office if approved. If a requisition is not approved, it will be returned to the teacher. If a staff member purchases items out of their own pocket without prior approval the staff member may not be reimbursed.

Health Insurance

United Healthcare is the Wiley School District's health insurance provider. The school will cover up to \$667.00 insurance coverage for all employees. United Healthcare offers a variety of health insurance plans including dental and vision coverages.

Staff Injuries/Workman's Compensation

If staff are injured at work or working as a school sponsor/coach, an injury report must be completed and the principal notified immediately. Staff must follow the processes for workers compensation injuries as outlined by Human Resources.

Paychecks

Employees are strongly encouraged to have their paychecks directly deposited. Employees are paid on the 15th of the month unless the 15th falls on a weekend or holiday. In these cases, checks will be distributed on the last working day before the weekend or holiday. Checks will be available at 1:00 p.m. on the designated pay day.

Handling of Money

No member of the staff should leave money in his or her desk when absent from the classroom or office. All monies from activities are to be deposited in the office each day or even several times a day, if warranted. Each sponsor should keep an accurate record of receipts and disbursements so that when questions arise, they can be answered with accurate documentation. Teachers should lock up any personal items.

Annual Staff Acknowledgement of Expectations and Policies

By signing below, I acknowledge that I have received a hard copy of this handbook. I have been informed as to where to find all district policies. I understand it is my responsibility to read and adhere to all school expectations and Wiley School Board Policies.

I further acknowledge that I am aware of the Wiley School District Internet/Network Acceptable Use Policy and agree to abide by the guidelines for appropriate computer use contained within it.

(Printed Employee Name)

(Signature of Employee)

(Date)

SB 17-296 District Hiring Requirement

Under Colorado Statute SB 17-296 current law, public school teachers are required to take a verbal oath or affirmation that they will uphold the United States and Colorado Constitutions.

Educator's Oath, State of Colorado, County of Prowers

“I solemnly (swear)/(affirm) that I will uphold the Constitution of the United States and the Constitution of the State of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter.”

(Printed Employee Name)

(Signature of Employee)

(Date)