

SECTION G: PERSONNEL

Section G of the NEPN/NSBA classification system contains policies, regulations, and exhibits on all school employees except for the superintendent (policies on the school chief are located in Section C, General Administration). The category is divided into three main divisions: **GB** has policies applying to all school employees or to general personnel matters; **GC** refers to instructional and administrative staff; and **GD** refers to support or classified staff.

✓GBA	Open Hiring/Equal Employment Opportunity and Affirmative Action
✓GBAA	Sexual Discrimination and Harassment
✓GBAA-R	Sexual Harassment (Grievance Procedure)
✓GBEA	Staff Ethics/Conflict of Interest
✓GBEA-E-1	Staff Ethics/Conflict of Interest
✓GBEA-E-2	Staff Ethics/Conflict of Interest
✓GBEB	Staff Conduct
✓GBEBA	Staff Dress Code
✓GBEC	Drug-Free Workplace (Drug and Alcohol Use by Staff Members)
✓GBED	Staff Smoking/No Smoking (And Use of Tobacco)
✓GBEE	Staff Use of the Internet and Electronic Communications
✓GBGA	Staff Health
✓GBGA-R	Staff Health
✓GBGAB	First Aid Training
✓GBGB	Staff Personal Security and Safety
✓GBGD	Workers' Compensation
✓GBK	Staff Concerns/Complaints/Grievances
✓GC	Professional Staff
✓GCAA-R	Classroom Teacher Job Description
✓GCAA2-R	Preschool Teacher Job Description
✓GCAAA-R	Guidance Counselor Job Description
✓GCAAC-R	Athletic Director Job Description
✓GCABA-R	Admin Assistant – Supervision and Vocational Education
✓GCABB-R	Admin Assistant – Curriculum and Activities
✓GCB	Professional Staff Contracts and Compensation
✓GCB-E	Professional Staff Contracts and Compensation
✓GCBA	Instructional Staff Contracts/Compensation/Salary Schedules
✓GCBA-E	Instructional Staff Contracts/Compensation/Salary Schedules
✓GCBC	Professional Staff Supplementary Pay Plans/Overtime
✓GCBC-E-2	Professional Staff Supplemental Pay
✓G CBD	Professional Staff Fringe Benefits
✓GCBE	Expense Reimbursements
✓GCCA	Instructional Staff Leave
✓GCCAA-R	Instructional Staff Sick Leave
✓GCCAB/GCCBB	Instructional/Admin Staff Personal/Emergency/Legal/Religious Leave

LGCCAC	Instructional Staff Maternity/Paternity/Parental Leave
LGCE/GCF	Professional Staff Recruiting & Hiring
LGCG/GCGA	Part-Time and Substitute Professional Staff
LGCIF	Staff Access to Networked Information Resources
LGCKA	Instructional Staff Assignments and Transfers
LGCLA	Length of Instructional Staff Work Day
LGCMC	Parent Conferences, Staff Meetings and School Meetings (Also IKACA)
LGCMD	Instructional Staff Extra Duty
LGCOA	Evaluation of Instructional Staff
LGCOA-R	Evaluation of Instructional Staff
LGCOG	Evaluation of Administrative Staff
LGCOA	Instructional Staff Reduction in Force
LGCCQ/GCCQD	Resignation of Instructional Staff/Administrative Staff
LGCCQE	Retirement of Professional Staff
LGCCQE	Voluntary Retirement Incentive
LGCCQF	Discipline, Suspension and Dismissal of Professional Staff
LGCRD	Tutoring for Pay
LGCU	Professional Staff Membership in Professional and Union Organizations

LGDAAC-R	Classroom Aid Job Description
LGDAAD-R	Library Aid Job Description
LGDABA-R	Director of Maintenance and Grounds Job Description
LGDABB-R	Custodian Job Description
LGDABC-R	Groundsman Job Description
LGDACA-R	Director of Transportation Job Description
LGDACB-R	School Bus Driver Job Description
LGDAAC-R	Director of Food Services Job Description
LGDACD-R	Cook Job Description
LGDAD-R	Technology Coordinator Job Description
LGDAE-R	Office Manager Job Description
LGDB-E	Classified Employee Employment Contract
LGDBA-E-1	Support Staff Salary Schedule
LGDC	Support Staff Benefits
LGDD	Support Staff Vacations and Holidays
LGDE/GDF	Support Staff Recruiting/Hiring
LGDE/GDF-R	Support Staff Recruiting/Hiring Regulations
LGDG	Support Staff Probation and Tenure
LGDDC	Retirement of Support Staff

Open Hiring/Equal Employment Opportunity and Affirmative Action

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

Therefore, the district shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Total commitment on the part of the district towards equal employment opportunity shall apply to all people without regard to race, color, religion, national origin, marital status, sex, age or handicap.

Every available opportunity shall be taken to insure that the district does not discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

Adopted: August 21, 1978

Reviewed: September 19, 2005

LEGAL REFS: Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d
Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e
Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C.
621 *et seq.*
29 U.S.C. 701 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
Title IX of the Education Amendments of 1972, 20 U.S.C. 1681
Fair Labor Standards Act, 29 U.S.C. 201 *et seq.*
C.R.S. 22-32-110 (1)(k)
C.R.S. 22-61-101
C.R.S. 24-34-301 through 24-34-308
C.R.S. 24-34-402

CROSS REFS: AC, Nondiscrimination/Equal Opportunity
ACA, Nondiscrimination on the Basis of Sex
ACE, Nondiscrimination on the Basis of Handicap/Disability

Sexual Discrimination and Harassment

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the district staff to harass another staff member or students through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

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

Staff members may file a formal grievance of sexual harassment through use of the accompanying grievance procedure. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Current practice codified August 1993
Adopted: date of manual adoption

LEGAL REFS.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.*
Title IX of the Education Amendments of 1972, U.S.C. §1681 *et seq.*
C.R.S. 24-34-401 *et seq.*

Sexual Harassment (Grievance Procedure)

1. Staff members who believe they have been subject to sexual harassment will report the incident to Mrs. DaShanda Bringelson, who will be referred to the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.
2. Upon receiving a report, the grievance officer will confer with the staff member who has allegedly been harassed as soon as is reasonably possible, but in no event more than 2 business days from receiving the report, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the staff member is seeking.
3. At the initial meeting with the staff member, the grievance officer will explain the avenues for informal and formal action and provide a description of the grievance procedure. The grievance officer will also explain that whether or not the staff member files a formal grievance or otherwise requests action, the district is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The grievance officer will also explain to the staff member that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.
4. Following the initial meeting with the staff member, the grievance officer will attempt to meet with the alleged harasser in order to obtain a response to the reported harassment. The grievance officer will conduct a thorough investigation, including additional interviews with the parties and interviews with witnesses, if available. The grievance officer will complete the investigation within 14 business days of the initial meeting with the staff member.
5. Within 7 business days of completing the investigation, the grievance officer will determine whether the matter should proceed formally or informally. On the basis of the grievance officer's investigation and if the staff member requests that the matter be resolved in an informal manner and the grievance officer agrees that the matter is suitable for such resolution, the grievance officer may attempt to resolve the matter informally through conciliation.
6. If the staff member requests a formal grievance process, the grievance officer will transfer the record to the superintendent or designee for formal resolution with 7 business days of completing the investigation, and so notify the parties by certified mail.
7. After reviewing the record made by the grievance officer, the superintendent or designee may gather additional evidence necessary to decide the case. Within 14 business days of receiving the record, the superintendent or designee will announce any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.

Staff Ethics/Conflict of Interest

No employee of the Board shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system.

Employees shall not engage in work of any type where information concerning customer, client or employer originates from any information available to them through school sources.

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

Adopted May 18, 1976

Revised to conform with practice: date of manual adoption

LEGAL REFS.: Constitution of Colorado, Article X, Section 13
C.R.S. 18-8-308
C.R.S. 22-63-204
C.R.S. 24-34-402 (1)

CROSS REF.: GBEB, Staff Conduct

Staff Ethics/Conflict of Interest

According to the Colorado Revised Statutes 24-18-105, the following ethical principles for school district employees "are intended as guides to conduct and do not constitute violations as such of the public trust of office or employment..."

1. An employee "should not acquire or hold an interest in any business or undertaking which he has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which he has substantive authority."
2. An employee "should not, within six months following the termination of his ... employment, obtain employment in which he will take direct advantage, unavailable to others, of matters with which he was directly involved during his term of employment. These matters include rules, other than rules of general application, which he actively helped to formulate and applications, claims or contested cases in the consideration of which he was an active participant."
3. An employee "should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when he has a substantial financial interest in a competing firm or undertaking."

Staff Ethics/Conflict of Interest

The Board expects all certificated staff members to demonstrate behavior consistent with high standards of professional ethics and to adhere to the standards adopted by the State Board of Education which state that it is considered unethical behavior for a certificated staff member to:

1. Fail to make reasonable effort to protect the student from conditions harmful to health and safety.
2. Provide professional services in a discriminatory manner regarding age, sex, national origin, race, color, creed, religion, disability, or status with regard to marriage or receipt of public assistance.
3. Fail to keep in confidence information obtained in the course of professional services unless disclosure serves a professional purpose or is required by law.
4. Direct a person to carry out professional responsibilities knowing that such person is not qualified for the responsibility given, except for assignments of short duration in emergency situations.
5. Deliberately distort or suppress subject materials in order to promote the personal view of the certificate holder.
6. Falsify or misrepresent records of facts relating to the certificate holder's own qualifications, to other educator's qualifications, or to student records.
7. Make false or malicious statements about students or school personnel.
8. Accept anything of substantial value from any person when the certificate holder knows, or a reasonable person could construe, that the offer is for the purpose of influencing the professional judgment of the certificate holder, or the performance of professional duties.
9. Fail to conduct financial transactions relating to school programs in a manner consistent with applicable law and regulations.
10. Engage in immoral conduct which affects the health, safety, or welfare of children.

Staff Conduct (And Responsibilities)

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

Rules of Conduct

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

1. Disclose or use confidential information acquired in the course of employment to substantially further personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform any action in which the staff member has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as a counsel, consultant, representative, or agent.

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

It is permissible for an employee to receive:

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

6. Payment for speeches, appearances, or publications reported as honorariums.

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

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

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

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

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

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

Child Abuse

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

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

Possession of deadly weapons

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

Felony/misdemeanor convictions

If, subsequent to beginning employment with the district, the district learns or has good cause to believe that any staff member has been convicted of any felony or misdemeanor (other than a misdemeanor traffic offenses or infractions) the district shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency. Fingerprints shall be submitted within 20 days of receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information.

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

Unlawful behavior involving children

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

Adopted: October 21, 2002

- LEGAL REFS:
- C.R.S. 18-12-105.5
 - C.R.S. 19-3-308 (5.7)
 - C.R.S. 22-32-109.1 (8) *(policy requiring inquiries upon good cause to department of education for purpose of screening employees is required part of safe schools plan)*
 - C.R.S. 22-32-109.7
 - C.R.S. 22-32-109.8 (6)
 - C.R.S. 22-32-109.8 (10)
 - C.R.S. 22-32-109.9
 - C.R.S. 22-32-110 (1) (k)
 - C.R.S. 22-65-105
 - C.R.S. 24-18-104
 - C.R.S. 24-18-109

- CROSS REFS:
- JLF, *Reporting Child Abuse/Child Protection*
 - KFA, *Public Conduct on School Property*

Staff Dress Code

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

Unacceptable items

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

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

Exceptions

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

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

Adopted: November 21, 2005-10-13

LEGAL REFS: C.R.S. 22-32-109 (1)(cc) (districts required to have staff dress code)

CROSS REFS: GBEB, Staff Conduct (and Responsibilities)
JICA, Student Dress Code

Drug-Free Workplace (Drug and Alcohol Use by Staff Members)

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

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include termination and referral for prosecution. The employee may be allowed to participate in an approved drug or alcohol abuse assistance or rehabilitation program in appropriate circumstances in accordance with Board policy.

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

1. On school grounds, whether or not school is in session (excluding residences).
2. At any school-sponsored or sanctioned activity or event off school property or enroute thereto.
3. On the way to school.

An employee shall be suspended immediately after arrest for possession or for being under the influence of a controlled substance.

After investigation, the superintendent may reinstate the employee if it appears to be in the best interests of the individual and the district. The matter shall be reported in full to the Board of Education.

Pursuant to law, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace, shall notify the superintendent no later than five days after the conviction. The district has an obligation under federal law to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

Awareness and Prevention Program

The superintendent shall establish an awareness and prevention program to inform employees about:

1. The dangers of drug and alcohol abuse.
2. The Board's policy of maintaining a drug-free workplace.

3. Available drug and alcohol counseling, rehabilitation and employee assistance programs.
4. Penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the workplace.

The Board shall conduct a biennial review of its awareness and prevention program to determine its effectiveness, to implement required changes and to ensure that disciplinary sanctions are consistently enforced.

Annual Notification of Employees

Information about the standards of conduct required by this policy and a statement of disciplinary sanctions shall be communicated to employees in an appropriate manner on an annual basis. All employees who specifically work under a contract or grant which is federally funded, shall acknowledge receipt of this policy and related information.

Adopted September 19, 2005

LEGAL REFS: 20 U.S.C. 7116 (Safe and Drug-Free Schools and Communities Act of 1994)
21 U.S.C. 812 (definition of controlled substance)
41 U.S.C. 701 and 702

CROSS REFS: EEAEAA*, Drug and Alcohol Testing for Bus Drivers
GCQF, Discipline, Suspension and Dismissal of Professional Staff
GDQD, Discipline, Suspension and Dismissal of Support Staff
JICH, Drug and Alcohol Use by Students

File: GBED

Staff Smoking/No Smoking (And Use of Tobacco)

In order to promote the general health, welfare and well-being of staff and students, smoking, chewing or other use of any tobacco products by staff shall be banned on all school property.

Current practice codified March 19, 2001
Adopted: date of manual adoption

LEGAL REFS: C.R.S. 25-14-102 (3)
C.R.S. 25-14-103 (1)(f),(3)
6 CCR 1010-6, Rule 5-306

Staff Use of the Internet and Electronic Communications

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

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

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the district. However, the Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that violates this policy.

Blocking or filtering obscene, pornographic and harmful information

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

No expectation of privacy

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

Public records

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

Unauthorized and unacceptable uses

Staff members shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

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

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

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- During times when responsible for students, that is not related to district education objectives
- That contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap
- During times when responsible for students, for personal profit, financial gain, advertising, commercial transaction or political purposes
- That plagiarizes the work of another without express consent
- That uses inappropriate or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- That contains personal information about themselves or others, including information protected by confidentiality laws

- Using another individual's Internet or electronic communications account without written permission from that individual
- That impersonates another or transmits through an anonymous remailer
- That accesses fee services without specific permission from the system administrator

Security

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

Staff members shall not:

- Use another person's password or any other identifier
- Gain or attempt to gain unauthorized access to district computers or computer systems
- Read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any staff member identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Confidentiality

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians or district employees that is protected by confidentiality laws. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student and district records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students) and EGAEA (Public Electronic Mail Records).

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by the Family Educational Rights and Privacy Act (FERPA). Therefore, the sharing of student records or other confidential information with persons or agencies outside the school district via e-mail is prohibited without prior written consent of the student's parent/guardian, unless disclosure is under an exception to FERPA (See policy JRA.JRC, Student Records/Release of Information on Students for detailed information on student records and FERPA). Student records and other confidential information may be shared with other district staff members via e-mail, as long as the staff

member with whom the records are shared has a legitimate educational interest in the student and the records are shared for a legitimate educational purpose.

Any student records maintained on district technology, including on the electronic mail system or in any other electronic format are part of the student's record and, as such, are available for parent/guardian review and must be maintained in accordance with FERPA requirements. It is imperative that staff members who share confidential student information via electronic communications understand that correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use e-mail to disclose student records or other confidential student information in a manner inconsistent with FERPA requirements may be subject to disciplinary action.

Vandalism

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

Unauthorized software

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owned to the software owner.

Staff member use is a privilege

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

School district makes no warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communication services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The School District shall not be responsible

for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

Adopted: September 19, 2005

LEGAL REFS: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
47 U.S.C. 231 (Child Online Protection Act of 1998)
20 U.S.C. 6801 *et seq.* (Elementary and Secondary Education Act)
C.R.S. 24-72-204.5 (monitoring electronic communications)

Staff Health

(And Physical and Mental Health Examination Requirements)

Through its overall safety program and various policies pertaining to school personnel, the Board shall seek to ensure the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain good health and practice good health habits.

Under the following circumstances, the Board may require physical examinations of its employees. The district shall pay for all such physical examinations to the extent indicated in this policy. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

Routine Physical Examinations

All bus drivers, including full-time, regular part-time or temporary part-time drivers shall be required to have a physical examination every year to obtain or renew an operator's permit. The district will pay \$50 toward the cost of this physical.

All cooks shall be required to have a physical examination annually to ensure their good health in the food preparation area. The district will pay \$50 toward the cost of this physical.

At the board's request and expense, other employees, including the superintendent, may be asked to obtain a physical examination to determine if there is medical cause for the employee to be released for inability to perform their job responsibilities.

Special Examinations

The board recognizes that an individual's medical diagnosis is privileged information between the patient and medical professionals. However, whenever a staff member's medical condition is such that it interferes with his ability to perform his duties or there is an unacceptable risk to the health and safety of others, the district has a responsibility to take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

The Board may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with his ability to perform his duties or which may pose an unacceptable risk to the health, safety or welfare of the employee or others. The school district shall select the medical professional to conduct such examination.

When the employee cannot perform the essential functions of the job with reasonable accommodation or medical evidence establishes that the employee's condition poses a significant risk to the health, safety or welfare of the employee or others, the school district may take action to suspend and/or terminate the employee in accordance with applicable policies and regulations.

Readily-transmitted Communicable Diseases

An employee with an acute, common communicable disease shall not report to work during the period of time in which he is contagious/infectious. The district reserves the right to require a physician's statement prior to the employee's return to work.

An employee afflicted with a serious, readily-transmissible disease or condition shall be encouraged to report the existence of the condition or illness in case there are precautions that must be taken to protect the health of others.

HIV Infection

Any employee who becomes aware that he/she is infected with the human immunodeficiency virus (HIV), which although life-threatening poses little risk of transmission in a school setting, is encouraged to report to a designated school administrator that he/she is afflicted with the disease. The administrator shall follow the procedures accompanying this policy to evaluate the employment status of the staff member.

To encourage disclosure, the school district shall endeavor to treat these employees in a fair, nondiscriminatory and confidential manner consistent with the district's legal obligations. Federal and state law mandate, pursuant to provisions protecting handicapped individuals, that such employees shall not be discriminated against on the basis of their handicaps and that, if it becomes necessary, some reasonable accommodations be made to enable qualified individuals to continue work.

Confidentiality

In all instances, district personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The superintendent shall initiate procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

Adopted: July 21, 1997

LEGAL REFS.: 29 U.S.C. 794 (1983) (Section 504 of the Rehabilitation act)
42 U.S.C. 12101 *et seq* (Americans with Disabilities Act)
C.R.S. 8-2-118
C.R.S. 22-32-110 (1)(k)
C.R.S. 22-63-301
C.R.S. 24-34-401 *et seq*
C.R.S. 25-4-101 *et seq*
1 CCR 301-26 Rules 4204-R-201

CROSS REFS.: ACE, Nondiscrimination on the Basis of Handicap/Disability (Compliance with Section 504)
EBBA, Prevention of Disease/Infection Transmission
GBA, Open Hiring/Equal Employment Opportunity and Affirmative Action
GBJ, Personnel Records and Files
GCCCA/GCCBA, Instructional Staff/Administrative Staff Sick Leave
GCQF, Discipline, Suspension and Dismissal of Professional Staff Members
GDCA, Support Staff Sick Leave
GDQD, Discipline, Suspension and Dismissal of Support Staff Members

Adopted: August 18, 1997

Staff Health
(Staff Members with HIV/AIDS)

The following procedures will be followed when evaluating the employment status of an employee infected with human immunodeficiency virus (HIV) including those staff members diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) and those suspected of being infected with HIV.

These procedures also will apply whenever a school official has reasonable cause to suspect that a staff member is seriously ill and the illness is affecting his ability to perform his job responsibilities or posing an unacceptable risk to the health and safety of others. Reasonable cause may exist in but not be limited to situations where the employee's health is observed to be deteriorating to the point of interfering with the performance of his duties, when the employee displays persistent physical symptoms of illness, or where there is similar reasonable evidence of such disease.

Reporting Suspected or Confirmed Cases

The superintendent will be the staff member responsible for coordination the school district's effort to evaluate the employment status of an employee in accordance with these procedures. For purpose of these procedures, the superintendent will be referred to as the "school officer."

It is improper for any employee who has knowledge or reasonable grounds to suspect that he is infected with a communicable disease to willfully expose or infect another with such a disease or to knowingly perform an act or engage in conduct which exposes or infects another person with such a disease.

Any staff member infected with HIV is encouraged to report this fact directly to the school officer.

If a supervisor has been informed or has reasonable cause to believe that an employee is afflicted with an illness which is interfering with job performance or posing an unacceptable health risk to others, the supervisor will notify the school officer immediately. The school officer will confer individually with the supervisor and the staff member to assess the situation.

Evaluation of Employment Status

HIV infection is not transmitted casually; therefore, it is not itself a reason to remove a staff member from school. The school officer will determine whether the person who is infected with HIV has a secondary infection such as active tuberculosis that constitutes a recognized risk of transmission in the school setting. This is a medical question which the school officer will answer by consulting with the infected person's physician, a qualified public health official who is responsible for such determinations and the infected person.

If there is no secondary infection that constitutes a medically-recognized risk of transmission in the school setting, the infected person's job assignment will not be altered unless a reassignment is requested as a reasonable accommodation.

If there is a secondary infection that constitutes a medically-recognized risk of transmission in the school setting, the school officer will consult with the physician, public health official and the infected person. If necessary, they will develop an individually tailored plan for the staff member. Additional persons may be consulted if this is essential for gaining additional information, but the infected staff member must approve of the notification of any additional persons who would know his identity. Utmost confidentiality will be observed throughout the process.

When an employee is determined to be unfit for continued duty because he is incapable of performing the essential functions of the position or poses a direct threat to the health or safety of himself or others, he will be entitled to use any accumulated sick leave in accordance with Board policies.

When an employee has exhausted all sick leave options and is deemed unfit to resume duties, employment will be terminated through the employee's resignation, retirement or dismissal in accordance with applicable Board policies.

The school official will review the case periodically with the infected person and the medical advisors described above.

Confidentiality

All information gained by the district through the application of the accompanying policy and these procedures including the identity of an employee infected with HIV will be treated as confidential. Information will be disclosed only as appropriate in connection with these procedures.

Persons who may know the identity of a staff member infected with HIV are those who with the infected person will determine whether the person has a secondary infection that constitutes a medically-recognized risk of transmission in the school setting. They are the school officer, the personal physician of the infected person and a public health official who may be able to study the facts of the case sufficiently without needing to know the identity of the staff member to make a decision.

The decisionmakers listed above and the infected person will determine whether additional persons such as the school nurse or principal need to know that an infected person works at the school. The additional persons will not know the name of the infected person without his consent.

All persons will treat all information as highly confidential. No information will be divulged directly or indirectly to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceeding and meetings will be kept by the school officer in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected staff member.

To further protect confidentiality, names will not be used in documents except when this is essential. Any document containing the name or any other information that would reveal the identity of the infect person will not be shared with any person, not even for the purpose of word processing or reproduction.

Adopted: August 18, 1997

First Aid Training

At least one person in each building, and every staff member who teaches or supervises students in classes or activities where, as determined by the district, students are exposed to dangerous equipment or chemicals or other increased risks of injury, shall hold a current standard first aid card, including CPR training (instructors in Agriculture and Science, cooks, and bus drivers). A list of such staff members shall be maintained in each school office.

Adopted: October 21, 2002

LEGAL REFS: 6 CCR 1010-6-9-102 (first aid certification requirement)

CROSS REFS: JLCE, First Aid and Emergency Medical Care

Staff Personal Security and Safety

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee. An act of a teacher or other employee shall not be considered child abuse if the act was an appropriate expression of affection or emotional support.

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

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or his designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

Communication of disciplinary information

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

Current practice codified August 1993

Adopted: date of manual adoption

Revise: September 16, 1996

File: GBGB

LEGAL REFS.: C.R.S. 19-3-304 (3.5), (4)
C.R.S. 22-32-109 (1)(x)
C.R.S. 22-32-110 (4)(b)(II)
C.R.S. 22-32-126
C.R.S. 22-33-106 (1)(d)

CROSS REFS.: ECAC, Vandalism
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

File: GBGD

Workers' Compensation

Workers' compensation insurance shall be provided in accordance with law.

Adopted May 18, 1976

LEGAL REFS.: C.R.S. 8-42-101 *et seq.*
C.R.S. 8-42-105

CROSS REFS.: GCCAA, Instructional Staff Sick Leave
GCCBA, Administrative Staff Sick Leave
GCD, Professional Staff Vacations and Holidays
GDD, Support Staff Vacations and Holidays

File: GBK

Staff Concerns/Complaints/Grievances

Grievances and/or complaints from personnel employed by this school district shall be brought to the attention of the superintendent before the Board is notified.

All grievances brought before the Board shall be in writing and signed with names and addresses of the person making the complaint. Sufficient copies of the grievance shall be submitted to each member of the Board and to the superintendent. Copies shall be given to each person against whom the grievance is brought. Written copies of the grievance shall be supplied to all parties involved before any action is taken.

No grievance or complaint shall be considered by the Board unless the superintendent has been contacted previously. Nonrenewal of teacher contracts or dismissal from a teaching contract shall not be included in this policy but shall be handled in accordance with law.

Adopted March 16, 1976

Professional Staff

Teachers shall be in one of four classifications according to the terms of their employment:

1. Teacher. Teacher means any person who holds a teacher's certificate and who is employed to instruct, direct or supervise an instructional program. "Teacher" does not include persons holding letters of authorization or the superintendent but does include principals.
2. Probationary teacher. A teacher on an annual contract who has not completed three full years of continuous employment in the district and who has not been re-employed for the fourth year.
3. Substitute teacher. A teacher who is employed on a daily basis in place of a regular employee and works on continuous assignment less than 90 days or one semester during the year, or a teacher who works on two or more assignments for a total of less than 110 days during the academic year.
4. Part-time teacher. A teacher who normally works less than four hours per day.

The Board shall approve all classifications upon the recommendation of the superintendent.

Current practice codified 1993

Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 22-9-103 (1.5)
C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-109.7
C.R.S. 22-63-103

File: GCB

Professional Staff Contracts and Compensation

The Board recognizes that attractive compensation plans-which include an adequate base salary, salary incentives and employee benefits-are necessary to attract and retain well-qualified and able men and women to deliver quality educational services.

It is the Board's intent to review all compensation plans annually with representatives of the district's teaching staff. Once adopted by the Board, these plans of compensation shall be displayed in the Board's policy manual in subcategories of code GCB.

The school district shall adhere strictly to the employment contract procedures established by Colorado statutes.

Adopted May 18, 1976

Revised to conform with practice: date of manual adoption

LEGAL REFS.: C.R.S. 22-32-110 (5)
C.R.S. 22-32-126
C.R.S. 22-61-102
C.R.S. 22-63-202
C.R.S. 22-66-101 *et seq.*

PRAIRIE SCHOOL DISTRICT WELD RE-11J
NEW RAYMER, COLORADO

Teacher Employment Contract

This teacher employment contract, entered into this ___th day of _____, 19___, by and between _____ (teacher) and Prairie School District Weld Re-11J (district).

WITNESSETH

WHEREAS, the Board of Education of the district at a regular meeting held on _____, 19___ has authorized this contract to be executed by the district.

NOW THEREFORE, in consideration of the premises and the promises and conditions contained herein the parties hereto agree as follows:

1. The term of this contract shall be for a period commencing on _____ and ending on _____. This contract is for the one-year term specified herein and may be renewed or extended only by written mutual agreement of the parties hereto or as otherwise required by law.
2. The district shall pay to the teacher a salary at a rate based on a gross annual amount of \$ _____ payable in 12 equal installments, plus such additional amounts, if any, as may be due under policies of the district for assigned extra duty.
3. Deductions authorized by law or Board policy shall be made by the Board of Education of the district from the monthly installments of the salary due the teacher.
4. The teacher agrees to perform such reasonable activities and assignments as directed by and in accordance with the requirements of the Board and its appropriate administrative officers for such days of the year and at such times as designated from tie to time by the Board and its appropriate administrative officers. Such services shall generally be assigned in accordance with the dates and times prescribed in the school district calendar, as may be amended from time to time.
5. This contract shall at all times be conditioned upon and subject to the requirements that at the time the teacher enters into this contract the teacher shall hold a valid Colorado Teacher's Certificate or License issued in the manner prescribed by law, and that during the entire time the teacher performs services pursuant to this contract the teacher shall hold a valid Colorado Teacher's Certificate or License issued in the manner prescribed by law.
6. Notwithstanding any specification or reference herein, this contract is subject to and includes all laws of the federal and state governments and all duly adopted policies, rules, regulations and practices of the Board or the administration of the district, as such exist on the effective date of this contract or as such exist from tie to time hereafter and the district specifically reserves the right to change such policies, rules, regulations and practices at any time without prior notice.
7. The teacher agrees that if he or she abandons, breaches or otherwise refuses to perform services pursuant to this contract that he or she will pay damages to the school district up to

and including one-twelfth of his or her salary to cover the necessary expenses of the school district to secure the services of a suitable replacement teacher. The teacher shall not have to pay damages if he or she has given written notice to the Board on or before July 1 that he or she will not fulfill the obligations of this contract during the succeeding academic year or, after the beginning of the academic year, has given at least 30 days' written notice to the Board of his or her wish to be relieved of this contract as of a certain date. Colorado law provides that a teacher who violates this damages provision is subject to suspension of his or her certificate or letter of authorization.

- 8. Notwithstanding any other provision in this contract, this contract shall not confer or grant any rights to continued employment subsequent to the term of this contract. The teacher agrees that upon the termination of this contract the teacher shall have no rights to continued employment with the school district except to the extent provided by state law. If the school district does not intend to offer the teacher a contract for the next subsequent contract year, the school district shall notify the teacher in writing on or before May 15 that it shall not offer the teacher a contract for the next subsequent contract year.

The salary is contingent upon the availability of federal, state and local funds. All present certified instructional personnel shall be employed for the _____ school year and for the compensation assigned on the approved salary schedule.

IN WITNESS WHEREOF, the parties hereto have executed this contract to be effective as of the date first written above.

President, Board of Education

Teacher

Vice President, Board of Education

Address

Secretary, Board of Education

City, State, Zip Code

Treasurer, Board of Education

Date

Director, Board of Education

PRAIRIE SCHOOL DISTRICT WELD RE-11J
NEW RAYMER, COLORADO

Notice of Assignment

Pursuant to the above contract of employment with Prairie School District Re-11J, you are hereby notified that your initial activities and assignments shall be as follows:

Major assignment areas:

These activities and assignments may be modified from time to time as the needs of the school district require.

In addition to the salary called for in the employment contract, you shall receive additional amounts as are payable under the school district policies for the above-listed duties.

Contractual salary: _____

Step: _____

Additional amounts: _____

Total compensation: _____

Per this notice: _____

Prairie School District Weld Re-11J
New Raymer, Colorado

Superintendent

File: GCBA

Instructional Staff Contracts/Compensations/Salary Schedules

The Board shall pay its employees salaries commensurate with the cost of living and sufficient to obtain and retain well-qualified personnel.

Salaries and wage schedules shall be recommended by the superintendent and adopted by the Board.

Adopted May 18, 1976

LEGAL REFS.: C.R.S. 22-32-110 (5)
C.R.S. 22-44-115.5 (2)
C.R.S. 22-60-107
C.R.S. 22-63-401 through 403
C.R.S. 22-66-101 *et seq.*

CROSS REF.: DBH*, Fiscal Emergencies

File: GCBC

Professional Staff Supplementary Pay Plans/Overtime

The Board shall adopt a supplemental salary schedule for payment of special assignments performed by district personnel. The schedule shall be reviewed annually.

Adopted May 18, 1976

LEGAL REF.: C.R.S. 22-63-206 (3)

Professional Staff Supplemental Pay

Supplemental pay for professional staff shall be based upon a percentage of the base salary adopted by the board of education for the year in which the supplemental pay is earned. All individuals receiving supplemental pay must have the appropriate license or certificate to qualify for the activity.

Supplemental pay for Athletics

Athletic Director	7%
Head Coach – Football, Volleyball, Basketball, Track (both teams)	12.5%
Head Coach – Baseball, Track (one team)	8%
Assistant Coach – Football, Volleyball, Basketball, Track (both teams)	6%
Assistant Coach – Baseball, Track (one team)	4%
Junior High Sports	5%
Junior High Basketball – 40%	
Junior High Football – 35%	
Junior High Tract – 25%	
Cheerleading	2.5%

Supplemental pay for Activities

Assessment Coordinator	4%
FBLA	4%
FFA	10%
Junior and Senior Class Sponsors (2 each class)	1.25%
Freshman and Sophomore Class Sponsors (1 each class)	.75%
7 th and 8 th grade Class Sponsors (1 each class)	.50%
Grant Writer	2.5%
Hazardous Materials Manager	1.5%
Honor Society	1%
Pep Band	2%
Student Council	1.5%
Teacher Mentor	1%
Technology Coordinator	7%
Yearbook	1%
Prairie Memo and Website	4%
Pre-School Coordinator	5%
Title I Coordinator	5%

Adopted by the Board of Education on May 21, 2001
Effective 2007-2008 school year

Professional Staff Fringe Benefits

Employees who work regularly six or more hours per day are covered by the district's group health, life and long-term disability insurance plans.

All full-time regular certificated employees are eligible for the district's health insurance plan.

School district employees shall participate in the Public Employees' Retirement Association in which both the employee and the school district make monthly contributions.

Workers' Compensation

All district employees are covered under the Workers' Compensation Insurance Plan and shall be entitled to all the prescribed benefits.

Current practice codified 1993
Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 8-40-101 *et seq.* through 8-47-101 *et seq.* (Workers' Compensation Act of Colorado)
C.R.S. 22-32-110 (1)(j)
C.R.S. 24-51-101 *et seq.* (Public Employees' Retirement Association)

CROSS REF.: GBGD, Workers' Compensation

EXPENSE REIMBURSEMENTS

~~The Board of Education allows the board, employees and students to receive reimbursement for legitimate expenses as follows:~~

1. The district will pay mileage to individuals who must use their own vehicle for school business at a rate of 25 cents (.25) per mile.

2. On approved trips, the district will pay a per diem for meals based upon the following criteria:

a. If the trip is a convention in a major metropolitan or resort area the per diem amounts are as follows:

Breakfast	\$8
Lunch	\$10
Dinner	\$17

b. If the trip is a day trip within the Northeast Colorado area, the district will reimburse for the actual cost of the meal not to exceed the per diem rate.

c. The district will pay per diem only on meals that are not included in convention or activity registration fees.

Adopted: January 1997

Instructional Staff Leave

Teachers shall be permitted 9 days of leave annually without loss of pay. Non-used days shall accumulate to a maximum of 45 days (50 days for those days accumulated before July 1, 2003) provided the teacher's service in the district has been uninterrupted. Leave may be used at the discretion of the teacher and shall be approved by the superintendent. Failure to obtain prior approval shall result in the teacher's leave days being charged at the rate of two days for each day of absence.

Leave forms shall be completed and filed in the administration office in advance whenever possible. After all leave is exhausted, deduction shall be made for each day's absence at the rate of 1/154th of the contracted salary.

In order for an employee to receive leave time, the superintendent shall be notified prior to 7:00 a.m. on the day the employee is absent except in emergencies.

Adopted: September 15, 2003

LEGAL REF: P.L. 103-3 (Family Medical Leave Act)

Instructional Staff Sick Leave (Sick Leave Bank)

The Board approves of a voluntary sick leave bank for all staff members of the Prairie School District. Employees may draw days from the sick leave bank in cases of extended illness. The provisions of the sick leave bank are as follows:

1. All staff members are eligible for the sick leave bank within 10 days of its inception and within 10 days of the beginning of each new school term, or within 10 days of employment in the district.
2. Any member of the sick leave bank may drop membership at any time. Any days donated to the bank shall not be withdrawn.
3. If the number of days in the bank drops below a total of 25 days, each member will contribute one day to the bank.
4. Any days remaining in the sick leave bank at the end of a school year will be carried over to the next school year and will be made available for use during the subsequent school years, to a maximum of 100 days.
5. The operation and administration of the sick leave bank will be performed by the Prairie Staff Sick Leave Bank Board, consisting of four members, one each from the elementary and secondary instructional staff, one member from the classified staff and one member from the administration.
6. Days will be allotted from the bank only after the individual requesting leave has used up all of his accumulated and current leave days.
7. When an individual begins receiving payment under any disability insurance program, he will no longer receive days from the sick leave bank.
8. Use of days will be limited to one occurrence per year, unless multiple occurrences are all part of the original illness as verified by a doctor's statement.
9. Application of use of days will be made by the individual to the Prairie Staff Sick Leave Bank Board. This application will be made in writing and accompanied by a doctor's statement if required by the Board of Education. The Sick Leave Bank Board will provide copies of the sick leave bank requests to the administration.
10. The Sick Leave Bank Board will report the status of the sick leave bank to the administration on a quarterly basis and upon request. The staff and Sick Leave Bank Board assumes full responsibility for the control of the sick leave bank and will be responsible for its operation.

Approved May 13, 1985

**Instructional Staff/Administrative Staff
Personal/Emergency/Legal/Religious Leave**

Legal Leave

The Board shall grant leave with pay to employees required to serve on jury duty. The employee shall pay any fees received from the court while performing jury duty to the district. Proof of jury duty may be requested by the superintendent.

Adopted May 18, 1976

LEGAL REFS.: C.R.S. 13-71-119
C.R.S. 13-71-126
C.R.S. 13-71-129
C.R.S. 13-71-132 through 13-71-134

File: GCCAC

Instructional Staff Maternity/Paternity/Parental Leave

The Board may approve temporary disability leave for pregnancy, miscarriage, childbirth or accidents and injuries.

All accumulated leave must first be exhausted before temporary disability leave without pay will be granted. The total period of temporary disability leave, including all accumulated leave and leave without pay, shall not exceed three months. The Board may require medical certification of fitness to resume work. Upon return to work, the employee's salary shall be at least equal to his salary at the time the leave was granted. The Board may make exceptions to this policy.

Adopted May 18, 1976

LEGAL REFS.: 42 U.S.C. §2000e-2(a) (Title VII of the Civil Rights Act of 1964)
42 U.S.C. §2000e (k)
P.L. 103-3 (Family Medical Leave Act)
C.R.S. 19-5-211

Professional Staff Recruiting/Hiring

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel, who are highly qualified as defined by the federal No Child Left Behind Act of 2001 (NCLB), in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district schools.

Background checks

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit reports are used in the hiring process, the district shall comply with the Fair Credit Reporting Act.

Hiring

There shall be no discrimination in the hiring process on the basis of race, color, sex, religion, national background, age, marital status, disability or handicap.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district. The Board directs that recruitment procedures will give preferential consideration to candidates who meet the NCLB definition of highly qualified.

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

Appointment of candidates

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

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

Adopted September 19, 2005

LEGAL REFS: C.R.S. 14-14-111.5 (Child Support Enforcement procedures)
C.R.S. 22-2-119 (duty to make inquiries prior to hiring)
C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)
C.R.S. 22-32-126
C.R.S. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of school district)
C.R.S. 22-60.5-201 (licensure reciprocity for out-of-state applicants)
C.R.S. 22-61-101
C.R.S. 22-61-103
C.R.S. 22-63-201
C.R.S. 22-63-202
C.R.S. 24-5-101 (effect of criminal conviction on employment)
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)
C.R.S. 24-72-202 (4.5) (definition of personnel file in open records law)
15 U.S.C. 1681 *et seq.* (Fair Credit Reporting Act)
20 U.S.C. 1119 (No Child Left Behind Act of 2001)
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
34 C.F.R. 200.55 (federal regulations regarding highly qualified teachers)

CROSS REFS: GBA, Open Hiring/Equal Employment Opportunity
GCAA*, Highly Qualified Teachers

Part-Time and Substitute Professional Staff Employment/Qualifications of Substitute Staff

A part-time teacher is a teacher that teaches less than the regular number of hours during a school day and/or week. A part-time teacher shall not acquire non-probationary status if the amount of teaching time during a school day is less than four hours. Non-probationary status for part-time teachers shall be established in accordance with law.

Salaries for part-time teachers shall be based on the salary schedule, pro-rated for the amount of time taught.

A part-time teacher will be moved up one increment on the salary schedule for every year he teaches. In accordance with Board policy, a written contract shall be issued to part-time teachers.

Substitute Teachers may be appointed by the superintendent from a list approved by the Board.

Substitute teachers shall be hired and paid by the district for teachers who take and accompany students to state or national conventions and/or contests.

Whenever possible, teachers shall arrange for their own substitutes. Teachers shall select substitutes from the Board-approved substitute list. Substitutes must be approved by the superintendent or other persons designated by the superintendent. Substitute teachers shall be paid on a daily rate as set by the Board and listed in the salary schedule. Substitutes working half days shall receive half-day pay. A half day shall be three school hours.

Adopted May 18, 1976
Revised August 19, 1996

LEGAL REFS.: C.R.S. 22-9-106
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8
C.R.S. 22-60-104 (1)(f)(III, IV and V)
C.R.S. 22-60-105.5
C.R.S. 22-63-103 (6), (10)

CROSS REFS.: GCE/GCF, Professional Staff Recruiting/Hiring
GCOA, Evaluation of Instructional Staff
GDE/GDF, Support Staff Recruiting/Hiring

Prairie School District Weld Re-11J, New Raymer, Colorado

File: GCIF

STAFF ACCESS TO NETWORKED INFORMATION RESOURCES

~~With the spread of telecommunications throughout the modern work~~
place, the Board recognizes that employees will shift the ways they share ideas, transmit information and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the superintendent to provide staff with training in the proper and effective use of telecommunications and electronic mail.

Adopted: January 1998

Prairie School District Re-11J, New Raymer, Colorado

Instructional Staff Assignments and Transfers

Teachers shall be assigned to positions by the superintendent and shall be responsible to him.

The Board shall consider written requests from certificated employees desiring transfers or promotions. Such requests shall expire automatically after the position has been filled.

Final assignment of instructional staff shall be the responsibility of the superintendent. Any reassignment, transfer or promotion shall not be made without prior discussion with the person affected.

Teachers may apply for vacancies that occur within the school district.

Adopted May 18, 1976

LEGAL REFS.: C.R.S. 22-32-126 (3)
C.R.S. 22-63-206

Teacher Displacement

Consistent with the Board's authority to direct the district's educational programs, the Board may take action pursuant to a drop in enrollment; turnaround; phase-out; reduction in program; or reduction in building, including closure, consolidation or reconstitution. Displacement occurs when such Board action results in the removal of a non-probationary teacher from the teacher's assigned school. This policy and accompanying regulation shall apply to the designation and reassignment of a displaced teacher.

This policy and accompanying regulation shall not apply to teacher dismissals, non-renewals, reductions in force or other personnel actions that do not result in displacement of teachers.

Definitions

For purposes of this policy and accompanying regulation, the following definitions shall apply:

1. "Teacher" means a person who holds a teacher's license issued pursuant to the Colorado Educator Licensing Act, C.R.S. 22-60.5-101et seq. and who is employed to instruct, direct or supervise the instructional program. "Teacher" does not include those persons holding authorizations or administrative positions within the school district.
2. "Displaced teacher" means any non-probationary teacher who is removed from the teacher's assigned school as a result of Board action pursuant to a drop in enrollment; turnaround; phase-out; reduction in program; or reduction in building, including closure, consolidation or reconstitution.
3. "Mutual consent placement" occurs when a displaced teacher applies for a position under the supervision of another principal and the hiring principal consents. The hiring principal's consent must consider input from at least two teachers employed at the school and chosen by the teaching faculty at the school to represent them in the hiring process.
4. "Priority hiring pool" is a subgroup of displaced teachers who were actively employed and deemed satisfactory or effective in their performance evaluation preceding their displacement and who have not secured a mutual consent placement. Teachers in the priority hiring pool shall receive the first opportunity to interview for available positions for which they are qualified within the district.
5. "Hiring cycle" means the period of time during which the Board reviews the staffing needs of the district and acts to fill vacant positions, if any. The Board engages in two hiring cycles each calendar year: first, when the Board projects and fills staffing needs for the next school year (between approximately March and the

day before the opening day of the next school year); and, second, as the Board reviews its current staffing and makes adjustments as necessary during the current school year (from the first day of school through the last day of the current school year).

6. "Transfer" means the reassignment of a teacher from one school, position or grade level to another in the district.

Board of Education's determination and statement

If the Board determines a drop in enrollment; turnaround; phase-out; reduction in program; or reduction in building necessitates action that may require the displacement of one or more teachers, it shall adopt a statement that reasonably identifies the action and the reasons for that action. This statement shall be transmitted to the superintendent and made available to district faculty.

To the extent possible, the Board shall establish the actual number of teacher positions to be displaced consistent with the Board's authority to establish educational programs within the district. If it is not possible at the time the Board issues its initial statement for the Board to address personnel implications, the Board shall issue a revised statement of action after receiving additional input from the superintendent.

Superintendent's action

After receiving the Board's statement, the superintendent shall prepare recommendations for appropriate personnel action, which may include teacher displacement, consistent with Board policy and state and federal law. As necessary and appropriate, the superintendent shall submit to the Board such recommendations and the Board may revise as necessary its statement of action.

The superintendent shall cause written notice of displacement to be provided to all displaced teachers. Notice shall be in writing and delivered via certified mail to a displaced teacher's address of record. The superintendent shall immediately cause a displaced teacher to receive an initial list of all vacant positions for which the teacher is qualified, as well as a list of vacancies in any area identified by the school district to be an area of critical need.

Mutual consent placement

Displaced teachers shall have the right to pursue a mutual consent placement in the district. Any displaced teacher remains solely responsible for identifying available positions within the district and pursuing any and all vacancies for which the teacher is qualified. Displaced teachers who were deemed satisfactory or effective in their performance evaluation preceding their displacement shall be members of a priority hiring pool.

During the period in which the teacher is attempting to secure a mutual consent placement, the district may place a displaced teacher in a twelve-month assignment or other limited-term assignments, including, but not limited to, a teaching assignment, substitute assignment or instructional support role. Such assignment by the district is not a mutual consent placement.

If a displaced teacher is unable to secure a mutual consent placement in a school of the district after twelve months or two hiring cycles, whichever period is longer, the district shall place the displaced teacher on unpaid leave until such time as the displaced teacher is able to secure an assignment.

Adopted: April 24, 2017

LEGAL REFS.: C.R.S. 22-60.5-101 *et seq.* (*Colorado Educator Licensing Act of 1991*)

C.R.S. 22-63-101 *et seq.* (*Teacher Employment, Compensation, and Dismissal Act of 1990*)

C.R.S. 22-63-202 (2)(c.5) (*displacement and mutual consent provisions*)

C.R.S. 22-63-202 (2)(c.5)(II)(B) (*requirement to develop policies for Board adoption addressing displacement and mutual consent provisions*)

C.R.S. 22-63-206 (*permitting transfer of teachers from one school, position or grade level to another*)

CROSS REFS.: GCE/GCF, Professional Staff Recruiting/Hiring

GCKA, Instructional Staff Assignments and Transfers

GCKB, Administrative Staff Assignments and Transfers

Length of Instructional Staff Work Day

The work day for teachers shall be determined by the superintendent. Teachers shall report any departure from such a schedule to the superintendent at the earliest possible time for his approval.

Teachers shall be on duty in their respective rooms at least 15 minutes before and after school is dismissed or until students are no longer under their supervision.

Teachers shall not leave the building while school is in session without the approval of the administration.

Adopted August 21, 1978

File: GCMC (Also IKACA)

Parent Conferences, Staff Meetings and School Meetings

Teachers shall be present for all teacher meetings called by the superintendent unless otherwise excused by him.

Parent conferences shall be held following the first and third quarter grading periods. The dates for parent conferences shall be listed on the school calendar.

Adopted May 18, 1976

CROSS REF.: ICA, School Calendar

Instructional Staff Extra Duty

Teachers shall assume their fair share of extracurricular duty. Care shall be taken that no teacher is unduly burdened in this respect by assignments made by the administration.

Teachers shall assist in the general supervision of halls and grounds as directed by the superintendent. The superintendent may, if necessary, arrange a schedule of hall and ground duty for teachers.

Adopted May 18, 1976

Evaluation of Instructional Staff

The Board believes that the evaluation of instructional staff should be a positive growth supporting system and that successful evaluation is based on the establishment of good faith and trust between professionals. The evaluation of instructional staff is an important part of the systematic improvement of instruction--a responsibility shared by both the evaluator and the person being evaluated.

The Board also recognizes that an effective evaluation is determined by the climate under which it occurs. Therefore, the Board shall include each individual evaluated in the planning and completion of his own professional growth. The evaluation process shall be continuous and cooperative. Interaction between the teacher and the student is a key factor in the instructional process and shall be emphasized in the evaluation process.

The purposes of teacher evaluations shall be:

1. To improve the individual professional growth of each person.
2. To improve instruction and its delivery to students.
3. To enhance the implementation of curriculum.
4. To support district goals.
5. To serve as the measurement of satisfactory performance for individual teachers.
6. To measure the level of performance of all certificated personnel within the district.

A written evaluation form shall include a teacher's strengths, weaknesses and plans for continued growth. The formal evaluation shall be one factor considered when making administrative decisions concerning recommendations for re-employment, continuing employment or discipline.

Nothing in this policy or accompanying regulations shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

All evaluations shall be conducted in a manner consistent with the legal and constitutional rights of certificated personnel. Informality in conducting or recording any evaluation or minor deviations from the evaluation procedures which do not materially affect the outcome of the evaluation shall not invalidate any evaluation or any conclusions or actions based on any evaluation.

Adopted April 20, 1992

LEGAL REFS.: C.R.S. 22-9-101 *et seq.* (Certificated Personnel Performance Evaluation Act)
C.R.S. 22-63-301
C.R.S. 22-63-302 (8)

CROSS REFS.: BDFA*, District Personnel Performance Evaluation Council
CFBA*, Evaluation of Evaluators
GCQF, Discipline, Suspension and Dismissal of Professional Staff
(And Contract Nonrenewal)

Note: Please refer to "Prairie District Teacher Evaluation," on file in the superintendent's office, for complete information regarding the district's teacher evaluation plan.

Evaluation of Instructional Staff

Evaluations will be conducted in accordance with state law and Board policy to improve instruction, enhance the implementation of programs in the curriculum, measure the professional growth and development of personnel and level of performance of each certificated employee. Evaluations also will serve as the measurement of satisfactory performance for teachers and documentation for dismissal for unsatisfactory performance.

Even though the evaluation process is designed to encourage and assist certificated employees to perform at a level consistent with the district's standards, the evaluator or the superintendent may recommend to the Board that changes be considered in contract status or assignment.

The procedures necessary to administer and implement the district's evaluation policy are as follows:

Initial Requirements

All certificated personnel will be evaluated, including part-time teachers.

In most situations, evaluations will be made by the person who directly supervises the certificated employee to be evaluated.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether a teacher's performance meets district standards. Other criteria will be developed for evaluation of each position prior to the evaluation.

Information will be made available to each evaluatee about the evaluation system, the evaluation policy and procedures, the responsibilities of the evaluator and evaluatee, the standards for satisfactory performance and the evaluation criteria for the evaluatee's position.

Information Collection

The evaluator will directly observe the evaluatee as well as compile other data in accordance with the district's evaluation system.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgments.

No evaluation information will be gathered by electronic devices without the consent of the evaluatee.

Frequency and Duration

Probationary teachers will be evaluated at least twice each year. Other certificated personnel will be evaluated at least once every two years.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or evaluatee, only when the evaluatee is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system, and the evaluatee has an opportunity to meet with the evaluator.

The district's evaluation system specifies that at least two direct observation and data collection be completed each year before the evaluation report is written. Minor adjustments and variations will be allowed in order to insure that the evaluation process is thorough and that sufficient data is collected from which reliable findings and conclusions may be drawn.

All evaluations will be completed before the second Friday in April of each school year.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the performance of the teacher and which clearly sets forth recommendations for improvements including recommendations for additional education and training during the teacher's recertification process.
2. Specific information about the strengths and weaknesses in the performance of the evaluatee.
3. Documentation identifying when a direct observation was made.
4. Identification of all data sources.
5. The evaluation report will be discussed with the evaluatee. Both the evaluator and the evaluatee will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein.

The evaluatee may attach any written comments to the evaluation report before it is reviewed by the supervisor of the evaluator. Each report will be reviewed and signed by a supervisor of the evaluator.

The evaluator will maintain a cumulative file of all pertinent data relating to each teacher's evaluation, including the evaluation report. This file will be available for the teacher's review and will include any written comments signed and submitted by the teacher.

Unsatisfactory Performance

1. A teacher whose evaluation indicates performance is unsatisfactory will be given a notice of deficiencies.

2. A remediation plan to correct deficiencies will be developed by the evaluator and the teacher.

3. The teacher will be given a reasonable period of time to correct the deficiencies and a statement of resources and assistance available to improve performance.
4. Further evaluations of a teacher on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.
5. If the teacher's next evaluation shows the teacher is performing satisfactorily, no further action will be taken.
6. If the teacher's next evaluation indicates the teacher still is not performing satisfactorily, the evaluator either will make additional recommendations for improvement or take any necessary steps to recommend dismissal.

Informal evaluations or observations may be made whenever appropriate.

Approved April 20, 1992

Revised to conform with practice: date of manual adoption

Note: Please refer to "Prairie District Teacher Evaluation," on file in the superintendent's office, for complete information, procedures and forms with regard to teacher evaluation.

Evaluation of Administrative Staff

The Board shall institute and maintain an annual program for the evaluation of all administrative personnel.

The purpose of administrator evaluations shall be to assist administrators in developing and strengthening their professional abilities, improve the instructional program, enhance the implementation of curricular programs, and measure professional growth and development and level of performance of administrators. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance.

The evaluation process shall provide for:

1. Cooperative planning of job performance objectives by administrator and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self-evaluation.

The school district shall conduct all evaluations so as to observe the legal and constitutional rights of licensees personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the progress or the evaluation report.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status or assignment under the terms of the employment contract and state law. The content of the evaluation, the ratings given and any improvement or remediation plan shall not be grievable under the district's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado Law.

Adopted: September 19, 2005

LEGAL REFS: C.R.S. 22-9-101 *et seq.* (Licensed Personnel Performance Evaluation Act)
C.R.S. 22-32-126 (employment and authority of principals)
C.R.S. 22-63-301 (grounds for dismissal)
C.R.S. 22-63-302 (8) (burden of proof)

CROSS REFS: BDFA*, District Personnel Performance Evaluation Council
GCOD*, Evaluation of Evaluators
GCQF, Discipline, Suspension and Dismissal of Professional Staff

INSTRUCTIONAL STAFF REDUCTION IN FORCE

The Board may cancel an employment contract with any teacher without penalty to the district when the Board determines there is a justifiable decrease in the number of professional staff positions or when there is a significant change in the structure of a staff position. The Board shall follow the procedures listed below.

1. Noncertificated professional staff assigned in the endorsement area subject to the justifiable decrease or restructuring shall have their contracts canceled first.
2. Nontenured professional staff assigned in the endorsement area having a justifiable decrease or restructuring shall have their contracts canceled next.
3. Tenured professional staff assigned in the particular endorsement area where there is a justifiable decrease or restructuring shall be the last category of employees to have their contracts canceled.
4. Within the above categories, the Board may cancel employment contracts pursuant to its legal authority.

Adopted: May 18, 1976

Revised: January 1997

LEGAL REFS.: C.R.S. 22-60-105
C.R.S. 22-63-202(3)

Resignation of Instructional Staff/Administrative Staff

In accordance with state statutes, a teacher may cancel a contract prior to the beginning of an academic year by giving written notice on or before July 1, during an academic year by giving at least 30 days' written notice, or at any time by mutual agreement with the Board of Education.

A teacher who fails to honor a contract, except in accordance with the statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, not to exceed 1/12th of his annual salary. In addition, the teacher's certificate may be suspended.

A teacher who resigns during the term of his contract shall be paid the prorated amount of his annual salary for each day he has been on duty.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning his resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Adopted May 18, 1976

Revised to conform with practice: date of manual adoption

LEGAL REFS.: C.R.S. 19-3-301 *et seq.* (Child Protection Act of 1987)
C.R.S. 22-32-109.7
C.R.S. 22-63-202

Retirement of Professional Staff

Employment decisions of the Board of Education are based on many factors. Therefore, the Board has no mandatory retirement age for district employees.

Employees are encouraged to make their own retirement decisions and to give written notice to the Board once a retirement date has been established.

Adopted May 18, 1976

Revised to conform with practice: date of manual adoption

LEGAL REFS.: Age Discrimination in Employment Act, 29 U.S.C. 621 *et seq.*
C.R.S. 24-51-101 *et seq.* (Public Employees' Retirement Association)

CROSS REF.: GCQF, Discipline, Suspension and Dismissal of Professional Staff Members (And Contract Nonrenewal)

PRAIRIE PROFESSIONAL STAFF VOLUNTARY RETIREMENT INCENTIVE

Eligibility Requirements

Professional staff employee must have a minimum of 15 years of full-time service in the Prairie School. The last five years of service must be uninterrupted service at Prairie School. Leaves approved by the Prairie School are not an interruption of service, but the time the employee was on leave will not count toward total years of service. An employee may apply a maximum of 5 years of service earned outside the Prairie School toward the years of service requirement.

An employee who has a letter of resignation on file with the superintendent of Prairie School, and meets all the requirements for participation in the voluntary retirement plan, shall be entitled to a predetermined sum of money based upon longevity at Prairie School. The amount of the retirement bonus will be according to the following schedule:

<u>Years of Service</u>	<u>% of Final Salary</u>
15	17.5
16	20
17	25
18	30
19	35
20	40
21	35
22	30
23	25
24	20
25	17.5
26	15
27	12.5
28	10
29	7.5
30	5

Voluntary retirement benefits shall be based upon the employee's final salary and does not include any other pay for extra duty.

Participation in the retirement incentive plan shall become effective upon approval by the Board of Education of Prairie School, and acceptance of the employee's resignation. Applications under this policy must be submitted by

March 15 for retirement at the end of that fiscal year (June 30), although under special circumstances, the Prairie Board President may exercise his discretion regarding applications submitted after March 15.

Payments

- Payment to the retiree shall be made in two equal payments with the first payment made in September following retirement, and the second payment in September the following year.
- Approved request for early retirement shall be irreversible as of the effective date of the employee's resignation.

This policy shall not be applicable to any employee terminated for cause.

No payment of benefits shall be made by the Prairie School in the event of the death of an active employee prior to his/her actual retirement date. In the event of an employee's death prior to having received full payment, the employee's beneficiary will receive 100% of the remaining benefits. If no beneficiary has been designated, any remaining payments shall go to the employee's estate.

If the number of employees applying for the retirement incentive exceeds the amount of funds available, Prairie School will prioritize all employee retirement requests based upon the sum of full-time service and employee's age. Notification of acceptance or denial will be made by May 20. Those applicants not receiving this incentive will have the opportunity to withdraw their resignation, or intent to retire applications, within 30 days of notification.

Any changes in the benefits provided by this plan made by the Board shall not apply retroactively to individuals having received voluntary retirement benefits unless specifically provided for in the revision of the plan made by the Board.

The decision of the Board of Education of Prairie School shall be final in interpreting this policy. The Board expects all employees to perform their duties satisfactorily until retirement.

Voluntary Retirement Incentive Plan

Intent to Participate Form

I, _____, intend to participate in the Prairie School Voluntary Retirement Plan. I have _____ years service with Prairie School. I also have _____ years of professional service from outside the Prairie School, as defined by the policy.

I understand that to be eligible for the retirement incentive plan, I must resign effective June 30th of the current fiscal year. I have attached my letter of resignation as per policy requirements.

Deadline for submission of form to Prairie School is March 15

Employee's Beneficiary

Employee Signature

Date

Acceptance of Participation in Retirement Plan by Prairie Board President:

Prairie Board President

Date

Discipline, Suspension and Dismissal of Professional Staff (And Contract Nonrenewal)

The Board of Education shall follow procedures established by law for the suspension and dismissal of certificated teachers.

Full-time probationary teachers, currently employed by the Board, shall be re-employed for the succeeding academic year at the appropriate salary unless the Board does not renew the contract of such teacher pursuant to law.

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

This provision also shall apply to teachers employed on a part-time continuous basis by the district and by the South Platte Valley Board of Cooperative Educational Services.

A teacher shall not be subject to any disciplinary proceeding including dismissal for actions which were in good faith and in compliance with the district's discipline code, nor shall a contract nonrenewal be based on such lawful actions.

If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the dismissal. The district also shall notify the employee that information concerning his dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Adopted May 18, 1976

Revised to conform with practice: date of manual adoption

LEGAL REFS.: C.R.S. 19-3-301 *et seq.* (Child Protection Act of 1987)
C.R.S. 22-32-109.7
C.R.S. 22-32-110 (4)(c)
C.R.S. 22-63-103
C.R.S. 22-63-202 (3)
C.R.S. 22-63-203
C.R.S. 22-63-301 *et seq.*

File: GCRD

Tutoring for Pay

No teacher shall accept pay for tutoring students that are enrolled in the teacher's classes during the regular school year. The Board may make exceptions to this policy at its discretion.

Adopted May 18, 1976

File: GCU

Professional Staff Membership in Professional and Union Organizations

Employees are encouraged to join professional organizations that will help the employees keep current in developments and trends in their field.

Adopted May 18, 1976

Classroom Aide Job Description

Title: Classroom Aide

Qualifications: Demonstrated success in performing tasks relating to the position
High School Diploma or Equivalent
Other specific qualifications as established by the Board of Education

Reports to: Superintendent of Schools

Job Goal: To assist classroom teachers with programs and projects as needed.
To complete all duties with a sense of pride and enthusiasm, and to work together with all other district employees in a spirit of teamwork.

Terms of Employment: Salary, benefits and length of contract as established by the Board of Education.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board policy.

Performance Responsibilities:

The aide shall:

1. Assist in instructional programs
 - a. Maintain a working knowledge of copying equipment, AV equipment, and computers to assist teachers as necessary
 - b. Make materials for instructional programs at the request of individual teachers
 - c. Monitor recess and lunch activities of students
 - d. Assist with attendance records in the office.
 - e. Assist with lunchroom record keeping
 - f. Other duties as assigned by the Superintendent of Schools

Adopted: August 18, 1997

Library Aide Job Description

Title: Library Aide

Qualifications: Demonstrated success in performing tasks relating to the position
High School Diploma or Equivalent
Other specific qualifications as established by the Board of
Education

Reports to: Superintendent of Schools

Job Goal: To administer the school library, and to assist students, faculty and
community with library activities. To complete all tasks with a
sense of pride and enthusiasm, and to work together with all district
employees in a spirit of teamwork.

Terms of Employment: Salary, benefits and length of contract as established by the Board
of Education.

Evaluation: Performance of this job will be evaluated annually in accordance
with provisions of Board policy.

Performance Responsibilities:

The aide shall:

1. Administer the library
 - a. Maintain an efficient and comprehensive system for cataloguing library materials
 - b. Make materials available for instructional programs
 - c. Evaluate, select and requisition new materials in the present collection
 - d. Arrange for interlibrary loan of requested materials
 - e. Schedule and monitor participation in the bookmobile program
 - f. Arrange changing displays to inform or motivate
 - g. Prepare and administer a library budget
 - h. Evaluate, select requisitions and replace equipment
 - i. Monitor use of equipment
 - j. Keep records and current inventory necessary relating to equipment and library materials
 - k. Be able to use computer and other equipment in the administration of the library.

2. Assist others in the use of the library
 - a. Assist teachers in selection of instructional media and materials
 - b. Instruct patrons in the use of the library promoting independent use
 - c. Schedule use of the library and equipment
 - d. Present and discuss materials with classes upon the request of the teacher
 - e. Give reading guidance to students with special needs or unique interests
3. Promote appropriate conduct of students using library facilities.
4. Perform other duties as assigned by the principal.

Adopted: August 18, 1997

Director of Maintenance and Grounds Job Description

Title:	Director of Maintenance and Grounds
Qualifications:	High School Diploma Demonstrated aptitude or competence for assigned duties Strong characteristics necessary for positive personal public relations with public and school community members Other specific qualifications as established by the Board of Education
Reports to:	Superintendent
Job Goal:	To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times. To complete all tasks with a sense of pride and enthusiasm, and to work together with all district employees in a spirit of teamwork.
Terms of Employment:	Salary, benefits and length of contract as established by the Board of Education
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of Board policy.

Performance Responsibilities:

The director shall be responsible for the following tasks.

Building Maintenance

1. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Establishes and recommends priorities on repair projects.
3. Estimates cost of repair projects in terms of labor, material and overhead.
4. Complete routine maintenance such as wiring, switches, faucets, plumbing, repairing fencing, concrete, ceilings, etc. in a timely fashion.
5. Develops a system for dealing with emergency repair problems with efficiency.

6. Orders materials as needed and maintains a level of custodial supplies within budgetary constraints.
7. Completes all maintenance work orders as quickly as possible.
8. Consults with the superintendent regarding regular preventative maintenance programs.
9. Shall be responsible for handling emergency calls. (Any situation that may affect the health, safety, and welfare of students and employees or interrupt the educational progress at the schools regarding maintenance.)
10. During hours when the custodian is not at school, or in emergency situations, shall complete routine custodial duties and cleaning as necessary.
11. Complete cleaning as directed by the superintendent, including the cafeteria.

Summer maintenance

1. Organizes and completes the summer maintenance program.
2. Supervises outside contractors completing special projects.

Grounds

1. Responsible for lawn and ground care during the school year, including watering, mowing, and snow removal.

The director shall also be responsible for other duties as directed by the superintendent.

Adopted: August 18, 1997

Custodian Job Description

Title: Custodian

Qualifications: High School Diploma
Demonstrated aptitude or competence for assigned duties
Strong characteristics necessary for positive personal public relations with public and school community members
Other specific qualifications as established by the Board of Education

Reports to: Superintendent of Schools

Job Goal: To maintain the physical school plant in a clean, safe operating condition. To complete all tasks with a sense of pride and enthusiasm, and to work together with all other district employees in a spirit of teamwork.

Terms of Employment: Salary, benefits and length of contract as established by the Board of Education

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board policy.

Performance Responsibilities:

The custodian shall be responsible for the following tasks.

1. Cleaning Assignments
 - a. Clean restrooms and locker rooms daily
 - b. Clean classrooms daily
 - c. Clean other areas as needed, no less than weekly

2. Preventative Maintenance
 - a. Report any maintenance/repair items to the maintenance director immediately
 - b. Assist in removing ice/ snow around doorways as able
 - c. Be available to clean up emergency spills, etc as necessary, following all proper procedures for same.

3. Summer Cleaning
 - a. Completely clean all classrooms ceiling to floor, Including all carpets
 - b. Assist in simple maintenance and other projects as time allows
4. Security assistance
 - a. Unlock the building in the morning
 - b. Be available for cleaning when scheduled for school activities
5. Perform other duties as assigned by the maintenance director and approved by the superintendent.

Adopted: August 18, 1997

Groundsman Job Description

Title: Groundsman

Qualifications: Demonstrated success in performing tasks relating to the position
High School Diploma or Equivalent
Other specific qualifications as established by the Board of
Education

Reports to: Director of Maintenance and Grounds

Job Goal: To provide for the upkeep and maintenance of the grounds and fields at the school during the summer months. To complete all tasks with a sense of pride and enthusiasm, and to work together with all district employees in a spirit of teamwork.

Terms of Employment: Salary, benefits and length of contract as established by the Board of Education.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board policy.

Performance Responsibilities:

The groundsman shall:

1. Maintain and care for the school grounds.
2. Maintain, operate and repair all grounds equipment including lawn mowers, and sprinklers.
3. Assist the director of maintenance and grounds in any other capacity as the schedule allows.

Adopted: August 18, 1997

Director of Transportation Job Description

Title:	Director of Transportation
Qualifications:	High School Diploma Demonstrated aptitude or competence for assigned duties Strong characteristics necessary for positive personal public relations with public and school community members Other specific qualifications as established by the Board of Education
Reports to:	Superintendent
Job Goal:	To maintain the transportation vehicles in a condition of operating excellence so that full educational use of them may be made at all times. To coordinate the bus routes and drivers in an efficient and effective manner. To complete all tasks with a sense of pride and enthusiasm, and to work together with all district employees in a spirit of teamwork.
Terms of Employment:	Salary, benefits and length of contract as established by the Board of Education
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of Board policy.

Performance Responsibilities:

The director shall be responsible for the following tasks.

Vehicle Maintenance

1. Examines school vehicles on a regular basis for needed repairs and maintenance.
2. Establishes and recommends priorities on repair projects.
3. Estimates cost of repair projects in terms of labor, material and overhead.
4. Complete routine maintenance to the extent of our facilities and equipment in a timely fashion.
5. Develops a system for dealing with emergency repair problems with efficiency.

6. Orders materials as needed and maintains a level of transportation supplies within budgetary constraints.
7. Delivers district vehicles to repair agencies as necessary to complete repairs beyond the scope of the local facility.
8. Consults with the superintendent regarding regular preventative maintenance programs.

Route and Driver programs

1. Organizes and schedules bus routes and drivers.
2. Schedules activity trip drivers and vehicles.

Transportation Administration programs

1. Completes purchase orders and budget reports for the transportation department.
2. Assists the superintendent in the completion of the CDE transportation report.

The director shall also be responsible for other duties as directed by the superintendent.

Adopted: August 18, 1997

School Bus Driver Job Description

Title:	School Bus Driver
Qualifications:	Demonstrated success in performing tasks relating to the position High School Diploma or Equivalent Certification of good health Meet the annual requirements and maintain an appropriate school bus driver's license. Other specific qualifications as established by the Board of Education
Reports to:	Director of Transportation
Job Goal:	To provide for the safe transportation of students to and from school and school activities during the course of the school year. To complete all tasks with a sense of pride and enthusiasm, and to work together with all other district employees in a spirit of teamwork.
Terms of Employment:	Salary, benefits and length of contract as established by the Board of Education
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of Board policy.
Performance Responsibilities:	
The driver shall:	
1.	Carry out all school bus regulations as established by the Board, the Colorado Department of Education, and the Motor Vehicle Department.
2.	Exercise authority in maintaining order while in transit without abuse and shall report all incidents of unruliness or insubordination to the Director of Transportation and/or the Superintendent.
3.	Shall maintain all appropriate levels of behavior regarding language, use of tobacco, etc. and shall not allow students to use improper language or inappropriate substances.
4.	Take proper care of the bus and see that the vehicle is not used for any other purpose than conveying students, except as directed by the district.

5. Transport pupils assigned to the route to and from designated pick up points at home and school.
6. Use every possible effort to ensure students arrive at school prior to the scheduled starting time. Report any tardiness to the Director of Transportation.
7. Be at school at least 30 minutes prior to dismissal to prepare buses for transporting student. Preparation shall include bus checks, gassing, moving the buses to pick up locations, etc.)
8. Keep bus clean inside and outside. If wash bay is used, clean up the bay after use (floors, etc) -
9. Assist director in transporting buses for maintenance. If repairs can be completed quickly, driver shall remain with the bus until it is completed, and shall return it to school.
10. Fuel bus as required.
11. Attend a weekly meeting for planning of activity trips and other in-service issues.
12. Drive activity trips as assigned on a rotating basis. Drivers are paid for extra driving on an hourly rate as established by the board.
13. Report any emergencies immediately to the school by radio.
14. Perform other duties as assigned by the Director of Transportation

Adopted: August 18, 1997

**Director of Food Services
Job Description**

Title: Director of Food Services

Qualifications: High School Diploma
Demonstrated aptitude or competence for assigned duties
Strong characteristics necessary for positive personal public relations with public and school community members
Other specific qualifications as established by the Board of Education

Reports to: Superintendent

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring. To complete all tasks with a sense of pride and enthusiasm, and to work together with all district employees in a spirit of teamwork.

Terms of Employment: Salary, benefits and length of contract as established by the Board of Education

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board policy.

Performance Responsibilities:

The director shall be responsible for the following tasks.

1. Prepare and serve food according to a planned menu and tested uniform recipes, and determine that the finished product is of best quality both in flavor and appearance.
2. Purchases and maintains an inventory of all foods, supplies and equipment.
3. Provides assistance and suggestions for the preparation and serving of government surplus food.
4. Determines the quantity of each food to be prepared daily.
5. Determines the size of serving to meet the necessary age requirements.

6. Helps in planning and preparation of any special meals required for district sponsored events.
7. Ensures that standards of diet, cleanliness, health and safety are maintained in the lunch facility and kitchen.
8. Establishes and maintains a system to store and inspect all purchased and government foods and supplies.
9. Checks food shipments into the school, signing invoices only after each order has been verified.
10. Checks all bills and purchase orders for accuracy before presenting them to the bookkeeper for payment.
11. Plans work schedules and arranges for substitutes when required.
12. Instructs and supervises other kitchen employees in performing their assigned tasks.
13. Maintains required kitchen and menu records, including computer menus
14. Checks all government subsidies and reimbursements and prepares necessary reports.
15. Knows and performs basic first aid procedures.
16. Confers with the superintendent regarding any personnel or other issue in the food service department.
17. Assumes responsibility for storage, utilizing and disposal of unused food
18. Maintains the highest standards of safety and cleanliness in the kitchen and storage area.
19. Assists in the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, utensils, and any other clean-up tasks.
20. Performs major cleaning of storerooms and refrigerators weekly, keeping foods rotated with oldest in front for easy access.
21. Keeps the public informed of the menus and services offered by the food service department.
22. Performs such other duties as required by the superintendent of schools.

Adopted: August 18, 1997

Prairie School District Re-11J, Weld County

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Cook Job Description

Title: Cook

Qualifications: High School Diploma
Demonstrated aptitude or competence for assigned duties
Strong characteristics necessary for positive personal public relations with public and school community members
Other specific qualifications as established by the Board of Education

Reports to: - Director of Food Services

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring. To complete all tasks with a sense of pride and enthusiasm, and to work together with all other district employees in a spirit of teamwork.

Terms of Employment: Salary, benefits and length of contract as established by the Board of Education

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board policy.

Performance Responsibilities:

The cook shall:

1. Assist in the preparing and serving of food in a quick and pleasant manner.
2. Assumes responsibility for storage and disposal of unused foods.
3. Assumes responsibility for clean-up of the kitchen and service areas.
4. Assists in the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
5. Upon the absence of the food service director, checks food shipments into the school, signing invoices only after each order has been verified.
6. Performs other duties as assigned by the director of food services.

Adopted: August 18, 1997

Prairie School District Re-11J, Weld County

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Technology Coordinator Job Description

Title:	Technology Coordinator
Qualifications:	Degree in computer science and/or engineering is highly desirable Demonstrated high level of computer competence. Willingness to maintain and upgrade skills through conferences, workshops and seminars Other specific qualifications as established by the Board of Education
Reports to:	Superintendent of Schools
Supervises:	Technology program
Job Goal:	To supervise and maintain the computer technology in the district, to educate staff and students in computer related skills, and to advise the superintendent on technology related matters. To complete all tasks with a sense of pride and enthusiasm, and to work together with all district employees in a spirit of teamwork.
Terms of Employment:	Salary, benefits and length of contract as established by the Board of Education
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of Board policy.

Performance Responsibilities:

The coordinator shall:

1. Maintain and supervise all district computer laboratories and individual computers in classrooms and offices.
2. Provide network maintenance, administration and installation services.
3. Provide internet service system administration
4. Provide hardware and software installation services
5. Provide faculty and staff with training in technology
6. Assist teachers with computer lab sessions

7. Provide training for students
8. Supervise computer lab use
9. Complete on-site troubleshooting of hardware and software
10. Provide budget recommendations for technology
11. Assist in research and purchase of new hardware and software
12. Generate and maintain a hardware database
13. Generate and maintain a software database
14. Evaluate computer software and provide summaries and recommendations to the faculty.
15. Assist faculty in learning to operate new software.
16. Serve as a resource person for other areas of technology (telephones, video cameras, digital cameras, televisions, VCR's, etc.)
17. Perform preventative maintenance on all hardware throughout the year.
18. Provide hardware cleaning services
19. Perform such other duties as may be recommended by the superintendent

Adopted: August 18, 1997

Office Manager Job Description

Title:	Office Manager
Qualifications:	High School Diploma with Office Practice emphasis Accounting experience highly desirable Demonstrated high level of computer competence. Strong characteristics necessary for positive personal public relations with public and school community members Other specific qualifications as established by the Board of Education
Reports to:	Superintendent of Schools
Job Goal:	To supervise the superintendent's office, complete the bookkeeping/financial reports for the district, and to complete all necessary student and personnel functions of the office. To complete all tasks with a sense of pride and enthusiasm, and to work together with all district employees in a spirit of teamwork.
Terms of Employment:	Salary, benefits and length of contract as established by the Board of Education
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of Board policy.

Performance Responsibilities:

The manager shall complete the following functions.

Office Management

1. Type and distribute daily bulletin and other office correspondence
2. Provide appropriate maintenance and assist with office machines
3. Welcome and assist parents and visitors
4. Assist students as appropriate
5. Answer telephone and place calls or deliver appropriate messages
6. Collect, distribute, process and answer mail when appropriate
7. Order and maintain supplies

Financial Management

1. Performs all necessary accounting tasks and financial record keeping for the school
2. Makes all bank deposits
3. Advises the superintendent of any unusual or irregular financial transactions
4. Maintains all necessary files relating to accounting and financial functions
5. Prepares appropriate financial reports to staff members, club sponsors, superintendent and school board members
6. Prepares and submits reports for annual audit
7. Assumes responsibility for safe keeping and distribution of all school activity funds
8. Prepares, counts, and deposits money for cash boxes for activities
9. Prepares all expenditure checks
10. Prepares all lunch fund checks
11. Completes all payroll and expenditure records and checks
12. Completes any other necessary financial function

Human Resource Management

1. Completes all student records including:
 - a. Attendance and enrollment records
 - b. Immunization records
 - c. Class rolls
 - d. Kindergarten screening and registration
 - e. Other necessary student functions
2. Completes all personnel records including:
 - a. Personnel files
 - b. Payroll information
 - c. Licensing information
 - d. Substitute teacher information
 - e. Leave information
 - f. Other necessary personnel functions

General Management

1. Serves as secretary to the Superintendent
2. Monitors the completion of all necessary reports to the Colorado Department of Ed.
3. Completes other duties as assigned by the superintendent

Adopted: August 18, 1997

Prairie School District Re-11J, Weld County

Support Staff Benefits

All support staff of Prairie School District shall be entitled to certain benefits in accordance with their job description and position. These benefits include the following:

All employees:

1. All employees will have an established work year, as listed in the school calendar, which may be amended from time to time. Scheduled school vacations shall not be work days for employees unless so prescribed by the board in the employee contract.

12 month employees

1. Employee health and dental benefits paid in full for single coverage for twelve months, commencing July 1 of each fiscal year.
2. Flexible leave in the amount of 10 days per year, cumulative to a maximum of 40 days. Unused leave over 40 days shall be paid to the employee at the rate of \$10 per day at the end of each fiscal year.
3. Vacation to be used in the summer at a rate of 10 days per year, cumulative to a maximum of 40 days. Unused vacation over 40 days shall be paid to the employee at the rate of \$10 per day at the end of each fiscal year.
4. The office manager has the opportunity to utilize comp time earned during the school year during the summer. Any comp time not used in the summer will not carry forward into the next school year.
5. The computer technology coordinator shall have a summer and school work year as coordinated with the superintendent.

9 month employees

1. Employee health and dental benefits paid in full for single coverage for twelve months, commencing September 1 of each fiscal year.
2. Flexible leave in the amount of 7 days per year, cumulative to a maximum of 20 days. Unused leave over 20 days shall be paid to the employee at the rate of \$10 per day at the end of each fiscal year.

Leave benefits will be prorated for employees who are less than full time to the extent of their contract.

In addition to benefits provided to all employees, the following shall apply for specific employee groups.

~~Bus Drivers~~

1. Bus drivers will be paid mileage for bus routes at the rate of \$.15 per mile of route driven as of October 1 each year.
2. Up to \$50 of the cost of required physicals will be paid by the district.

Food Service Employees

1. Up to \$50 of the cost of required physicals will be paid by the district.

Director of Maintenance and Custodian

1. The Director of Maintenance and Custodian have the option of living in district provided housing free of charge. Utilities except for telephone and television charges shall be paid by the district. Should the employees choose to live away from the free housing, no further compensation shall be provided for the employees unless agreed on by the Board of Education.

Adopted: June 15, 1998

Support Staff Vacations and Holidays

Employees on 12 month contracts shall receive two weeks paid vacation. Vacation days shall not accumulate from year to year. Vacation time shall be approved by the superintendent and shall be used subsequent to being earned.

If an employee is discharged, laid off, retires or for some other reason leaves employment prior to taking vacation, the employee shall be compensated for unused vacation time.

If a paid holiday occurs during the calendar week in which vacation is taken, the employee's vacation period shall be extended one work day.

Support staff employees shall received 10 paid holidays each year. The following days shall be observed as paid holidays:

1. New Years Day
2. Good Friday (or day designated by the district)
3. Independence Day
4. Thanksgiving Day
5. Day following Thanksgiving
6. Christmas Day
7. Day following Christmas

Whenever any of the above holidays falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever the above listed holidays fall on Sunday, the following Monday shall be observed as the holiday. If any of the scheduled holidays falls on a regularly scheduled school day according to the school calendar, the holiday shall be rescheduled to the closest non-school day, not including Saturday or Sunday.

Adopted May 18, 1976
Revised July 10, 1976

LEGAL REF.: C.R.S. 22-1-112

Support Staff Recruiting/Hiring

The Board shall establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

The recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or his designee who shall confer with principals and other supervisory personnel in making a selection.

All vacancies shall be made known to the present staff. Anyone who believes himself qualified for a position may submit an application.

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment.

All applicants recommended for a position in the district shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

The fingerprint requirement shall be waived for all persons who have submitted a set of fingerprints to another Colorado district within the last two years and who have given written consent for their transfer to the requesting district.

The Board shall officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Current practice codified 1993

Adopted: date of manual adoption

LEGAL REF.: C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8
C.R.S. 24-34-402 (1)

Support Staff Recruiting/Hiring

Background Checks

Prior to hiring, the personnel office will:

1. Check with the Colorado Department of Education to determine if there is any information on record indicating the applicant has been convicted of a crime involving unlawful sexual behavior or unlawful behavior involving children.

The department's records will indicate if the applicant has been convicted of, pled nolo contendere to or received a deferred sentence for such crimes. The department also will provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law.

The department will not disclose any information reported by a school district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

2. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.

Fingerprinting

1. All applicants selected for employment in a support staff position except as noted in #6 below must submit a complete set of fingerprints taken by a qualified law enforcement agency or an authorized district employee and a notarized, completed form as required by state law.
2. On the form the applicant must certify either that he has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he has been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The certificate must specify the felony or misdemeanor, the date of conviction and the court entering judgment.
3. The school district will release the fingerprints to the Colorado Bureau of Investigation for processing.

4. Although an applicant may be conditionally employed prior to receiving the results, he may be terminated if the results are inconsistent with the information provided on the form. The district will notify the district attorney of such inconsistent results for action or possible prosecution.
5. The school district will charge the applicant a nonrefundable fee of \$_____ to cover the direct and indirect costs of fingerprint processing. (NOTE: This fee shall be an amount equal to the direct and indirect costs to the district of fingerprint processing.)

The applicant may pay the fee over a period of 60 days after employment. The fee will be credited to the fingerprint processing account.

6. These requirements will not apply to any person who has submitted a set of fingerprints to any other Colorado school district during the two-year period immediately preceding the date of receipt of written notification requesting fingerprints and who has consented by written notice to the transfer of a copy of the previously submitted fingerprints to the requesting district.
7. The personnel office will process the transfer request and place the applicant's fingerprints on file after receipt.

Current practice codified 1993

Approved: date of manual adoption

File: GDG

SUPPORT STAFF PROBATION AND TENURE

A new classified employee or a regular classified employee appointed to a new position shall serve a probationary period of six working months, at which time the employee becomes regular if continued in employment.

The performance of each probationary employee shall be evaluated at least twice during the probationary period, and a copy of the evaluation shall be signed by the employee and his supervisor and given to the employee. The supervisor shall discuss the standards of performance and behavior required of the new employee in the position to which he is appointed.

(Adoption date) December 18, 1990

CROSS REF.: AFD, Evaluation of Support Staff

Retirement of Support Staff

Employment decisions of the Board of Education are based on many factors. Therefore, the Board has no mandatory retirement age for district employees.

Employees are encouraged to make their own retirement decisions and to give written notice to the Board once a retirement date has been established.

Current practice codified 1993
Adopted: date of manual adoption

LEGAL REFS.: Age Discrimination in Employment Act, 29 U.S.C. 621 et seq.
C.R.S. 24-51-101 et seq. (Public Employees' Retirement Association)
C.R.S. 24-34-402