

Employee Manual



Welcome to the 2023-2024 school year!

Cortez, Colorado is a wonderful place to live, learn and enjoy. We rest in the shadows of Mesa Verde, steeped in the history and tradition of the Anasazi people. Southwest Colorado holds many opportunities for discovery. In addition to Mesa Verde National Park, explore the Dolores River Canyon, Glade Fire Tower, and Telluride. This magical place is a treasure for the children and families that call our area home. We appreciate your part in helping local youth progress through the schools of the Montezuma-Cortez School District RE-1.

Southwest Colorado has many legendary traditions from the Ute Mountain Tribal Bear Dance to the Main Street cattle drives. The proud settlers of the Montezuma Valley hold high expectations for their children, and our district shares these values.

To support the education of our diverse student population is a phenomenal career experience. Thank you for joining us on this exceptional journey. Learning is a passion that we share with our students. We want the very best for them, from those bound to be doctors and engineers to those exploring our career technical offerings that lay groundwork for rewarding careers. Our dedicated staff are here to assist the students and ensure they are prepared for their futures.

Welcome to the beginning of this fabulous school year, we are here and committed to **Every Student. Every Day.**



TOM BURRIS

SUPERINTENDENT



CYNTHIA ELDREDGE

EXECUTIVE DIRECTOR OF HUMAN RESOURCES





**EVERY STUDENT.
EVERY DAY.**

Employee Manual Policies & Procedures

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Revision Date: 01-27-2024



Get to Know Your School District

Montezuma-Cortez School District Vision and Mission

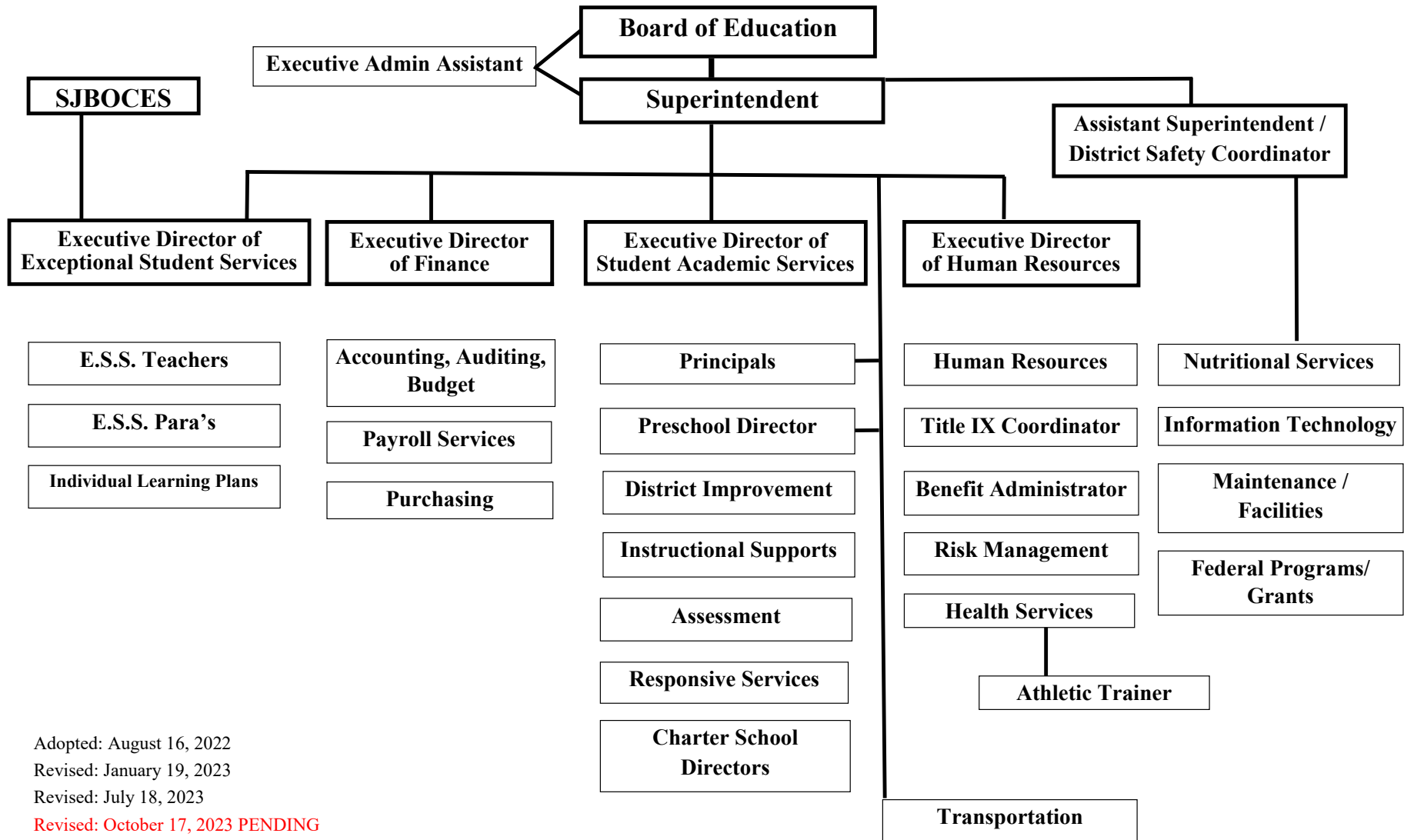
We are committed to providing an excellent education to **Every Student. Every Day.** Together we are committed to advancing our mission through living our core values.

As a result of collaborative efforts and accountability our students will:

- Achieve personal goals and academic growth.
- Be invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Be engaged in active citizenship.

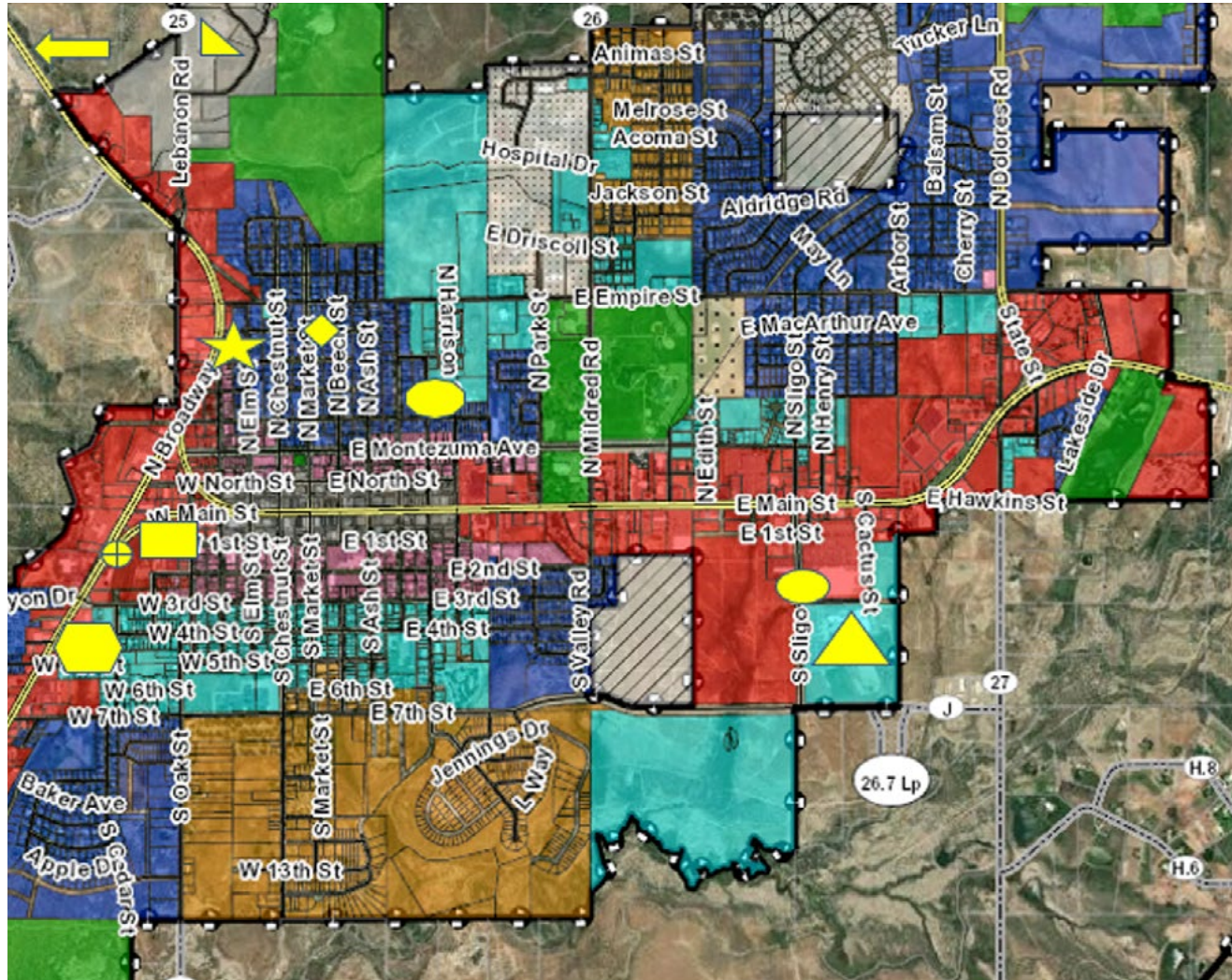
In five to seven years the district will be recognized as a beacon of educational excellence. Our students are 21st century scholars who are proud owners of their learning and successfully interact and compete in a global society. As the core of our community, we set the standard for inspiring, equipping, and empowering the diverse learners in the Montezuma-Cortez School District.



Montezuma-Cortez School District Leadership Organizational Chart



Adopted: August 16, 2022
 Revised: January 19, 2023
 Revised: July 18, 2023
 Revised: October 17, 2023 PENDING

Montezuma-Cortez School District RE-1 Staff Locations



-  Transportation CR 27
-  MC High School on Sligo
-  Mesa Elementary 7th Ave
-  MCMS on 2nd Street
-  Blueberry Hill Warehouse on Industrial Ave
-  Kemper on Montezum Ave
-  Beech Pre-K on Beech Street
-  Lewis North on Hwy 491
-  District Administration on Elm Street
-  Maintenance/Facilities Shop on 2nd



Employment



Employment Status/Positions

Consistent with the requirements of the Fair Labor Standards Act, each employee is designated as either nonexempt or exempt. Generally, licensed teachers, administrators, and supervisors are exempt, while classified employees are nonexempt.

Nonexempt employees are entitled to comp time for all hours worked over 40 in a workweek. Exempt employees are excluded from overtime compensation.

Regular Full-Time

Employees who are regularly scheduled to work the full-time schedule for their job classification. Currently, they are eligible for the district's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time

Employees who are regularly scheduled to work less than 30 hours per week. Part-time employees are ineligible for the district's health benefits but do receive pro-rated sick and discretionary day pay.

Substitutes

Employees hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project(s). Employment assignments in this category are of a limited and definite duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change.

Non-Discrimination Clause

NONDISCRIMINATION CLAUSE

Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer

(Title II/ADA, Title VI)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321
970-565-7522 ext. 1135

titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer *(Section 504)*

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321
970-565-7522 ext. 1118

504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento

(Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321
970-565-7522 extensión 1135

titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento *(Sección 504)*

Lisa Megel, Executive Director of Exceptional Student Services
400 Calle Elm Norte, Cortez, CO 81321
970-565-7522 extensión 1118

504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

Staff wishing to request accommodations can email requests to cynthia.eldredge@cortez.k12.co.us

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. §106.8.



Equal Opportunity Employer

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have people 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. Commitment on the part of the district towards equal opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status, or disability.

The district shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

Recruiting/Background Checks/Hiring

Board Policy Reference: GCE/GCF

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel 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 will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.



For Staff and Student Safety

Fingerprinting is done for Background Checks for:

- Full-time and Part-time employees
- Coaches
- Substitute Teachers
- Volunteers

See Human Resources with Questions.

Recruitment procedures will not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which they are licensed and/or meet other stated requirements.

Background checks

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

Hiring

Discrimination in the hiring process based on disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, genetic information, age, marital status, or conditions related to pregnancy or childbirth is prohibited.

All candidates will be considered based on their merits, qualifications, and the needs of the school district.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.



Appointment of candidates

Nominations will be made at meetings of the Board of Education. The vote of a majority of the Board is 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 must 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: August 16, 2022

Alcohol and Drug-Free Workplace

Board Policy Reference: GBEC

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

For purposes of this policy, “illicit drugs” means narcotics, drugs and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession, and use of marijuana. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy. “Illicit drugs” also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee’s job duties.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include suspension, termination, and referral for prosecution. In appropriate circumstances and at the district’s sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee’s expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.



After investigation, the superintendent may reinstate an employee who has been suspended if it appears to be in the best interests of the district. The matter shall be reported to the Board of Education.

Drug-Free Workplace Act

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

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

Awareness and prevention program

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

1. The dangers of drug and alcohol abuse.
2. The Board’s policy of maintaining an alcohol and drug-free workplace.
3. Available drug and alcohol counseling, rehabilitation, and employee assistance programs.

4. Penalties that may be imposed upon employees for violations of this policy.
5. The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness and implement appropriate changes.

Notification to employees

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

Adopted August 16, 2022

Regulations Regarding Employee Use of Alcohol & Illegal Drugs

Board Policy Reference: GBEC-R

Definitions

“Illegal drugs” shall be defined as narcotics, drugs, or controlled substances. Illegal drugs do not include drugs for which there is a valid medical prescription in effect, or which are sold over the counter, when use of such drug is: (i) for the purpose for which it was prescribed or sold over the counter; (ii) at the dosage prescribed or authorized; and (iii) is consistent with the safe and efficient performance of the employee’s duties. “Controlled substances” are drugs specifically identified and regulated under federal law and include, but are not limited to, opiates, narcotics, cocaine, amphetamine, and other stimulants, depressants, hallucinogenic substances, and marijuana.

The phrase “under the influence,” as used in this policy, is not intended to require legal intoxication, and means the inability to perform work in a safe and productive manner, in accordance with reasonable expectations.



Certifications

The superintendent shall file a certified statement to the Department of Education that the school district has adopted and implemented, in accordance with law, policies and procedures to prevent the use of illegal drugs and alcohol by school district employees.

Disciplinary actions

Observance of these policies, procedures and guidelines 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 of Education policy and when determined to be appropriate by the administration.

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

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

Information about the standards of conduct required by district policy and procedure and a statement of disciplinary sanctions shall be available 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.

Programs

The superintendent of schools shall implement a drug and alcohol prevention program to inform employees about:

- The dangers of drug abuse in the workplace;
- The school district's policy of maintaining a drug-free and alcohol-free workplace;
- Available drug and alcohol counseling, rehabilitation, and employee assistance programs;
- Penalties that may be imposed upon employees for drug and alcohol use or abuse in violation of this policy.

Notification

Any employee who is convicted or pleads nolo contendere under any criminal statute for any matter which would be a violation of these policies, procedures and guidelines shall notify the superintendent of schools no later than five (5) days after the conviction. The school district has an obligation under federal law to notify the appropriate federal agency within ten (10) days after receiving notice of such conviction if there is a relationship between federal funds received by the school district and the convicted employee's work site.

Review

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



Information

The school district shall, upon request, make available full information about the elements of this program including the results of the biennial report to the appropriate federal officials, the Colorado Department of Education and/or the public.

Testing generally

Supervisors who have a reasonable and individualized suspicion that any school district employee is under the influence of alcohol, illegal drugs or controlled substances contrary to this policy shall immediately consult with the superintendent or the superintendent's designee to determine what action should be taken. A supervisor who believes the employee in question poses an immediate threat to the health or safety of the employee or to others shall take immediate and appropriate action to obviate the threat.

The district may require testing by an experienced, reputable laboratory for reasonable suspicion that one's use of alcohol or illegal drugs is affecting job-related performance. Any employee tested for illegal drugs or alcohol has the right to timely obtain a second test at his/her own expense and submit the results to the school district for its consideration. Any employee who refuses to submit to such a test shall be subject to disciplinary action up to and including termination.

Employees with alcohol or drug abuse problems are encouraged to request information about drug and alcohol counseling and rehabilitation programs through their supervisors or through the personnel office. The school district may work to accommodate employees seeking to enter or become involved in counseling and rehabilitation programs to assist them in overcoming their alcohol and/or drug abuse problems.

Safety sensitive testing

Notwithstanding any other provisions in these policies, procedures and guidelines, employees involved in safety sensitive functions shall be subject to the provisions of Policy EEAEAA, relating to procedures for testing of motor vehicle operators.

Adopted: April 18, 2023, PENDING

Drug-Free Workplace Act

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

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

Notification to Employees: Tobacco-Free Schools

Board Policy Reference: ADC

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

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

For purposes of this policy, the following definitions apply:

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

- All indoor facilities and interior portions of any building or other structure used for students or children under the age of 21 for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.
- All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
- All vehicles used by the district for transporting students, staff, visitors, or other persons.
- At a school-sanctioned activity or event.



2. “Tobacco product” means:

- Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, or liquid nicotine/e-liquids; and
- Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.
- “Tobacco product” does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

3. “Use” means lighting, chewing, smoking, ingesting, inhaling, vaping, or application of any tobacco product.

- Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards, and announced in staff meetings.
- Any member of the public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.
- Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Adopted: August 16, 2022



Sexual Harassment

Board Policy Reference: GBAA (alternate policy proposed)

The district is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the district staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Sexual harassment prohibited

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

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

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal “kidding,” abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another’s body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, employment status or similar personal concerns.
6. Sexual violence.

Reporting, investigation, and sanctions

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the district’s complaint process (AC-R).

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the district’s compliance officer.

All reports of sexual harassment received by any district employee shall be promptly forwarded to the compliance officer (AC-E-1). The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the district’s complaint and compliance process (AC-R). No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing such conduct in the future.



Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

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

Notice of policy

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

Adopted: August 16, 2022



Staff Ethics and Conflict of Interest

Board Policy Reference: GBEA

No district employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients, or employers.

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

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

Conflicts of interest-federally funded transactions

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

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

A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.

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

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

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

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

Adopted: August 16, 2022



Code of Conduct

Board Policy Reference: GBEB

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

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

Rules of conduct

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

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



4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

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

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

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

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

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

Child abuse

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

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

Possession of deadly weapons

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

Felony/misdemeanor convictions

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the district must make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district must require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district



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

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

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

Unlawful behavior involving children

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

Notification concerning arrests

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

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

Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See the Board's policy concerning survey, assessment, analysis, or evaluation of students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

Adopted: August 16, 2022



Expectations and Professionalism

Staff Dress Code

Board Policy Reference: GBEBA

Our community expects its educational employees to dress in a manner that adds dignity to the educational profession and pride to the school. It is the responsibility of each employee to come to work in attire that will enhance his/her image with students and colleagues. We are in the business of education; therefore, the School Board expects its employees to come to work looking and behaving like highly trained and well-groomed professionals. All non-MCSD RE-1 individuals (BOCES) are required to follow the same requirements.

PROFESSIONAL DRESS

(Monday, Tuesday & Wednesday); Formal School Events

MEN Long or short sleeve button down dress shirt, polo shirt, dress pants, and comfortable shoes, boots, or dress shoes (no flip-flops, open heel shoes, or slippers). Ties are recommended but not required. All attire should be neat and clean.

WOMEN Dress / skirt or dress pants and button-down shirt, fashion top, blouse or sweater. Dress slacks, dress capris pants, khakis or chinos can be worn, if they have a professional look. All attire should be neat and clean. Comfortable shoes, formal shoes – wedges, flats, clogs, dress sandals or mules (no flip-flops, open back shoes/sandals, or slippers).

PE Appropriate athletic attire including shorts and collared polo shirts, school spirit shirts, and athletic shoes. T-shirts may be worn but must have the MCSD (school) logo.

COACHES Appropriate athletic attire including shorts and collared polo shirts and athletic shoes. T-shirts may be worn but must have the MCSD (school) logo or school spirit shirts. Gameday: professional attire as above.



PRESCHOOL It is permissible for Preschool personnel to wear clothing appropriate for the activities that revolve around the Preschool curriculum. All clothing must be clean and neat as well as free from excessive wear or holes.

Dresses and skirts, as well as shorts for PE, must be of modest length, no more than 4” above the knee. Blouses, shirts, and sweaters cannot be translucent or drop below a line formed between the right and left armpit. Shirts must be long enough to clearly overlap the belt line and stay tucked in during normal movement throughout the school day. Workout and athletic apparel are not considered professional attire for the classroom. All faculty and staff should remain in professional attire during work hours unless permission from administration is obtained. Non-instructional staff working in instructional areas and the office staff will follow the same guidelines as listed above. Special arrangements may be made for ESS paraprofessionals and School Nurses. Transportation, Maintenance, Custodial and Cafeteria staff should dress appropriately for their jobs.

THURSDAY JEAN DAY with SCHOOL SPIRIT SHIRT

PLANNING DAYS (Friday)

Planning days, unless specified otherwise, may be less formal in dress. Casual attire such as shorts or jeans may be worn when there are no work or student activities planned that would require a more professional dress. Staff may use their own judgment and do not have to request permission. Tops/shirts and shorts should be appropriate lengths, modest in fit and must be in good condition. Attire should project a neat appearance and not be worn in a sloppy or recreational manner.

SCHOOL ACTIVITY DAYS / SPIRIT WEEK

Costumes, school, class, club, or athletic t-shirts and jeans may be deemed appropriate for special student activity days during Homecoming. Such occasions will be noted on the activities calendar by the principal or designee.



Sample ID badge

FIELD TRIPS AND FIELD DAYS

Jeans or shorts may be deemed appropriate for a field trip or field day as appropriate for the location and audience of the activity. Staff should ask for clarification from their supervising administrator. All tops and shorts must meet the same requirement as the student length requirement and must be modest in fit.

IDENTIFICATION BADGES

Staff must wear identification badges at all times on campus. Badges are created by the District Office and may be obtained through the principal's secretary. If you lose your identification Badge, please see the principal's secretary to obtain a new one from the District Office. If you are a new employee, your photograph will be taken when you provide new hire paperwork and complete the fingerprinting and background check process.

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, tank tops less than 1 ½ inch wide straps, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Clothing should not be torn or have rips or holes.



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 as deemed by administration.

Determination of the appropriateness of dress shall follow the above guidelines. The principal, in collaboration with the leadership team and central office, may alter the dress code for special occasions. If there is a violation the principal will counsel the individual employee regarding suitable, appropriate, acceptable, and professional dress. The employee may be sent home to change into appropriate attire.

The principal or designee will make reasonable accommodations for those employees who because of a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular part of this policy.

Adopted: August 16, 2022; Revised: January 19, 2023

Staff Use of internet and Electronic Communications

Board Policy Reference: GBEE

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

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

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



Blocking or filtering obscene, pornographic, and harmful information

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

No expectation of privacy

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

Public records

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



Unauthorized and unacceptable uses

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

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

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

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

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

Technology Security

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

Staff members shall not:

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



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

Technology and Confidentiality

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

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

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



NOTE: Please refrain from accepting social media connections with students.

Use of social media

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

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

Vandalism

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



Unauthorized content

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

Staff member use is a privilege

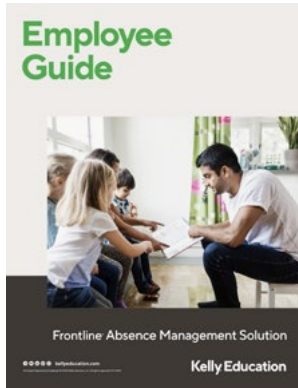
Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff use of the Internet, electronic communications and district technology devices is a privilege, not a right. Failure to follow the use procedures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

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

School district makes no warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The school district shall not be responsible for any damage, 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: August 16, 2022



Resignation and Retirement Must be submitted in Writing.

Provide notice in writing to your administrator and/or manager. In the notice include your full name, the date, your last date of scheduled work, your current title and that you are resigning or retiring.

Requesting a Substitute

Montezuma-Cortez School District adopted a new way of requesting a substitute in 2022. We use Frontline Education to track absences and request a substitute.

To access the **Employee Guide on how to use the Frontline application**, click the link or visit the Human Resources page of the website.

If you have further questions or need help with the system, please contact the Human Resources Office at 970-565-7282.

Resignation of Support Staff

Board Policy Reference: GDQB

Support staff employees are encouraged to give two weeks written notice to the district prior to resigning employment.

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 notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee's resignation.

The superintendent shall provide any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE.

Adopted: August 16, 2022

Discipline, Suspension and Dismissal of Support Staff

Board Policy Reference: GDQD

Support staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district needs or desirous of the services of such employees.

The Board delegates to the superintendent the authority to dismiss classified personnel. The superintendent may delegate this authority to other appropriate personnel such as the director of personnel. All dismissals of classified employees shall be reported to the Board at its next regular meeting.

The superintendent also may suspend employees from their assignments as a disciplinary measure, with or without pay.

If an employee is dismissed or resigns because 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 notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after such dismissal or resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the dismissal or resignation. The district also shall notify the employee that information concerning the dismissal or resignation is being forwarded to CDE, unless such notice conflicts with the confidentiality requirements of the Child Protection Act.

If the district learns that a current employee has been convicted of, pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall immediately report this information to CDE.



The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment, or retention. In all cases where credit information or reports are obtained and/or relied upon for purposes of reassigning, terminating, or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

Adopted: August 16, 2022

Progressive Discipline Protocols

(Adapted from Society for Human Resource Managers/Proposed)

RE-1 uses a progressive discipline model to provide employees with the required due process and support managers in ensuring employee performance concerns are addressed in a timely manner. RE-1 adopted the FRISK model for progressive discipline because it is grounded in applicable legal requirements and best practices and is specific to a school-based work environment. The RE-1 Executive Director of Human Resources should ensure that all new managers receive FRISK training upon hire and a copy of the FRISK Education Edition book. The Executive Director of Human Resources should also provide annual ‘refresher’ training for all principals and managers annually. In addition, the RE-1 manager’s toolkit directs managers to consult with HR if they are encountering a performance issue that would rise to the level of a written warning to ensure alignment and effective implementation of this protocol.

Progressive discipline is a method of discipline that uses graduated steps for dealing with problems related to an employee’s conduct or performance that do not meet clearly defined standards and policies. The ultimate objective of progressive discipline is to help employees correct conduct problems and resolve performance issues in the earliest stages. Using a progressive discipline system:

- Provides a consistent, objective, and fair process for disciplining employees and provides employees with required due process.

- Promotes open communication between a supervisor and his or her employee.
- Improves employee productivity.
- Potentially increases employee retention by resolving issues.
- Provides important documentation should a termination become necessary.

The following are the RE-1 protocol steps that are typically followed in our progressive discipline process:

Step 1: Informal Discussion of Concerns

For a first offense where the concern is minor, having an in-person discussion with the employee about the concerns is the most appropriate first step. The employee's supervisor should inform the employee of the concern and clearly advise the employee of conduct expected and that future occurrences of the concern may result in more severe discipline. These initial discussions are different from verbal warnings because these conversations are used as a pre-emptive measure before the problem becomes too serious.

Step 2: Verbal Warning

A verbal warning may be appropriate for a more serious offense where the Informal Discussion of Concerns inadequate or the problem persists despite the initial discussion of concerns. When issuing a verbal warning, the supervisor should clearly advise the employee as to what is needed to remedy the employee's performance concern and advise the employee that more severe disciplinary consequences will follow if the concern continues.

NOTE: It is RE-1 best practice to follow-up these verbal warning conversations with an email to the employee summarizing the conversation. This is not a written warning and does not go in the employee file.



Step 3: Written Warning

The next step in the RE-1 progressive discipline system is the written warning. A written warning usually follows an unsuccessful verbal warning, or if the problem is more significant and involves a breach of district policy that does not warrant a more significant level of discipline. This letter should follow the FRISK format and should clearly state the concern (Facts), the district or school expectations (Rules), how the concern is impacting the school or team (Impact), the expectations going forward (Suggestions), and the support the supervisor can provide in meeting those expectations. The Human Resource department has template warning letters for common concerns in the HR files and other templates are available in the FRISK book. The written warning should be addressed to the employee and a copy should be sent to HR and placed in the employee's personnel file.

- **Second Written Warning.** A supervisor may wish to include a second written warning as part of its progressive discipline program, or if warranted, the manager may consult with HR and decide to move directly from the first written warning to the next step (suspension, termination, etc.). The determination of how many steps should be in the policy and the details of each step will be informed in large part by the nature of the concern, the impact on the school or team and students, and the employee's previous response and attempts to correct the concern.

Step 4: Possible Next Courses of Action

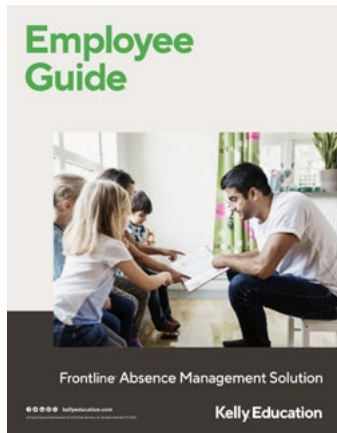
Depending on the severity or repetition of the offense, one or more of the following actions may be appropriate.

- **Suspension.** One possible course of action would be a suspension without pay. The length of the suspension may vary from a day or two to a week or more, depending on the seriousness of the infraction. This is different from employee investigatory leave which is not disciplinary and is paid leave.

- **Termination.** The decision to terminate an employee should be one made as the result of consultation by the employee's supervisor with the HR Director (as well as legal counsel or the Superintendent, if appropriate). A termination decision should never be made by a single person and cannot be made by a manager alone. The Executive Director of Human Resources will review all documentation related to the termination recommendation to determine if due process and district protocols were followed and the concern warrants termination. Consistency is important. RE-1 may be exposed to various legal claims if one employee is discharged for an infraction while another employee receives a written warning or is suspended for a few days for the same infraction.

RACI – Defines Implementation Roles on RE-1 Teams

- **Responsible** – The direct supervisor is responsible for implementing FRISK and the RE-1 progressive discipline process in consultation with the Executive Director of Human Resources.
- **Accountable** – The supervisor and Executive Director of Human Resources are both accountable for ensuring employee concerns are addressed using the required due process and the district progressive discipline process (FRISK).
- **Consulted** – The manager should consult with the Executive Director of HR on employee issues warranting a written warning. The manager **MUST** consult with the HR Director prior to initiating suspension or termination of an employee. Executive Director of HR may consult with the Superintendent and/or legal counsel in instances in which an employee is being recommended for termination or non-renewal.
- **Informed** – The Executive Director of Human Resources should inform the Superintendent of the status of employee performance issues rising to the level of potential termination.

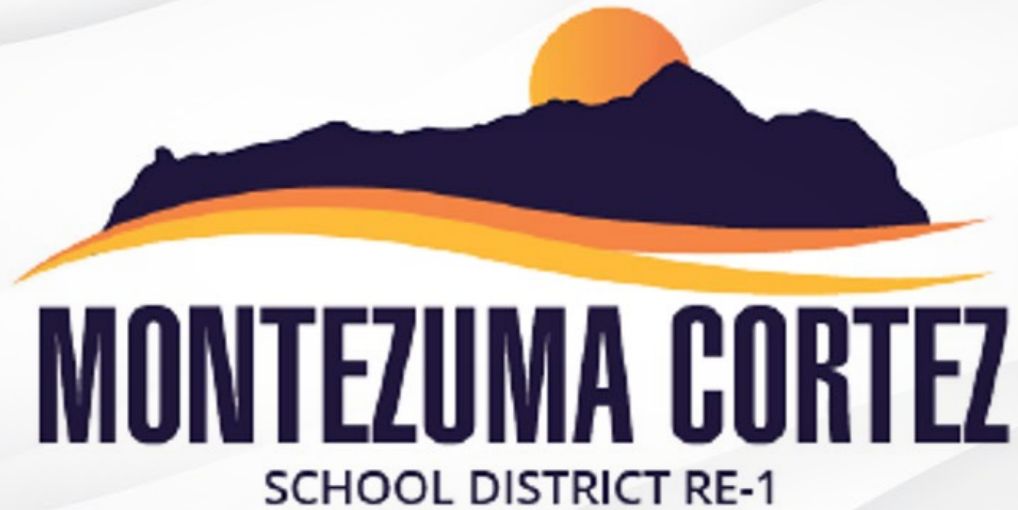


Other Resources

FRISK Education Edition. Andelson, Atkinson, Loya, Ruud, & Romo. 2014

Society of Human Resource Managers (SHRM)

Click the link above to download FRISK PDF file



Professional Development



New Hire Orientation & Annual School Year Introduction

New Hire Orientation

Upon joining the school district staff receives a designated orientation date. This in-person orientation takes place with the Human Resources staff. New Hire Orientation takes place within the first 3 months of employment based on the needs of your department and direction of your supervisor.

Annual School Year Introduction

All employees will attend mandatory convocation at the start of each school year. As we are assembling the entire group this will take place in the high school auditorium unless otherwise specified. Each year employee photo IDs will be updated with a current year sticker upon signing their contract and/or notice of assignment.

Teacher Mentor Program

Mentors are seasoned teachers who are professionally licensed and have demonstrated a minimum of three years of successful teaching experience. A mentor is defined as a consultant and advisor whose role is to support and guide, not to evaluate the new staff member. Mentors are formally appointed by their principal and will receive training as needed. Mentors work collaboratively and non-judgmentally with new teachers to help assure an enjoyable and successful teaching experience. The partnership is formalized by a Mentor-Mentee Agreement, which is signed by both parties. The agreement spells out the duties and responsibilities of both parties, who agree to work together for one school year.



Mentors are:

- Great listeners
- Available
- Supportive
- Meet Monthly
- A Guide

Roles and Responsibilities of the Mentor

ROLES:

- To listen
- To be available for consultation and assistance
- To establish lines of communication
- To support the incoming teacher as advocate and professional confidant
- To schedule and meet with the mentee monthly (or more often, as necessary) at a time and place mutually agreed upon in the Mentor-Mentee Agreement
- To articulate district policies, procedures, and expectations to the new teacher
- To help the mentee understand the organizational culture.
- To guide the new person in lesson plan and grade book procedures
- To familiarize the new person with available resources in the district
- To share personal experiences and insights that may benefit the new teacher.
- To help the new teacher set realistic goals/targets that will impact student learning.

RESPONSIBILITIES:

- To sign the Mentor-Mentee Agreement
- To commit time to work with the new mentee for one year.
- To meet with the mentee at least once a month at scheduled times throughout the year, as agreed upon by both parties.
- To discuss in detail with mentees the monthly issues listed in the Mentoring Program Portfolio
- To update building principal quarterly on mentoring progress
- To store the Mentor Portfolio between scheduled meeting times and submit the completed portfolio on or before the last day of school, to the Principal or Assistant Principal, who verifies completion and forwards to Human Resource.
- To complete an Exit Questionnaire, to be used for assessment and improvement of the program.



Characteristics of Successful Mentors

- Reflect a positive focus toward the teaching profession.
- Exhibit effective interpersonal and communication skills.
- Demonstrate effective teaching techniques and classroom management skills.
- Promote positive working relationships with building personnel.
- Demonstrate consistency in meeting deadlines.
- Maintain confidentiality.

Salary Schedule Moves

Employees are required to provide a letter request to the superintendent through the HR department. This request will include your current step, movement to requested step, and original transcripts supporting the continuing education.

Please submit requests to Human Resources by January 3rd for consideration at the January board meeting or by June 3rd for the June board meeting.

Professional Staff Advanced Degree Award

The school district shall pay \$1,000 to professional staff members who receive an advanced degree (i.e. Type D, M.A., Ed.s., Ed.d.) if the following conditions are met:

1. Degrees must be in the teaching field or appropriate area.
2. Degree must be from a regionally accredited institution of teacher education.
3. Teachers must have non-probationary status in the district.
4. Teachers receiving the degree must be under contract for the following school year.

Payment shall be made June 25 of the year following the award of the degree upon satisfactory completion of the contract by the employee and shall be subject to payroll tax deductions.



Professional Staff Development

Board Policy Reference: GCI

The Board of Education believes that student achievement must drive all professional staff development efforts and that professional development is an indispensable part of overall school improvement. To support these beliefs, the Board is committed to allocating adequate resources, including people, time and facilities, to professional development that is effective.

The superintendent shall develop a professional development program that:

- Is rigorous, results-based, data driven and tied to student achievement.
- Is ongoing and an integral part of each professional staff member's workday.
- Uses a variety of approaches and professional development models.
- Is collaborative, school-centered and involves teachers and administrators in its design.
- Focuses on teachers as central to student learning yet includes all other members of the school community.
- Focuses on student learning.
- Is rich in academic content, learning processes, current research, materials, and technologies.
- Uses the systematic study of student work to improve teaching and learning.
- Occurs in environments of safety, trust and shared problem solving.
- Promotes equity.

The professional development program shall be designed to support achievement of the district's educational objectives, including that all students meet or exceed state and district content standards.



The superintendent shall evaluate the effectiveness of the professional development program on an on-going basis and modify the program accordingly.

Participation in the professional development program is required of teachers and administrators.

Adopted: August 16, 2022

Evaluation of Licensed Personnel

Board Policy Reference: GCO

This policy and accompanying regulation shall be considered part of the district's licensed personnel performance evaluation system. The district's licensed personnel evaluation system shall be developed and implemented in accordance with state law. The Board shall consult with district administrators, teachers, parents and the advisory school district licensed personnel performance evaluation council in developing and evaluating the district's evaluation system.

The purpose of the district's licensed personnel evaluation system shall be to serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure the professional growth and development and the level of effectiveness of licensed personnel. The district's licensed personnel performance evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable. For purposes of this policy and the district's licensed personnel performance evaluation system, "unsatisfactory performance" shall be defined as a performance rating of "ineffective."

The school district shall conduct all evaluations to observe the legal and constitutional rights of licensed 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 process or the evaluation report.

Nothing in this policy should 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 should 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, employment status or assignment under the terms of the employment contract and state law. The content of the evaluation, the rating given, and any improvement plan shall not be grieved 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. Any dismissal or other employment action shall be in accordance with applicable state law and Board policy.

Adopted: August 16, 2022



Evaluation of Support Staff

Board Policy Reference: GDO

The district has adopted an evaluation system designed to ensure the highest quality of services for the district's students, staff, and community. This system shall assist supervisors and classified employees in understanding the evaluation process.

However, support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Nothing in this policy shall diminish the district's ability to employ support staff members only for such time as the district needs or desirous of the services of such employees. The district reserves the right to discipline or terminate the employment of a support staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

The evaluation system is designed to:

1. Improve or support teaching and learning.
2. Enhance implementation of curricular programs.
3. Measure professional growth, development, and performance.
4. Promote and improve communications between the employee and supervisor.
5. Provide insight and feedback regarding the employee's performance, including areas of strength, opportunities for growth, and need for improvement.
6. Provide recognition for outstanding performance.
7. Ensure that consistent procedures and uniform performance standards are used for the evaluation of all employees who hold the same position.
8. Explain the responsibilities of the employee and employer in the evaluation process.
9. Provide additional information that may relate to personnel decisions.

Adopted: August 16, 2022



Record Keeping and Employee Files

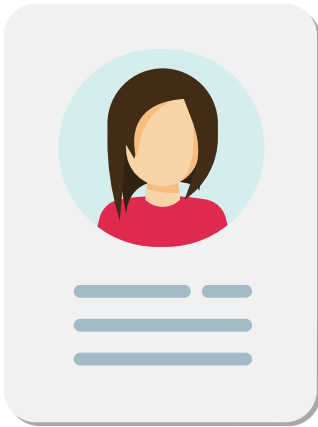


Personnel Records and Files

Board Policy Reference: GBJ

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee, licensed and classified, shall be accurately maintained in the district administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The superintendent and designee shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, except for references and recommendations provided to the district on a confidential basis by universities, colleges or persons not connected with the district.
4. The following information in personnel records and files shall be available for public inspection:
 - Applications of past or current employees.
 - Employment agreements.
 - Any amount paid or benefit provided incident to termination of employment.
 - Performance ratings except for evaluations of licensed personnel as noted below.
 - Any compensation including expense allowances and benefits.
5. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law. Portions of the superintendent's evaluation shall be open to public inspection, in accordance with state law.



ADDRESS CHANGE

Complete a W-4, PERA and Employee Information form with Human Resources.

NAME CHANGE

Provide copies of the new Driver's License and Social Security Card as well as the document requested for address change.

6. District employees' home addresses and telephone numbers shall not be released for public or commercial use.
7. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and Board policy.

Adopted: August 16, 2022

Updating Contact Information

Please see the Human Resources office to update name changes, address changes, email address updates or new phone numbers. We appreciate your follow-up as changes arise. If your department or school has your details on file, be sure to inform them of your changes. For a change of address, payroll will require an updated W-4. (<https://www.irs.gov/pub/irs-pdf/fw4.pdf>) To make name changes we will need copies of your updated Social Security card and Driver's License. Reach out to your Human Resources team with questions.

Nothing in this policy should be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to nonrenewal of contracts, transfer, assignment, dismissal, or any other employment decision relating to school personnel.

All employment decisions remain within the sole and continuing discretion of the administration and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

The form is located on the Montezuma-Cortez School District website. Found on the homepage as well as the Human Resources page.

Adopted: August 16, 2022

Staff Concerns, Complaints and Grievances

Board Policy Reference: GBK

It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

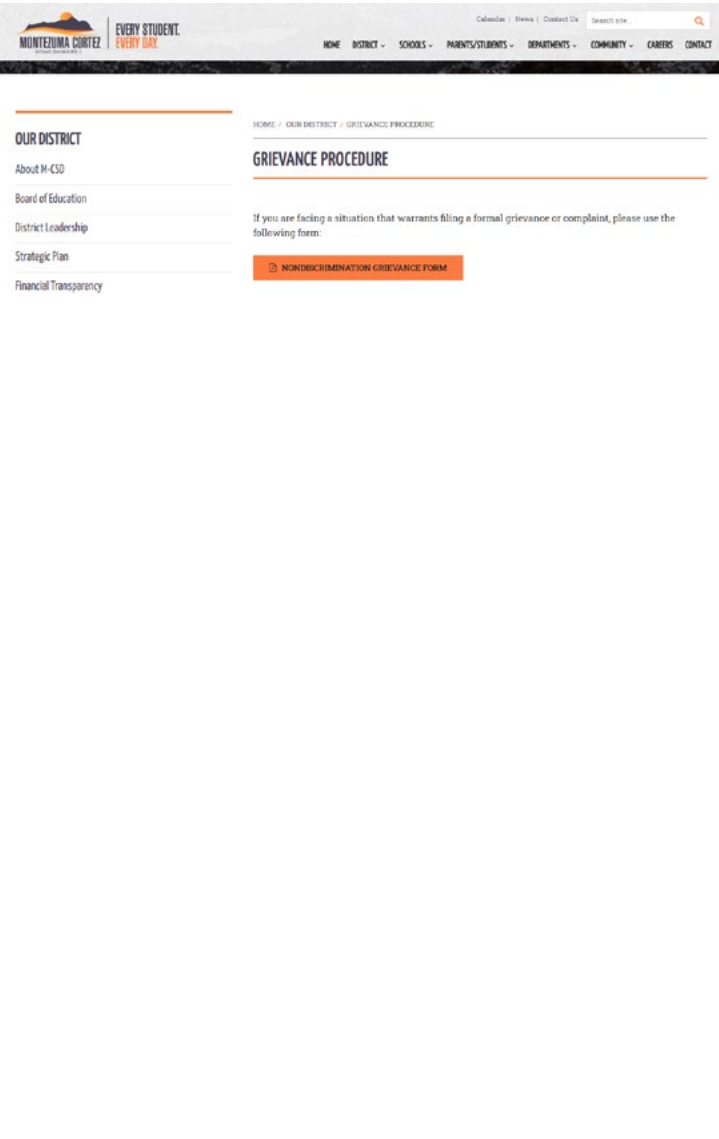
A "grievance" is defined in accordance with the regulations that accompany this policy. Staff wishing to file a grievance in accordance with the regulations should use the grievance forms included in Appendix B.

Nothing in this policy should be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to nonrenewal of contracts, transfer, assignment, dismissal, or any other employment decision relating to school personnel.

All employment decisions remain within the sole and continuing discretion of the administration and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

The form is located on the Montezuma-Cortez School District website. Found on the homepage as well as the Human Resources page.

Adopted: August 16, 2022





Safety and Security Protocols



Mandatory Reporting Reporting Child Abuse/Child Protection

It is the policy of the Board of Education that this school district complies with the Child Protection Act.

To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately upon receiving such information report or cause a report to be made to the appropriate county department of social services or local law enforcement agency. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information.

The Board shall provide periodic Inservice programs for all teachers to provide them with information about the Child Protection Act, to assist them in recognizing and reporting instances of child abuse and to instruct them on how to assist victims and their families.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

The superintendent shall submit such procedures as are necessary to the Board for approval to accomplish the intent of this policy.

Adoption date: August 16, 2022

LEGAL REFS.: C.R.S. 19-1-103 (1) (definition of child abuse or neglect)
C.R.S. 19-3-102 & 103 (definition of neglected or dependent child)
C.R.S. 19-3-304 (persons required to report abuse)
C.R.S. 19-3-307 (reporting procedures)
C.R.S. 19-3-309 (immunity from liability for persons reporting)
C.R.S. 22-32-109 (1)(z) (providing Inservice for teachers)
CROSS REFS.: GBEB, Staff Conduct (And Responsibilities)
GBGB, Staff Personal Security and Safety

1. Definition of abuse or neglect

Child abuse or neglect is defined in law as “an act or omission which seriously threatens the health or welfare of a child.” Specifically, this refers to:

- a. Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or death which is not justifiably explained or where the history given concerning such condition or death is at variance with the condition or the circumstances indicate that the condition may not be the product of an accidental occurrence.
- b. Any case in which a child is subject to unlawful sexual behavior as defined in state law.
- c. Any case in which a child needs services because the child’s parents, legal guardians or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.
- d. Any case in which a child is subjected to emotional abuse which means an identifiable and substantial impairment of the child’s intellectual or psychological functioning or development or a substantial risk or impairment of the child’s intellectual or psychological functioning or development.
- e. Any act or omission described as neglect in state law as follows:
 - i) A parent, guardian or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.
 - ii) The child lacks proper parental care through the actions or omissions of the parent, guardian, or legal custodian.



- iii) The child's environment is injurious to his or her welfare.
- iv) A parent, guardian or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care, or any other care necessary for his or her health, guidance, or well-being.
- v) The child is homeless, without proper care or not domiciled with his or her parent, guardian, or legal custodian through no fault of such parent, guardian, or legal custodian.
- vi) The child has run away from home or is otherwise beyond the control of his or her parent, guardian, or legal custodian.
- vii) A parent, guardian or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent's, guardian's or legal custodian's abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

2. Reporting requirements

Any school employee who has 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 a fact to the Montezuma County Department of Social Services, Montezuma County Sheriff's Department, or Cortez Police Department. The employee must follow any oral report with a written report sent to the appropriate agency.

Report Contents:

Please provide essential details including name, age, gender, race of the child. Also provide as much detail as possible surrounding the incident and those involved or suspected involvement.

In cases where the suspected or known perpetrator is a school employee, the report should be made to the law enforcement agency. (Reports made to social services will be referred to law enforcement.)

If a child is in immediate danger, the employee should call 911. “Immediate” refers to abuse that occurs in the employee’s presence or has just occurred.

The employee reporting suspected abuse/neglect to social services or law enforcement officials must inform the school principal as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written reports are made to social services or law enforcement agencies lies with the school official or employee who had the original concern.

3. Contents of the report

The following information should be included to the extent possible in the initial report:

- a. Name, age, address, sex, and race of the child.
- b. Name and address of the child’s parents, guardians and/or persons with whom the student lives.
- c. Name and address of the person, if known, believed responsible for the suspected abuse or neglect.
- d. The nature and extent of the child’s injury or condition as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child’s siblings—all with dates as appropriate.
- e. The family composition, if known.
- f. Any action taken by the person making the report.
- g. Any other information that might be helpful in establishing the cause of the injuries or the condition observed.

It is helpful if the person reporting suspected abuse/neglect is prepared to give documentation. Thus, noting details of observations is important. It is permissible for the school official or employee to conduct a preliminary non-investigative inquiry of any injury or injuries under the following circumstances:

- A. School personnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. School personnel may not contact the child's family, or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect.
- B. A school employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.
- C. All efforts must be made to avoid duplicate or numerous interviews of the victim.

4. After filing reports

After the report is made to the agency, district and school staff members will cooperate with social services and law enforcement in the investigation of alleged abuse or neglect. The school will report any further incidents of abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child.

Once a report of child abuse is given to the agency, the responsibility for investigation and follow-up lies with the agency. It is not the responsibility of the school staff to investigate the case. Therefore, the school staff will not engage in the following activities:



- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment. (This does not preclude acting in an emergency situation.)
- c. Convey messages between the agency and the parents/guardian.

Authorized school and district personnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

5. Guidelines for consideration

- a. If any school employee has questions about reasonable cause of child abuse and the need for making a report, the employee may consult with the building principal. If the building principal is not available, a direct call to the county department of social services about concerns is advisable. ****Note that consultation with another school official or employee will not absolve the school official or employee of the responsibility for reporting child abuse.**
- b. In an emergency situation requiring retention of the child at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise, a court order must be obtained to legally withhold a child from his or her parent or guardian.
- c. When any school official or employee has a question about the thorough investigation of suspected abuse/neglect following the filing of a report, the employee or official should contact the building principal.
- d. While all school officials and employees are reminded of their legal responsibility to report suspected cases of abuse or neglect, they may be assured that reports will be investigated by trained professionals and that

☰ Reporting suspected child abuse

REPORTING SUSPECTED CHILD ABUSE

there are more supportive and therapeutic treatment alternatives available for parents/guardians, and/or other persons with whom the student lives than there have been in the past.

- e. The confidential nature of information pertinent to child abuse or neglect cases is a matter to be emphasized both legally and humanely.

Approval date: August 16, 2022

Revised June 20, 2023

LEGAL REF.: C.R.S. 18-3-412.5 (1)(b) *(definition of unlawful sexual behavior)*



Staff Personal Security and Safety

Board Policy Reference: GBGB

Offenses against school employees

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

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

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

Communication of disciplinary information to teachers/counselors

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

Adopted: August 16, 2022

First Aid and Emergency Medical Care

Board Policy Reference: GBGAB

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

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

Adopted: August 16, 2022





School Closing and Cancellation Notification

The Superintendent or designee is empowered to close the schools, to delay their start, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. Every available resource shall be used in forming the decision to cancel school because of inclement weather, unsafe road conditions or other emergencies. The Board shall ratify the closing at its next regular meeting.

Parents shall be asked to help with the decision as far as their own children are concerned. If a parent believes that it is too hazardous to send his child to school, that child should be kept at home. The child will not be penalized for the absence and will be allowed to make up missed assignments.

If a parent believes the weather is bad enough at any time during the day or that he or a designated adult representing him wants to come to school and pick up his child, principals will release the student. The school will maintain a log of students who are released early and to whom they were released.

When the superintendent determines that student safety will be jeopardized if they are allowed to remain at school during any type of disaster or emergency, the students will be dismissed and directed to go home in their usual manner. This information shall be broadcast over local radio stations, reverse call system and Facebook to alert parents to the early dismissal. The principals and selected staff members shall remain at the building until it has been determined that all students have arrived home safely.

If it is not feasible to dismiss students, the entire staff shall remain with the students and provide the safest type of protection possible. Students shall be dismissed only when a parent arrives at the school to take custody of his child.

Information regarding notification of emergency closings and early dismissals shall be provided to parents, students, and staff members at the beginning of each school year.



School Closings and Cancellations

In the event of inclement weather or mechanical breakdown, school may be closed or delayed. The same conditions may also necessitate early dismissal. School closings delayed starting time or early dismissal will be announced over local TV and radio stations, reverse, call, website, and Facebook.

School Cancellation

If the decision is made to cancel school, local TV and radio stations will be asked to announce that the district will be closed. Local TV and radio stations will be informed of this decision by 5:30 a.m.

All staff members except for staff paid on teachers' salary schedule and personnel who work only on teacher workdays or student days, shall be required to report to work as soon as possible on emergency days unless otherwise notified.

Two-Hour Delayed Start

If adverse weather conditions appear to be developing during the 5:30 a.m. decision time frame, the superintendent or designee may delay the start of school for two hours. The procedure will be as follows:

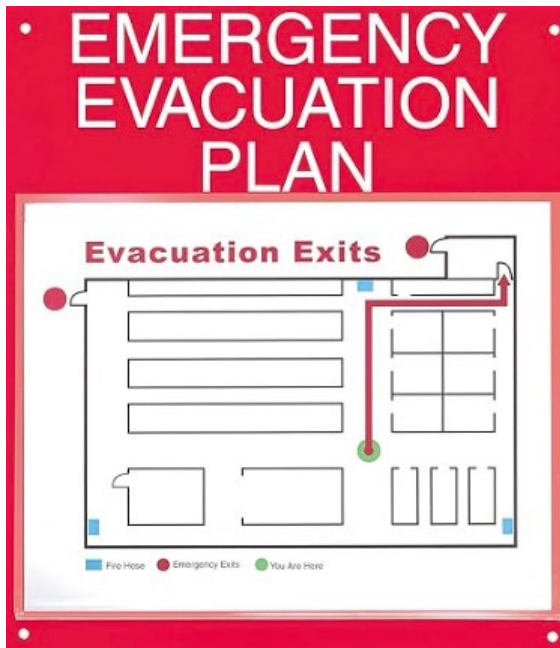
1. The public will be informed by 6:00 a.m. that the starting time or the district will be delayed by two hours.
2. The decision to open or close schools will be made prior to 8:00 a.m.
3. If the decision is made to cancel school, the public will be informed by 8:00 a.m.
4. Two-Hour delayed starts are intended for the safety of students. Staff members should arrive as close to their normal start time as safely possible, but no later than 30 minutes prior to the two-hour delayed start time.

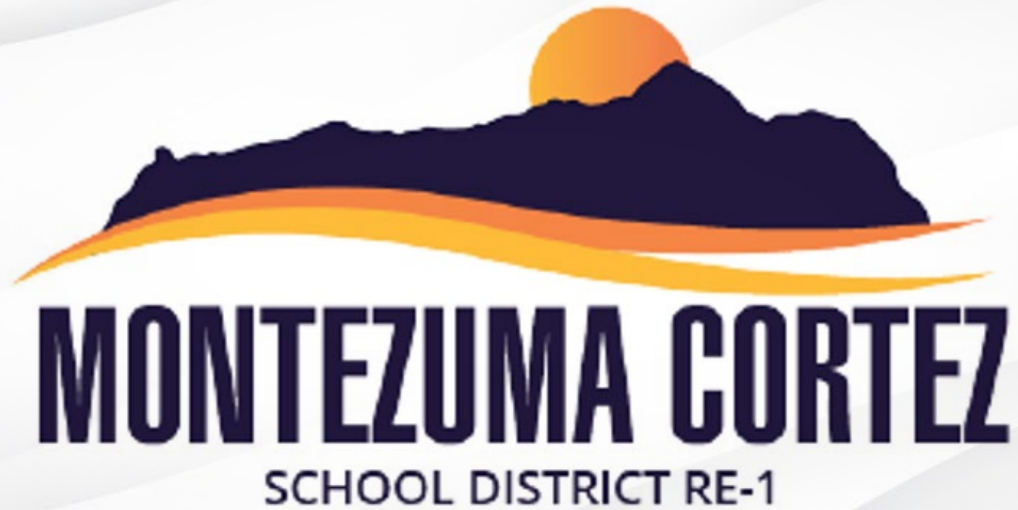
Early Release

If school is in session and a storm develops, a decision may be made to send students home early. The same communication protocol applies.

Evacuation Procedures

Please refer to your specific building and direct supervisor for your evacuation procedures. These procedures are only available internally for the safety of employees, students, and our community. See Human Resources with any additional questions.





Compensation





Payroll Periods 2023/2024

Montezuma-Cortez School District RE-1 staff are paid once in a month on the last working day of the month.

Payday is the last working day of the month. Here are the scheduled Paydays for 2023-24:

- **July 31** (Pay Day for 12-month employees)
- **August 31** (Pay Day for 10,11,12-month employees)
- **September 29** (Pay Day for all employees)
- **October 31**
- **November 30**
- **December 29** *Please note that you will be paid on December 29th, even though the schools are closed for Winter Break.
- **January 31**
- **February 29**
- **March 29**
- **April 30**
- **May 31**
- **June 28**



NEW STAFF PAY CYCLE:

For new staff on the teachers calendar your **first paycheck is paid on the last working day of September.**

The **Salary Schedule for the current school year** is found on the Montezuma-Cortez School District RE-1 website. See the **Human Resources** section for the full salary schedule.

Payroll Guidelines

Time period cycles for hourly employees and extra pay run from the 21st of the month to the 20th of the following month. Timesheets are to be turned into the payroll office (properly signed by the employee and their supervisor) **by the 20th of the month.**

Payroll deduction changes must be turned in to the payroll department in writing by the 15th of the month to be effective for that payroll. Some requests for payroll changes may not be possible depending on payroll rules and IRS laws.

Contract changes for 9-month employees are effective September through August. Principals and secretary contracts (except for 9 months) are effective August through July due to the timeframe that they are required to work. 12-month employee contracts are effective July through June.

Salary Schedules

Board Policy Reference: GDBA

The Board shall establish salary schedules for classifications of the support staff, including the secretarial staff, aides, custodians, maintenance workers, bus drivers, food service workers and other categories as established by the Board.

Such schedules shall consider the qualifications required and the responsibilities of the position.

If the Board declares a fiscal emergency during a budget year as allowed by state law, it may reduce salaries for all employees on a proportional basis or alter the work year of employees. Any such reduction in salaries may be made notwithstanding any adopted salary schedule or policy.

Annual increments shall be dependent upon the employee's satisfactory performance in the position. Advancement from one step to another on the schedule shall require the superintendent's recommendation and Board approval.

Adopted: August 16, 2022



Support Staff Supplementary Pay/Overtime

Board Policy Reference: GDBC

Overtime

The administration will determine which school district employees are subject to the state minimum wage and overtime requirements of federal law. These non-exempt employees will be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked more than 40 in any workweek.

Alternatively, in lieu of overtime compensation non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

A determination as to whether overtime will be compensated by overtime pay or by compensatory time will be made prior to the performance of the work.

An employee will be permitted to use compensatory time within a reasonable period after making a request to the supervisor. Such requests will be granted if the use of the compensatory time does not unduly disrupt the operations of the school district.

A non-exempt employee may accrue no more than 240 hours of compensatory time in accordance with federal law unless the employee's supervisor gives advice that accrual of additional hours is allowed under the law.

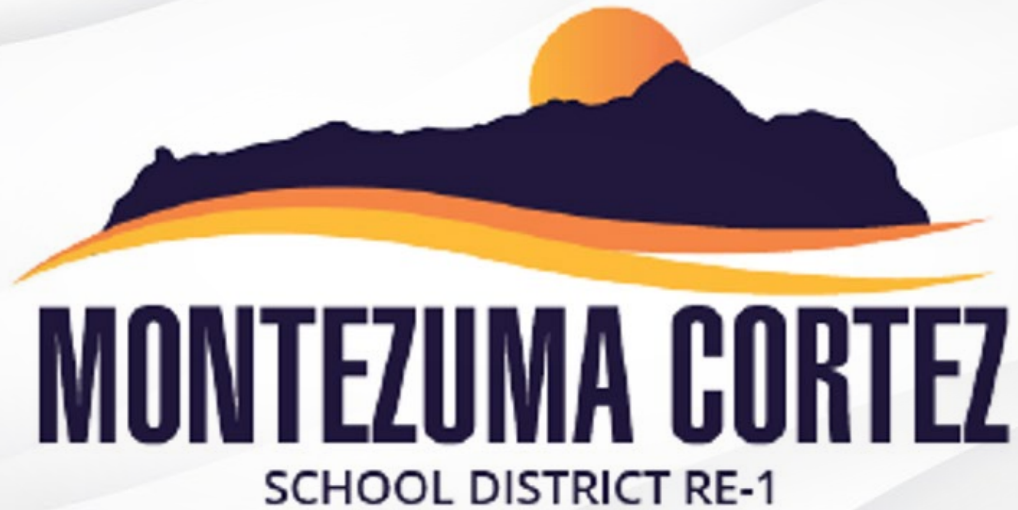
All overtime work requires the advance approval of the employee's principal and/or other immediate supervisor. An effort must be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked must be accurately recorded in the manner required by the employee's supervisor.

Rates for supplementary services

District employees who put in extra hours to supervise and/or serve community groups using school facilities will be paid at the rate established by the Board for such contract services. Any supplementary pay will be in accordance with the greater of state or federal law.

Adopted: August 16, 2022



Benefits and Leave Time



medical insurance

Health Benefits

Who is Eligible?

A Montezuma-Cortez School District employee who completes the employment **waiting period** as specified by the Employer as an **active employee** or any applicable **waiting period** outlined in the employee contract does not exceed 90 days. The following family members are eligible for medical, life, voluntary dental, and voluntary vision coverage: covered employees' spouse and children from birth to the limiting age of 26 years. See the **Benefits Guide for the Current Year** for more details.

How to Enroll

The first step is to review the benefits outlined in the benefits packet and then complete the forms given to you by Human Resources. If you are unsure of your current selections, check with Human Resources. Once you have made your selections, you will not be able to change them until the next open enrollment period unless you have a **qualifying event**.

When to Enroll

Your open enrollment effective date is January 1st. Forms need to be completed during the open enrollment period set by the district. Unless you have a qualified change in status, you cannot make changes to the benefits you elect until the next open enrollment period.

A Qualifying Event includes marriage, divorce, legal separation, birth, or adoption of a child, change in child's dependent status, death of spouse, child, or other qualified dependent, change in residence due to an employment transfer for you or your spouse, commencement, or termination of adoption proceedings, or change in spouse's benefits or employment status.

Full Time benefits include:

- Anthem, Health and Dental
- Sun Life Medical, Vision, Life Insurance
- PERA (retirement)
- Sick Bank
- Sick and Discretionary Days
- Vacation (12-Month Full Time Support Staff)

Part Time benefits include:

- PERA
- Prorated Sick and Discretionary

Staff Sick Leave

Board Policy References: GBGG

The Board recognizes that there may be times when an employee is unable to fulfill the duties of their position due to illness or death in their family. Therefore, paid sick leave is provided for full-time employees in accordance with this policy. For employees working less than 30 hours per week, the sick leave entitlement shall be directly proportionate to the length of the workday and year.

Accrual and use

Paid sick leave may accumulate at the following rate per year. (Remaining sick leave balance rolls over at the year end, with a maximum accrual of 70 days.)

- 9-month contract shall receive **7 days** per year
- 10-month contract shall receive **8 days** per year
- 11-month contract shall receive **9 days** per year
- 12-month contract shall receive **10 days** per year



Sick leave may be taken for the following reasons:

- personal mental or physical illness, injury, or health condition or the need to obtain medical care.
- the necessary care and attendance for the employee's family member who has a mental or physical illness, injury or health condition or the need to obtain medical care.
- seeking medical attention or related services if the employee or a member of the employee's family has been the victim of domestic abuse, sexual assault, or harassment.
- the district has been ordered to close by a public official due to a public health emergency; or
- the school or childcare provider for the employee's child has been ordered to close by a public official due to a public health emergency and the employee needs to be absent from work to care for their child.
- To grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member.
- To care for a family member whose school or place of care has been closed, or if the employee needs to evacuate their residence, due to the following reasons: inclement weather, loss of power, loss of heating, loss of water, or another unexpected occurrence or event.

For sick leave purposes, the term "family member" means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the superintendent.

Documentation may be required for approval of taking three or more consecutive paid sick days. Any health or safety information relating to an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee.

Reinstatement upon rehiring

If an employee separates from employment with the district and is rehired by the district within 6 months after the separation, the district must reinstate any paid sick leave that the employee had accrued but not used during the employee's previous employment if that accrued paid sick leave had not been paid out at the time of the separation.

Payment upon retiring

An employee who is eligible for retirement in accordance with Public Employees Retirement Association (PERA) will be paid up to 70 days of accrued sick leave at the base pay rate for a substitute upon retiring.

Nondiscrimination

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

Notice

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

Adopted: August 16, 2022; Revised: April 18, 2023; Revised: May 16, 2023
Proposed Revisions for August 15, 2023 PENDING

Vacation

12 month/Full time Support Staff (Secretarial/Clerical, Maintenance, Custodial, Transportation) earn vacation days as follows.

- 0-5 Years → 10 days of vacation**
- 5-20 Years → 15 days of vacation**
- 20+ years → 20 days of vacation**

Vacation shall be earned at a rate of two weeks per year initially, then three weeks per year after completion of five years of service and four weeks after twenty years of service*. Vacations are to be taken throughout the year (and not accumulated until the end of the year) or in conjunction with school vacations dependent upon supervisor approval.

Vacation time can be accrued and carried over into another year up to a maximum of five (5) days. If circumstances warrant it, an employee may apply, in writing to the Superintendent, prior to June 30 of any given year for permission to carry over more than the allotted carry-over vacation days.



To determine precisely what period vacation is accrued, a common anniversary date of July 1 will be used. During the first year of employment, an employee may accrue vacation time prior to the July 1 anniversary date prorated based on their date of employment. During the final year of employment, the payout of vacation days will be prorated to the date of termination.

* Six months or more of service in the first year equals one year of service.

A staff member that has moved from a 9-, 10-, or 11-month position to a 12-month position in the district will be allowed to apply the years they have worked in the district to the amount of vacation they will have earned in their 12 month position, with the exception of the first year they work as a 12 month employee.

The Vacation scale is as follows:

- If an employee has worked five to nineteen years in the district, the employee will have earned in the first year as a twelve-month employee two weeks of vacation. The subsequent years thereafter, the employee will have earned three weeks of vacation for every year worked as a twelve-month employee. The employee will be able to rollover five days of unused vacation to the next year.
- If the employee has worked twenty or more years in the district, the employee will have earned three weeks' vacation in the first year as a twelve-month employee. The subsequent years thereafter, the employee will have earned four weeks of vacation for every year worked as a twelve-month employee. The employee will be able to rollover five days of unused vacation to the next year.

Holidays

For all 12-month Central Office Administration & Support Staff, Maintenance/Custodial, Transportation Staff the following holidays are recognized.

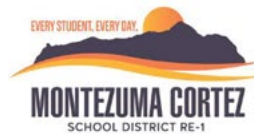
- Labor Day
- Veteran's Day (if on school calendar)
- Thanksgiving (3 days)
- Christmas (3 days)
- New Year's Day
- Martin Luther King Day (if on school calendar)
- Presidents' Day (if on school calendar)
- Spring Break (2 days)
- Memorial Day
- Fourth of July

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

Building Level Secretarial/Clerical, Lunchroom Personnel, Food Services Director, Paraprofessionals and Bus Drivers: Holidays shall be as provided for on the school calendar.

Revised: May 16, 2023

Perks



LOCAL COMMUNITY DISCOUNTS

Must show your current District Photo ID card to receive discount.



See HR for a discount card.



Cold Stone 10% off orders with a School District ID

Verizon offers up to \$25 month OFF bill, use company email to sign up.



Body by Design \$35 month fee for district employee, must do Auto-pay



The Farm 10% off orders



Happy Hour Drink Price all day, one drink per employee ID card.

Cortez Recreation Center



Cortez Rec 15% Discount on Annual Membership



Cliffrose 10% off for Teachers

Sick Leave Bank

The purpose of the sick leave bank is to provide a source of sick leave for a district employee who sustains a long illness and uses up all accumulated leave or for the new employee who likewise sustains a long illness and does not have accumulated leave to use. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy.

Any employee who is entitled to sick leave may donate one day of sick leave to this bank thereby becoming a member. If the balance in the bank drops below 100 days, member employees will be asked to donate one additional day if they wish to stay eligible for this benefit. If the total accumulated days rises above 1000, any employee who has donated one day per year for three years will no longer be asked to donate additional days, until the total accumulation drops below 100 days. The donation of days will be at the beginning of each school year.

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

Discretionary Leave

Full-time, 12-month employees will receive three days of discretionary leave at the beginning of the school year. Teachers, 11-Month, and 10-Month will receive four days of discretionary leave at the beginning of the school year.

Federally Mandated Family and Medical Leave

Board Policy Reference: GBGF

This policy shall apply to all family and medical leaves of absence covered under the Family and Medical Leave Act of 1993 (“FMLA”). Terms used in this policy and its accompanying regulation, such as “serious health condition,” “qualifying exigency,” “covered active duty,” “covered servicemember,” and “serious injury or illness” shall be as defined by the FMLA and its implementing regulations.

Eligibility

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

Permitted reasons for FMLA leave

An eligible employee shall be entitled to a combined total of 12 weeks' leave per year for the following reasons:

1. The birth and care of the employee's newborn child.
2. The placement of a child with the employee for adoption or foster care.
3. To care for the employee's spouse, parent, or child with a serious health condition.
4. When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition; or
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), (3) and/or (5) specified in the immediately preceding paragraph.

Entitlement for childcare leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a stepparent or person *in loco parentis*.

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered servicemember with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered servicemember.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave under this policy. Only 12 weeks of the 26-week total may be for a FMLA-qualifying reason other than to care for a covered servicemember.



Spouses who are both employed by the district shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered servicemember with a serious injury or illness, or a combination of caring for a covered servicemember and reasons (1), (2), (3) and/or (5) above.

Intermittent or reduced FMLA leave

Leave may be taken on an intermittent or reduced leave schedule. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. Teachers requesting intermittent or reduced leave involving greater than 20 percent of their working time during such period may, in the alternative, be required to take leave continuously for all or a specified part of the total period involved.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care for a newborn child, or because of the placement of a child with an employee for adoption or foster care.

Health insurance and benefits

The district shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit if an employee elects not to return to work, as allowed by law.

The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Reinstatement after FMLA leave

Reinstatement shall be determined in accordance with applicable law and Board policies. If the employee on leave is a salaried employee and is among the highest paid 10 percent of district employees and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

Development of FMLA procedures

The superintendent shall develop procedures to require appropriate medical certifications, notification and reporting which are consistent with law. The procedures shall describe how the district will post notices concerning the FMLA and other steps the district shall take to inform employees of the FMLA's requirements.

Compliance with governing law

The district shall fully comply with the FMLA and shall be entitled to take all actions and exercise all options authorized under the FMLA and consistent with this policy and its accompanying regulation. In the event that this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the FMLA, the mandatory provisions of the FMLA shall control.

Adopted: August 16, 2022

Staff Maternity/Paternity/Parental Leave

Board Policy Reference: GBGE

Maternity leave

Medically necessary sick leave for maternity purposes shall be available to any female employee who becomes pregnant. Leave will be allowed during such a period of the pregnancy and a reasonable time immediately following termination of the pregnancy as is medically necessary to safeguard the health of the mother and/or child.

1. Determination of Necessity

The determination and designation of the period during which maternity leave is necessary may be initiated by either the employee or the district. Final determination of such a period including the beginning, duration and end of the period shall be made by the district based on information provided by the employee, the employee's physician, the administration and if deemed necessary, by a physician designated by the district.

2. Reinstatement

An employee who has taken leave in accordance with this policy shall be assured reinstatement following the end of the period of time during which leave is necessary.

3. Notice

An employee who becomes pregnant shall be encouraged to notify the district regarding the pregnancy well in advance of the expected leave so that the district may make appropriate staffing decisions. When an employee is no longer pregnant, she shall notify the district of this fact.

4. Benefits

An employee on maternity leave for medical necessity as determined by the employee's or the district's designated physician shall receive pay, insurance, and other benefits to the same extent and on the same basis as sick leave used for other



purposes. Any additional leave granted by the district for maternity purposes beyond that which is medically necessary shall be without pay or other benefits unless the provisions of the federally mandated family leave policy apply.

Parental leave

The provisions of this section shall apply only after an eligible employee has used any applicable federally mandated family leave. Any days taken for family leave will be deducted from the total leave period allowed under this policy.

Parental leave of absence without salary and fringe benefits may be granted to staff members for the purpose of child rearing, childcare or adoption. Parental leave may be granted for a period not to exceed 12 weeks for each employee. The leave need not be taken all at once but must be taken in increments which coincide with the planning needs of the district.

In determining whether to grant the leave request, the district will consider any special needs of the child, the staffing needs of the district and any other relevant factors. The district will grant parental leave without regard to the sex of the employee.

The request for leave will be made to the district's personnel office. If the parental leave request is refused by the personnel office, the staff member may appeal to the Board of Education.

If the leave period is for an entire school year, notice of intent to return from leave must be given to the personnel office before April 1 preceding the school year the employee wishes to return to work. If the leave is for a period less than an entire school year, notice of intent to return shall be given at least three months prior to the date the employee wishes to return to work. Upon return from parental leave, the employee shall be reinstated on the salary schedule at the column and step he or she was on when granted leave.

On the Job Injuries

See the HR page of the website. Go to the Workers Comp Packet.

Print packet and use it for guidance.

As long as proper notice has been given of the employee's intent to return to work, the district shall reinstate the employee and place him or her on the salary schedule at the appropriate level. A teacher being reinstated shall be placed in a teaching position as nearly identical as possible to the position left at the commencement of the leave. In no event shall a teacher be placed in a position for which he or she is not qualified or licensed.

The employee on parental leave may be permitted to substitute in the school district at the district-approved substitute rate of pay.

Nothing in this policy shall be construed to limit the powers or duties of the Board or administration to make employment decisions for the district including but not limited to nonrenewing a contract of a probationary teacher.

Adopted: August 16, 2022

Workers' Compensation

Board Policy Reference: GBGD

An employee is eligible for workers' compensation leave from the district during the period the employee is temporarily disabled as the result of any injury arising out of and in the course of employment which qualifies for an indemnity payment from the workers' compensation division of the Colorado Department of Labor and Employment.

Workers' compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the district while disabled.

The primary source of compensation for an employee on workers' compensation leave shall be the indemnity payment from the workers' compensation section of the division of worker's compensation of the Colorado Department of Labor and

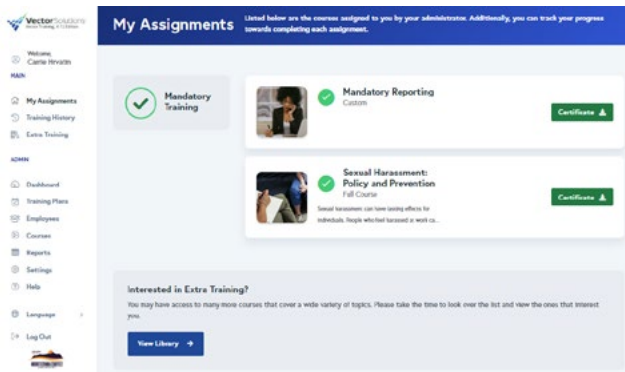
Employment or insurance carrier as determined by state law. The employee must use accrued school district sick leave and vacation time to supplement the workers' compensation payment.

Under no circumstances shall an employee be allowed to receive more than an amount equal to the weekly wage or equivalent when combining the indemnity payment from workers' compensation and school district benefits. The employee shall provide any requested documentation to the school district to evidence amounts paid by workers' compensation before benefit payments are allowed by the school district.

While on workers' compensation leave under a temporary total disability, employees shall continue to have school district health, life, and disability insurance coverage, to the same extent the employee had such coverage prior to taking workers' compensation leave, for a period not to exceed six months. At such time, the employee shall be given the option of directly assuming payment of the district's costs for such benefits or discontinuing the coverage until returning to work and again being eligible for benefits, unless the district is otherwise required to pay for or continue such coverage under applicable law.

The administration is directed to establish necessary procedures to implement this policy.

Adopted: August 16, 2022



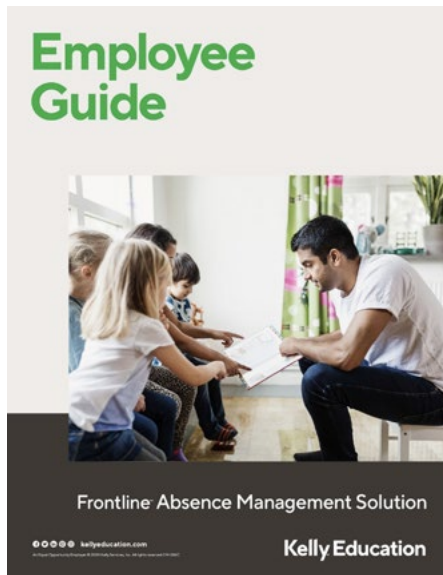
Vector Solutions Training Site

At the start of the school year, each employee will be assigned mandatory training classes for the school year. These sessions are selected to meet state and federal requirements and to ensure school safety. We appreciate your time and participation. See Human Resources with questions on how to access or use Vector Solutions Training Site.

Annual Renewal Documents

Each year all district employees will review, read, and sign off on the following policies. When policies have been reviewed employees ID cards will be updated with the new school year stickers.

- **Handbook Review** – Where do you find the most current employee handbook?
- **Notice of Assignment and Contracts** – Annual in late May/early June all Full-time and Regularly scheduled staff will receive and sign a contract or notice of assignment. These will be made available through the Human Resources office.
- **Teacher Oath** – Teachers Only
- **Information Technology Waiver and Review** – Review the safety practices and policies for technology, internet, and social media use.
- **Renewal of Employee ID Cards** – Upon completion of reviewing the mentioned documents, employee ID cards will be updated with the current school year stickers.



Frontline Absence Management Employee Guide

Click the link above or visit the Human Resources page of the website.

Acronyms

AN – Affective Needs. Refers to programs that serve our highest behavioral needs students.

BOCES – Board of Cooperative Education Services. BOCES is our partner in providing specialized staffing and services to meet the needs of our students with Individualized Education Plans (IEPs)

CASB – Colorado Association of School Boards

CASE – Colorado Association of School Executives

CDE – Colorado Department of Education

CHSAA – Colorado High School Athletics Association (governs all high school athletics)

CMAS – State standardized tests for grades 3-8. Provides the state data needed for accreditation and used in RANDA MSLs.

CTE – Career and Technical Education

ELA – English language arts

ELL – English language learner

EPAR – Electronic Personal Action Request – process in Visions for processing recommendations to hire.

ESS – Exceptional Student Services

ESSER – Refers to the COVID stimulus money we are receiving. We received three grants – ESSER I, ESSER II, and ESSER III

FLC – Fort Lewis College

GBF – Get Better Faster. This refers to the teacher development and coaching framework the district has developed. It is separate from and complementary to RANDA.

IDEA – Federal law that governs special education.

IEP – Individualized Education Plan – students who are identified as needing special education have IEPs.

504 plans – The child equivalent of ADA. 504 plans provide educational accommodation for students with disabilities who are not eligible for an IEP.

LAM – Local access manager – has access to state data systems and can set up your account with RANDA, etc. Jim and Mark are the current LAMs.

LEA – Local education agency. The district is the overall LEA and then BOCES is the LEA for special education. The LEA is the legally responsible entity per the state.

MTSS – Multi-tiered Systems of Support – refers to the various systems that should be in place in schools to support all students and engage families.

- ▶ **Tier I** – the systems and supports that should be in place schoolwide to support ALL students (academic and social-emotional)
- ▶ **Tier II** – the systems and support that should be in place to support students who are not being successful with Tier I support only.
- ▶ **Tier III** – the systems and supports that should be in place to support the highest needs students. These students typically have a support plan such as an IEP, 504 or behavior support plan.

MSL – Measures of Student Learning. Part of the RANDA evaluation system.

TOR – Teacher of record (responsible for grades, other official documentation -e.g. IEPs if a special education teacher).

TOSA – Teacher on Special Assignment. Teachers work in roles outside of the school/classroom – typically at the district level.

PAC – Parent Advisory Committee (Native American parent advisory council)

PCC – Pueblo Community College

POSA – Principal on Special Assignment. Principals working in roles outside of the school – typically at the district level.

RANDA – Refers to the state required evaluation system for principals, assistant principals, teachers, and specialized service providers (SSPs)

READ Act – Requirement for elementary teachers to be certified to serve students significantly below grade level in reading.

RTI – Response to Intervention. A school-based process where teams of teachers, counselors, etc. look at student data to identify students in need of more interventions and put those in place.

SEL – Social emotional learning

SB - 191 – Refers to Senate Bill 191 which is the law governing teacher evaluation and tenure.

SSP – Specialized Service Provider – nurses, counselors, social workers, speech/language pathologists, school psychologists, etc.