

Arickaree School

Staff Handbook



2019-2020

Staff Handbook
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ARICKAREE SCHOOL DISTRICT R-2
2012-2013 STAFF HAND BOOK

OFFICIAL NAME OF SCHOOL: Washington County School District R-2

ADDRESS:

12155 County Road NN
Anton, CO 80801

SCHOOL PHONE NUMBERS:

970-383-2202
970-383-2203
970-383-2205 fax

NEARBY TOWNS:

Anton – 10 miles west of school

Cope – 13 miles east of school

Akron – 29 miles north of Anton. County seat; general shopping; car dealership; Laundromat;
Banks; grocery store; various restaurants; golf course

Otis – 3 miles east of school to paved road, then 27 miles north
Bank, café, garage

Yuma – 14 miles east of Otis. General shopping; garages; banks; laundromat; movie theater;
grocery stores; bowling alley; various restaurants; car dealerships; golf course.

CHURCHES:

Assembly of God Church – 1 block west of highway in Cope

Baptist Country Chapel – ½ mile south of highway on County Road S; Lindon

Bethel Union Church - 5 miles north of Anton, on highway

Catholic Churches – Akron, Yuma and Flagler

Christian Church/Church of Christ – Akron (non-instrumental)/Yuma (instrumental)

Cope Community Church – on highway in Cope

ARICKAREE SCHOOL TEACHER'S CODE OF ETHICS

- The teacher maintains a constructive and cordial attitude towards associates.
- The teacher respects the authority attached to each associate's position and extends the recognition due a fellow professional.
- The teacher helps to improve the status of the profession by developing and maintaining high standards.
- The teacher endorses the principle that the profession must accept responsibility for the conduct of its members and understands that his/her own conduct will be regarded as representative of the profession.
- The teacher maintains an attitude which strengthens public respect for the teaching profession and the district and as part of that development dresses professionally.
- The teacher adheres to the conditions of a contract until the contract has been terminated by mutual consent, or has been legally terminated.
- The teacher recognizes that the Board of Education, which derives its authority from the people it serves, has placed the responsibility for the administration of school policy in the hands of the professional leaders of the school.
- The teacher conducts school affairs through recognized channels of the school district.
- The teacher is consecrate and loyal in relationships with fellow teachers and takes pride in their achievements.
- The teacher respects the confidences of fellow teachers.
- The teacher regards criticism of fellow teachers or of a predecessor, unprofessional, unless it is constructive and discreet; any criticism or dispute among teachers in the presence of pupils or laypersons is unacceptable.
- The teacher reports matters which involve the best interests of the school to duly constituted authorities.
- The teacher seeks opportunities for professional growth to maximize his/her efficiency in the classroom.
- The teacher encourages students to enter the education profession.
- The teacher considers only educational values and qualifications in making suggestions or recommendations regarding school purchases or personal appointments, rejecting compensation or rewards from persons who may benefit from such decisions.
- The teacher seeks appointments or promotions only on the basis of professional qualifications and does not apply for a specific position while it is held by a qualified member of the profession.
- The teacher requests honest recommendations and evaluations for him/her, and gives honest recommendations for others.

DUTIES OF A TEACHER

- Subscribes to an oath of allegiance as required by law.
- Seeks professional growth and submits plans for such growth as required by the Board of Education and/or the administration.

- Devotes his/her time exclusively to school duties during school hours.
- Plans and prepares standards-based lessons for students which will prepare students to deal with content, while including considerations for social, ethical, or economic educational needs of students.
- Regularly evaluates students' progress in subjects taught and assigns grades according to the policies of the Board of Education, keeping accurate records of such grades.
- Maintains discipline during school hours by effectively managing one's classroom, following prescribed discipline codes and directives of the administration, and adhering to school policies while attending school activities and functions after hours. The teacher will make corrections as necessary and will refer matters needing administrative intervention to proper authorities.
- Assumes responsibility for the safety and conduct of students under his/her supervision and follows and enforces such rules as may be necessary to maintain order in a responsible and reasonable manner.
- Assumes responsibility for carrying out directives from the Board of Education or the administration.
- Assumes responsibility for the care and control of materials and supplies used in the classes or extra-curricular activities under their direction, inventories such materials and supplies as directed by the administration, and submits requisitions for supplies and material as needed to conduct the education program.
- Attempts by word or action to maintain a positive image within the community.
- Cooperates with the Superintendent and other teachers to provide the best possible education for each student.
- Sponsors extra-curricular activities when requested by the Superintendent.
- Assumes responsibility for the care and repair of school property placed into his/her custody.
- Participates in school affairs and activities and notifies the administration when he/she cannot participate.
- Maintains a professional appearance and displays a knowledge and use of correct English.
- Performs other duties as may be assigned by the administration.

EXPLANATION OF DUTIES

WORKING HOURS: Teachers are to report for duty at 7:15 a.m. and are to remain until 4:15 p.m. Any change in this schedule must be presented to, and approved by, the Board of Education. Classrooms are to be open and ready to receive students when the buses arrive. **ALL** teachers are expected to be responsible for hall duty in the morning and the afternoon. Leaving the building during the working day or leaving early shall be done only after requests have been approved by the administration.

ABSENCES: Substitute teachers will be provided, without cost to the teacher, for absences that are approved by board policy. The number of available substitutes is limited, so your consideration and cooperation will be appreciated when you request a substitute. Sick days, as we all know, cannot be planned, but if at all possible, contact Sara Walkinshaw, 970-357-4540 (home) or 970-744-0408 (cell),

the evening before, or preferably before 6:30 a.m. of that morning. If you cannot contact Sara, contact Mrs. Tonya Rodwell@ 970-383-2202 x103 or 970-554-0821. The office will assume the responsibility for obtaining a substitute. Unauthorized absences may result in forfeitures of pay for each day absent.

ASSIGNMENTS: Teaching assignments are made according to the Board of Education policy which states that the teacher's qualifications, the needs of the district, and the teacher's expressed desires shall be considered in that order of priority. Teachers shall have the right to request transfers, reassignments, or special assignments. Such requests shall be submitted in writing to the superintendent. The Board of Education shall make the final decision on such requests, subject to the priorities listed above.

LESSON PLANS: Teachers are expected to prepare lesson plans for all teaching assignments. Every lesson plan should address at least one state or national standard. Lesson plans need to be turned in weekly via email by 6 pm Thursday evening.

EXTRA DUTY: Elementary teachers will design a schedule for playground, hall and lunchroom duties, with the approval of the administration. Secondary teachers will be assigned weekly duties which include supervising the halls, athletic fields, and the gymnasium when it is open for student use.

Teachers are expected to be actively supervising areas to which they are assigned. An accident which occurs in an unsupervised area is the responsibility of the teacher assigned to supervise that area. Breakfast for all students and staff will be served from 7:35-7:55 a.m. Lunch break will be provided for every employee as it fits into your schedule. All high school and elementary teachers will be responsible for supervision duties. Elementary lunch will be from 11:26 a.m. – 12:00 p.m. JH/HS lunch will be from 12:38-1:08 p.m.

EXTRA-CURRICULAR ACTIVITIES: Athletic coaching and class or club sponsorship duties shall be assigned on the same basis as classroom assignments. Supervisors of extracurricular activities are responsible for supervising the students during the activity and for requisitioning needed supplies for the organization. Salary for such duties is specified in the salary schedule.

2019-2020 ACTIVITY DUTY SCHEDULE

The Athletic Director will be handling the scheduling of events.

ACTIVITY DUTY SCHEDULE: Personnel should report to each assignment 45 minutes prior to the beginning of the event. Because of the fluctuation in times, it will be the responsibility of each person to check prior to each event the starting times and to make arrangements for obtaining proper cash boxes. Gates will close at halftime of the final event. You are responsible for returning the cash boxes to the administrator in charge at the completion of your duty. If this schedule conflicts with yours, it will be your responsibility to negotiate a mutually agreeable switch with someone.

SPONSORSHIPS:

FBLA	Will McFadden
FFA	Beth Ray
NHS	Margie Shafer
Student Council	Jesse Feather
Knowledge Bowl	Will McFadden
Yearbook	Kari Monat
Science Fair	Don Myers
12 th Grade	Don Myers
11 th Grade	Jesse Feather
10 th Grade	Will McFadden
9 th Grade	Ronda Peeples
8 th Grade	Beth Ray
7 th Grade	Ronnel Tumonong
6 th Grade	Kari Monat

Any time your class is part of a sponsored activity, you will be required to attend.

MEETINGS: Staff/Faculty meetings will be scheduled weekly for MTSS/RTI and monthly after Board meetings.

VIDEO EQUIPMENT: Video Equipment is located in the library. Teachers should become familiar with equipment routine for checking out, use of, and return of equipment. The librarian will explain this routine upon request. Teachers should plan, in advance, to assure the use of video equipment, materials, and supplies. You are asked to return equipment as soon as possible so that others may use it.

REQUISITIONING SUPPLIES: All material requests must be requisitioned through the office. All expenditures must be approved by the Superintendent, and individual teachers are not to order supplies or equipment for billing to the school or payable by the school unless prior approval has been received and a purchase order issued. Purchase orders must be signed by the employee and the Superintendent. Failure to follow proper procedure may result in the employee accepting responsibility for the bill.

CLASSES AND CLUBS

6th and 7th Grades

- Election of officers
- Submit a list of class officers to the office
- Obtain form for fundraiser

8th Grade

- Election of officers
- Submit a list of officers to the office
- Obtain form for fundraiser

9th Grade

- Election of officers
- Submit a list of class officers to the office
- Obtain form for fundraisers
- HOMECOMING WEEK: Gather wood for and build the bonfire. Contact fire department to light and extinguish the fire.

10th Grade

- Election of officers
- Submit a list of class officers to the office
- Obtain form for fundraisers
- Concessions during football, volleyball and basketball
- HOMECOMING WEEK: Decorate the lunchroom with basic decorations for the homecoming dance; begin decorating after school; take decorations down that night and clean up.

11th Grade

- Election of officers
- Submit a list of class officers to the office
- Obtain form for fundraisers
- Concessions during football, volleyball and basketball
- PROM; Set prom date, prom band, decorations, meal, flowers, pictures, server clothing, glasses, candidate elections, flowers for candidates, crowns for candidates.
- Prom thank you notes to sponsors, welcome from the junior president at prom dinner.

12th Grade

- Election of officers
- Submit a list of class officers to the office
- Obtain form for fundraisers
- Homecoming week: Transportation for the queen candidates to the football field
- Graduation caps and gowns, announcements and speaker for ceremony

HOMECOMING ACTIVITIES AND ASSIGNMENTS

9th Grade

- Gather wood for the bonfire; BEFORE or AFTER school and clean up area after the bonfire
- Contact fire department to light and extinguish the bonfire

10th Grade

- Concessions

11th Grade

- Concessions

12th Grade

- Transportation for king and queen
- Make sure candidates are at the field at halftime

StuCo

- Select homecoming band/DJ/music

- Decide dress up week themes for homecoming
- Purchase tiara and crown for queen and king
- Decorate for the dance
- **EVERYONE (class and organization) cleans up immediately following the dance**

GRADING: The policies of the Board of Education specify the following distribution of letter and number grades at Arickaree School:

A = 100 - 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below

There is no provision for the use of a “curve”, so material covered and tests taken should be tailored for the class taught and straight numerical averages used. These grades should be as objective as possible. The student’s semester grade is figured by calculating his/her average from the first day of the semester to the last. Quarterly grades will be reported separately on the report cards, but eligibility will be figured on an accumulative semester average.

A minimum of two grades will be issued for each class each week. These grades should be added to the grade book by 1 pm each Thursday as eligibility will be run at 2 pm. Eligibility is to be figured on a cumulative average.

ATTENDANCE: Elementary attendance will be taken by the homeroom teacher in the morning. Jr High and high school attendance is to be taken at the beginning of each hour. Absences will be handled according to school policy.

PARENT-TEACHER CONFERENCES: Parent/Teacher conferences will be held at the end of the first nine weeks and the end of the third nine weeks. Teachers should give a frank appraisal of the pupil’s progress, using samples of the pupil’s work as well as formative assessments and data. Teachers should notify parents frequently about students that are doing poor work. Each student listed on the ineligibility list will have a progress report mailed home.

BUILDING SECURITY: All doors will be locked from the outside throughout the day. The main entrance is equipped with a buzzer system for additional safety. Teachers are responsible for the security of their room. Coaches are to lock the locker rooms at the end of the day and secure the building. Anytime a staff member is responsible for students staying past 4:00 p.m. they are to see that all students have left safely for home before leaving themselves. It is the responsibility of each teacher to assist the janitor in seeing that the doors are securely locked after all activities.

REPAIR WORK: Teachers who wish to have the custodian/maintenance do repair work should fill out the blue maintenance form located in file cabinet under the time clock in the office.

REPORTS: Teachers may be required from time to time to submit reports to the administration.

SCHOOL CANCELLATIONS: Arickaree School District, R-2, utilizes an automated phone system to report closing, etc. All employees, parents and community members have three options to be notified: phone call, text message and/or email. Notification will be posted on Channel 9News as well. The superintendent will activate the notification system in the event of an emergency closing, etc.

LIBRARY PROCEDURES: Teachers, along with the administration, will develop new procedures for the library. Teachers should not allow students to remove books from the library unless they are present, and in no case, should they leave students unsupervised in the library. Please check with the librarian BEFORE sending students to the library. This will make sure students are not unattended in the library. Students who check out books from the bookmobile should give their checkout cards to the teacher so that missing books can be traced. The teacher should make sure the student's complete name is on the card and that the names of the books are clearly identifiable.

FIELD TRIPS AND EXCURSIONS: Field trips must have prior approval from the Superintendent. Field trips must be curriculum related. Teachers planning field trips as part of their teaching units should refer to the procedures in the Appendix. These procedures should be followed. An overnight field trip requires the approval of the Board of Education. Staff members who have planned an outing with a group should be aware that there are certain liabilities involved. The sponsor is responsible for the students' behavior and in the case of an incident will be held accountable for what happens. One or more adults, in addition to the teacher, will accompany each class on a field trip unless otherwise approved by the Administrator. Teachers are responsible for informing accompanying adults of their duties and responsibilities. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has the primary responsibility for the conduct of the students. Students who cannot demonstrate self-control or adhere to teacher control will be excluded from field trips. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for the students that do not participate in the field trip. Student safety will be a primary consideration, with first aid kits required on all field trips. The buddy system, or partners, is recommended to assure constant awareness of each student's whereabouts, needs, and participation. School buses ordinarily will be used for transportation. Commercial carriers may be used for certain trips. The use of private vehicles by staff members for transporting small groups of students may be authorized in certain instances provided the driver has the required liability insurance. Transportation by students will not be permitted. Requests for school bus transportation and requests for special commercial transportation will be submitted to the Superintendent. Students will not be permitted to leave the field trip group during the trip unless they are released to their parents. Parent permission slips are required for all trips. Slips should be filled in with all pertinent information and sent home with the students to be returned prior to the trip. Completed slips need to be placed on file in the office before the trip is taken. A list of students boarding the bus the day of the activity needs to be on file in the office, also. When sending the slips home, try to estimate as closely as possible, the return time, so that parents will be waiting at the school upon your return. The sponsor will remain at the

school until all students have secured a ride home. On school activity trips, students will be expected to ride the bus home except when the sponsor is handed a written note from the parent or guardian.

SUPERVISION OF STUDENTS

DISCIPLINE CODE PROCEDURE: The Board of Education, upon recommendation of the administration, has adopted a Discipline Code to ensure an orderly environment for learning. It describes procedures to be followed in cases where the conduct of students interferes with orderly presentation of a lesson or conduct poses a danger to the student or someone else or to personal or district property. Teachers are expected to familiarize themselves with the Discipline Code found in the students' handbook and follow the procedures as described. The code should be kept in an easily accessible place for handy reference.

DISCIPLINE CODE PROCEDURE: continued

Corporal punishment is not to be confused with reasonable force which is a required, necessary, and immediate response necessary to:

- Restrain a student from an act of wrong doing (will only be done by trained personnel)
- Quell a disturbance threatening physical injury to others
- Obtain possession of a weapon or dangerous object carried by or with the control of a student
- Defend one's self (see also Staff Protection)
- To protect persons or property
- To preserve order

STAFF PROTECTION: The following procedures are to be followed in instances of assault, disorderly conduct, harassment, or alleged criminal offense by a student toward a teacher on district premises:

- A written complaint shall be filed with the superintendent and the Board of Education
- Upon notification of the situation, the Superintendent shall investigate the charges and upon adequate proof shall suspend the student for three (3) days
- If injury or property damage has occurred, the superintendent may take further action which may include additional suspension, expulsion, or notification of legal authorities.

CLASSROOM SUPERVISION: In order to establish consistent expectations, teachers shall develop a plan for discipline that will protect the safety of the students and teacher and to promote effective learning. All teachers are expected to enforce the discipline plan equitably and consistently.

HALL SUPERVISION: During lunch hour and in the morning before school begins, students may walk in the halls provided they do not create disruptive activities such as fighting, excessive loud noise, or running through the halls. Secondary students are required to go to the patio or lunchroom during the lunch period. They may go to the restroom but must respect the elementary. During class time, students ARE NOT TO BE IN THE HALLS without a pass. **Students in the hall during class time must have a good reason for being there.** It will be the teachers' responsibility to see that any student leaving the classroom has a pass. During passing periods, teachers should be in the hall outside their rooms for supervision.

TRANSPORTATION AND BUSES: The transportation director will schedule all activity trips. Suburbans are to be used only for school business. When activities require a bus trip, the sponsor shall enforce the bus rules which are normally enforced by the driver. Bus conduct rules are in the student handbook. Sponsors are responsible for ensuring that students who ride the bus to an activity will return on the bus unless picked up by a parent, who shall sign for the student. Sponsors should make sure the students clean the bus or suburban upon return to the school. Sponsors are responsible for riding the bus until its return to school.

SUPERVISION OF ATHLETICS: Coaches shall make and enforce such rules as necessary to the successful operation of their programs. Athletes and their parents will understand and follow these rules if they want to be a participating member of the team. Additionally, coaches shall not permit people who are not a team member, a manager or a coach to sit on their benches or ride the team bus.

EXTENT OF SUPERVISION: All teachers, both elementary and secondary, have authority over any student in the school in the absence of a direct supervisor. No activity which may be injurious to property or person or which is disruptive of a classroom is to be allowed. Students must be supervised at all times. Students assigned to the teacher through a class or duty schedule are that teacher's responsibility. **Never leave students unsupervised.** Employees should never loan keys to students.

DRESS CODE ENFORCEMENT: Students are expected to wear appropriate forms of dress at all times. Students should remove hats and caps when entering a building. Please review the dress code policy. Football and track shoes will not be worn in the halls or on the gym floor. Street shoes will not be allowed on the gym floor. Teachers are expected to help in enforcing this dress code. School staff is expected to wear appropriate clothing i.e. job specific. Staff should set appropriate examples of mature behavior.

ELEMENTARY STUDENT SUPERVISION: Elementary teachers are expected to take their students to special classes taught by other teachers. They should also be in the halls or in their rooms upon the students return. See "Playground Duties" for further reference.

ASSISTING THE CUSTODIAN:

Teachers should assist the custodian by:

1. Keeping street shoes off the gym floor.
2. Removing tape or other "hanging" devices from hall walls.
3. Seeing that students pick up various articles from floors before they leave.
4. Keeping students from sitting on desk tops or standing on chairs.
5. Not allowing students to have pop and candy in the classroom.

CLOSED CAMPUS: Any student leaving the school building during school hours must have written approval from their parents and the approval of the administration before leaving. A school sponsored and approved trip would be an exception to this rule.

ELIGIBILITY: Eligibility will run every Thursday at 2 p.m. All grades/assignments must be entered prior to this. Failure to meet this deadline will result in intended students not being on the list. Teachers are not to show this list to students. If a student is down, you need to tell them privately.

ACCIDENT REPORTS: Teachers are required to fill out an accident report for anyone injured while under his/her supervision. Forms are available in the office.

LICENSE RENEWAL: It is the teacher's responsibility to keep a copy of a current license on file in the office. Forms for renewal are on the CDE website.

TELEPHONE USE AND CODES: Students will only be allowed to use the phones before or after school and during the day for emergencies. Teachers need to use the personal code for personal calls and the school code for school business calls. **Telephones are not to be used during instructional time.**

FIRE DRILLS: Fire drills will be conducted periodically throughout the year. Be sure fire exit routes are posted in your room and reviewed with the students from time to time. During the time of a drill or a fire, lights and equipment should be shut off and windows and doors closed. **Remember to take your grade book.** Leave the school in an orderly fashion and take roll when outside. Do not re-enter the building before being signaled to do so.

TORNADO DRILL: The tornado signal will be three school bells. Everyone should exit the rooms the same way as for fire drills. Instead of exiting the building, stay in the hall, sit next to the wall, and place your head between your knees.

COMPUTER USE: Internet agreements must be signed by everyone.

PARTICIPATION IN POLITICAL ACTIVITIES: Board of Education policy requires that staff members refrain from partisan political activity during school hours.

USE OF TOBACCO/VAPING: Use of tobacco of any kind or vaping is not permitted on school grounds, as per state law.

TEACHERS' LOUNGE: The teachers' lounge is an area set aside for the teachers to use as a work room. Students should not be admitted to the teachers' lounge, unless under a staff member's supervision. Conversations should remain professional and teachers should be cognizant of students or parents in the vicinity.

GIVING MEDICINE TO STUDENTS: Teachers shall not give medicine of **any kind**.

OUTSIDE EMPLOYMENT: Staff members who are in good health and who wish to do a limited amount of college teaching or educational work may do so with the cooperation of the Board of Education, provided that such work would not interfere with the performance of teaching duties in the district.

PROFESSIONAL ETHICS: Teachers will support and abide by the Code of Ethics in this handbook.

SOLICITING: No soliciting (neither products nor membership) is permitted in or on school property.

EVALUATION OF STAFF: The purpose of teacher evaluations is to improve teaching performance through the assessment of performance. An evaluation will be done through the state approved RANDA system. A mid-year and final evaluation will be done annually with a conference between the evaluator and teacher taking place each time. The evaluation is available on line to each teacher any time. Non-certified staff will be evaluated at least once a year using an evaluation tool adopted by the Board of Education. All evaluations will be followed by a conversation between the superintendent and/or supervisor and staff member. The employee will be given a copy with the original being placed in the employee's file.

RETIREMENT: Certified personnel may be retired by the district upon the close of the school year in which the employee reaches age 70. Retirement shall be preceded by a written notice of 365 days when caused by the district.

RESIGNATION: Teachers must notify the Board of Education through the superintendent of impending resignation. Such notice shall be written and shall precede the date of resignation by 30 days.

EMPLOYEE GRIEVANCE PROCEDURE:

Staff Concerns/Complaints/Grievances

Good morale is maintained, as problems arise, by sincere efforts of all persons concerned, to work toward constructive solutions in an atmosphere of courtesy and cooperation. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems that may, from time to time, arise. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level in the grievance procedure. The superintendent will appoint one female and one male staff member to act as compliance officers prior to the start of each school year to assist in resolving concerns/complaints and grievances.

- Step 1. The grievant shall discuss the matter with his/her department chair with the objective of resolving the matter informally. In the case where the grievant is the department chair then the meeting will be held with the grievance office. If the dispute or disagreement is not resolved to the satisfaction of the grievant, he/she may file a written grievance to one or both compliance officers within four (4) working days of the informal meeting.
- Step 2. The compliance officers shall hold a formal hearing with the parties of interest within four (4) days after receipt of a written grievance. The purpose of this hearing shall be to solve the problem. The grievant at his/her option may discuss the matter alone or accompanied by another staff member. The compliance officer shall provide a written response to the grievance within four (4) working days after the hearing. Such response shall include the basis upon which the decision was reached.
- Step 3. If the grievance is not satisfactorily resolved at Step 2 the grievant must within four (4) working days of receiving the written response from the grievance officer request in writing

a hearing with the Superintendent. The Superintendent must within ten (10) working days conduct a hearing that will include the grievant, another staff member, if so desired by the grievant, and the attending compliance officer. Upon conclusion of the hearing, the Superintendent shall provide a written response to the grievance within four (4) working days. If the dispute or disagreement is not resolved to the satisfaction of the grievant, he/she may file a written request within four (4) working days for a hearing before the Board of Education. If the written request is received by the Board Secretary with less than four (4) working days before the next scheduled board meeting, the board can conduct the hearing at the next following board meeting. The decision of the Board shall be final and shall be made in writing within 15 working days of the hearing.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any supervisor or administrator at any time.

At any time, during the grievance process, the grievant does not submit the required documentation by the allowed time noted in the steps above, the grievance shall be considered concluded.

PAY DAY: Pay day will be the last Friday of every month.

WORKMEN'S COMPENSATION: All district employees are covered under workmen's compensation insurance and will be entitled to all the prescribed benefits.

RELEASE TIME: Release time may be granted for in-service training in approved programs within the school. The Board of Education reserves the right to review plans and objectives of in-service training programs which require the students to be dismissed. Such programs must be planned well in advance and parents must be notified.

PHYSICAL AND MENTAL HEALTH: The Board of Education seeks to ensure the safety of the employees during working hours and to assist them in maintenance of good health. Therefore, the district requires a statement from a physician stating that an employee is physically able to be employed in the position to which appointed. Such statement is filed with the administration prior to beginning employment. Additionally, the Board may at any time request the employee to take a physical or mental health examination at the district's expense. Such examination is to be conducted by a competent examiner chosen by the district. (See Policy, file GBGA)

SALARY: Salaries will be paid according to contractual agreements based on the district's salary schedule. Additional pay may be earned for sponsoring extra-curricular activities.

IN-SERVICE TRAINING: Teachers who wish to participate in workshops or in-service training meetings should submit requests for such leave to the superintendent. If the superintendent determines that the training will benefit the district, they will submit this request for the Board's approval. If approved, the district will pay the cost of a substitute at no cost to the teacher.

VACATIONS AND HOLIDAYS: Vacation days are set by the Board when the school calendar is adopted. A copy of the school calendar will be given to each teacher.

LEAVES AND ABSENCES: The board, in accordance with the law, provides a plan for leaves and absences to allow employees to take care of the health and family needs, emergencies, professional improvement, or of important and necessary obligations, such as:

- **DISCRETIONARY LEAVE** Certified Staff: Effective August 2018, discretionary leave is established by policy to be earned at a rate of one half day per month of contracted duty + .5 days. 5 days per school year for a 9 month employee, 5.5 days for a 10 month employee, 6 days for an 11 month employee, and 7.5 days for a 12 month employee. The number of leave days shall be prorated on contracts less than a full year. The leave granted the employee for the school year may be used for sick, personal, or bereavement purposes. Discretionary leave cannot be used to extend a holiday break unless prior approval by administration is obtained. Classified Staff: Discretionary leave is established by policy to be earned at a rate based on number of hours a classified employee works per day. Leave will be granted for the number of equivalent work hours of 5 days per school year for a 9 month employee, the equivalent work hours of 5.5 days for a 10 month employee, the equivalent work hours for 6 days for an 11 month employee, and the equivalent work hours for 7.5 days for a 12 month employee. The number of leave hours shall be prorated on contracts less than a full year. The leave granted the employee for the school year may be used for sick, personal, or bereavement purposes. Discretionary leave cannot be used to extend a holiday break unless prior approval by administration is obtained. All Staff: Any discretionary days/hours not used will be accumulated for the employee as accumulated sick leave. Employees will be able to use their accumulated sick leave for personal illness or illness or bereavement of an immediate family member. Immediate family members are defined as parents, grandparents, spouse, partner in a civil union, sisters, brothers, children, grandchildren or spouse's parents. Administration may ask for a doctor's excuse for an absence/illness exceeding 2 consecutive days. The employee must use all of their allocated discretionary leave for the year before accumulated sick leave may be used. For employees who have been in the district for at least 20 years, 30 days up to 300 hours will be paid to employees at a rate equal to the daily rate of a substitute. An employee with 20 years of service with at least 100 accumulated sick leave days may apply for up to 10 days per year (outside of the 30 days) of sick leave pay prior to retirement. For example, an employee with 20 years of district service who has accumulated 150 days may begin applying for 10 days of sick leave for the remaining 10 years of service. This allows the employee to "buy down" the number of accumulated days. Payment for the 10 days will be made at the end of each contract year. Payment for the 30 days will be made upon the employee's departure of the district at the next scheduled pay date if not terminated and immediately if terminated.

MAIL: Mailboxes are provided in the office for each teacher. You should check your box daily and keep them empty. Mail is usually in by 10:30 a.m. On your professional mail, use address: 12155 County Road NN, Anton, CO 80801 as your return address. Do not use Arickaree School in your personal mailing address.

MEALS: Staff will be provided breakfast and lunch when breakfast and lunch are served. All meals should be eaten in the lunchroom, not in the classroom or lounge.

MILEAGE AND TRAVEL EXPENSES: The district will furnish transportation or reasonable mileage when an employee is required by their job to attend a meeting or workshop or when the administration asks them to run an errand for the school. Before mileage will be paid, the person must see if there is a school vehicle available. Mileage will be paid at the current reimbursable rate. Mileage will be paid for errand running only insofar as the fuel used for school business. Any part of the trip that is the employee's personal business will be paid by the employee. Attendance at workshops or conferences must be approved in advance and expense vouchers must be filled out and signed upon return. Supporting bills and invoices must be presented to justify expenses.

DUTIES OF A CLASS OR ORGANIZATION SPONSOR:

- Assumes the responsibility for the organization and supervision of the group to which assigned
- Requisitions supplies needed for all scheduled activities according to procedures established by the administration
- Schedules all activities in close cooperation with the administration
- Assumes responsibility for the conduct and safety of the students riding on a bus, on an activity sponsored by the class or organization
- Assumes responsibility for the conduct and safety of students during an activity sponsored by the class or organization
- Approves all expenditures of the class or organization money and presents such requests to the administration for further approval
- Assumes final responsibility for establishing and enforcing rules governing the operation of an activity of the class or organization
- Is present at all times when that group function as a group and is the last to leave, after the last student is gone
- Performs other duties as may be assigned by the administration

DUTIES OF A SENIOR CLASS SPONSOR:

- Elect officers and submit list to the office
- Organize and sponsor
 - One money making activity
- Participate in the planning and budgeting of the senior trip including
 - Permission slips for attendance
 - Securing money for various events, meals, transportation and rooms
 - Having students acknowledge rules applying to the trip.
- Plan Graduation
 - Schedule events on the program
 - Budget money for graduation costs (flowers, speaker, etc.)
 - Escorts are selected by GPA
 - Set up graduation decorating, practice time and clean up in cooperation with the superintendent.

- Plan Homecoming
 - Arrange transportation of Queen Candidates to the football field.

DUTIES OF A JUNIOR CLASS SPONSOR:

- Schedule Prom
 - Arrange for decorations
 - DJ
 - Photographer
 - Banquet
 - Food
 - Servers
- Concessions during the school year
- 2 money making activities

DUTIES OF A SOPHOMORE SPONSOR:

- First day of school, help register for classes
- Elect officers and submit list to office
- Concessions during the school year
- Class meeting once a month
- Pick names for a Christmas gift exchange
- Homecoming
 - Decorate after school for the dance.
- End of year, help register for next year's classes, check students out of lockers.

DUTIES OF A FRESHMAN SPONSOR:

- First day of school, help register for classes.
- Elect officers and submit list to office
- One fundraiser in school
- One outside fundraiser
- Class meetings once a month
- Pick names for Christmas gift exchange
- Homecoming:
 - Gather wood for bonfire
 - Contact fire department to light and put out the fire. This activity must be done with sponsor supervision and scheduled at a time that does not conflict with other school activities. Wood gathering needs to be done with sponsor present and scheduled to not conflict with other school activities.
- End of school year, help students register for next year
- Check students out of lockers

DUTIES OF 6TH and 7TH GRADE SPONSOR:

- First day of school help students register
- Elect officers and submit list to office
- Decide on dues for the class
- Cake Raffles (Assigned by StuCo)
- One money maker
- One outside money maker (approved by StuCo)
- Pre-Register students for next school year
- Check lockers at end of school year

8TH GRADE SPONSOR:

- Duties above in addition to:
 - Choose class colors, motto and flower for continuation
 - Be responsible for choosing, ordering and providing information for Continuation Program

STUDENT ABSENCES AND EXCUSES:

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit.

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis.
2. A student who is absent for an extended period due to physical, mental or emotional nature with advance approval by the administration.

An unexcused absence may occur with or without the prior knowledge and approval of the parent/guardian for reasons that are not acceptable to the administration as a justified reason for absence. Parents will be notified if the absence was determined unexcused.

Absences due to a student's family vacation or educational trips that may cause a violation of attendance policy must be pre-arranged and approved by the superintendent.

Truancies will be addressed on an individual basis. Any student who is truant may face suspensions and be required to make up missed time.

Make-up work for excused absence is as follows: If absent one day, a student gets one school day to make up work. If work is made up during periods of out of school suspension or an unexcused absence a student will receive 50% credit. (Adoption Date 11/06)

SEXUAL HARASSMENT: The district recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination.

DISTRICT'S COMMITMENT: The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

WHAT CONSTITUTES SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or a condition of a student's participation in and education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in, or benefit from, an education program or activity or it creates a hostile or abusive education environment.

For a one-time incident to rise to the level of harassment, it must be severe.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

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 or demeaning implications
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns

Legitimate non-sexual touching or other non-sexual conduct is not sexual harassment.

REPORTING SEXUAL HARASSMENTS: Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a formal grievance, as set forth in regulation JBB*-R. All reports and indications from students, district employees and third-parties shall be forwarded to the grievance officer.

If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

RECEIVING SEXUAL HARASSMENT REPORTS: All sexual harassment reports shall be forwarded to the grievance officer. The grievance officer shall keep a confidential log, separate from other school records, wherein reports of sexual harassment shall be recorded. The purpose of such a log is to aid the grievance officer in the investigation of sexual harassment reports and in discovering, investigating and resolving recurring sexual harassment problems.

Upon receiving a report, the grievance officer shall proceed as set forth herein and in regulation JBB*-R.

INVESTIGATING SEXUAL HARASSMENT REPORTS: The age of the student shall be taken into account when determining whether particular conduct actually occurred, whether particular conduct is sexual harassment and in determining the appropriate response by the district.

The grievance officer may consider the following types of information in determining whether sexual harassment occurred:

1. statements by any witness to the alleged incident
2. evidence about the relative credibility of the parties involved
3. evidence relative to whether the alleged harasser has been found to have harassed others
4. evidence of the allegedly harassed student's reaction or change in behavior following the alleged harassment
5. evidence about whether the student claiming harassment took action to protest the conduct
6. evidence and witness statements or testimony presented by the parties involved
7. other contemporaneous evidence
8. any other evidence deemed relevant by the grievance officer.

In deciding whether conduct is sufficiently severe, persistent or pervasive, all relevant circumstances shall be considered by the grievance officer including:

1. the degree to which the conduct affected one or more students' education
2. the type, frequency and duration of the conduct
3. the identity of and relationship between the alleged harasser and the allegedly harassed student
4. the number of individuals involved as alleged harassers and as subjects of the harassment
5. the age and sex of the alleged harasser and the subject of the harassment
6. the size of the school, location of the incident and context in which it occurred
7. other incidents at the school

INTERIM DISTRICT ACTION:

When appropriate, the district shall take interim measures during the investigation of a harassment report to protect the alleged subject of the harassment from further harassment or retaliation.

In cases involving potential criminal conduct, the grievance officer shall determine whether appropriate law enforcement officials should be notified.

DISTRICT ACTION FOLLOWING INVESTIGATION:

If the conduct is determined to be sexual harassment, the district shall take all reasonable steps to end the sexual harassment, to prevent its recurrence, to prevent retaliation against the student making the

report and anyone participating in the investigation and to restore lost educational opportunities to the harassed student. In addition, the harasser shall be disciplined according to any applicable discipline policy.

NOTICE AND TRAINING:

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

All students and district employees shall receive annual training related to recognizing and preventing sexual harassment. District employees shall receive additional annual training related to handling reports of sexual harassment.

SEXUAL DISCRIMINATION AND HARASSMENT:

The district is committed to a learning and working environment that is free from sexual discrimination and harassment. It shall be a violation of policy for any member of the district staff to discriminate against another on the basis of sex or harass another staff member or student through conduct or communications of a sexual nature.

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

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.

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 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, 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

REPORTING, INVESTIGATION, AND SANCTIONS:

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, it is the express desire of the Board to encourage victims of sexual harassment to report such claims. This may be done through the 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. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level authority.

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 future harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred shall be investigated.

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 grievance or otherwise reporting sexual discrimination or harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual discrimination or 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.

Revised: July 2007

LEGAL REFS:

20 U.S.C. §1681 et seq. (Title IX of the Education Amendments of 1972)

40 U.S.C. §2000 et seq. (Title VII of the Civil Rights Act of 1964)

C.R.S. 24-34-401 et seq. (discrimination or unfair employment practices)

C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division procedures)

CROSS REFS:

AC, Nondiscrimination/Equal Opportunity

JLF, Reporting Child Abuse/Child Protection

STAFF CONDUCT AND RESPONSIBILITIES:

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

RULES OF CONDUCT:

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

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

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

It is permissible for an employee to receive:

- an occasional nonpecuniary gift which is insignificant in value
- a nonpecuniary award publicly presented by a nonprofit organization in recognition of public service
- payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate
- reimbursement for, or acceptance of, an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position
- items of perishable or nonpermanent value including, but not limited to, meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events
- payment for speeches, appearances or publications reported as honorariums

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

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

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

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

- Faithfulness and promptness in attendance at work
- Support and enforcement of policies of the Board and regulations of the school administration in regard to students

- Diligence in submitting required reports promptly at the times specified
- Care and protection of school property
- Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students including the need to insure that students are supervised at all times

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

FELONY/MISDEMEANOR CONVICTIONS

If the district has good cause to believe that any licensed staff member employed on or after January 1, 1991, has been convicted of any felony or misdemeanor (not including misdemeanor traffic offenses or infractions) subsequent to employment, the district shall make inquiries to the department of education for purposes of screening the employee.

In addition, the district may ask the person to provide information about the offense and require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency. The employee does not need to submit a new set of fingerprints if the employee has submitted a set of fingerprints to another Colorado school district within the last two years and has given written consent for their transfer to the requesting district. Fingerprints or the written notice of consent shall be submitted within 20 days of receipt of written notification. The fingerprints shall be released to the Colorado Bureau of Investigation (CBI) for processing. Disciplinary action, which could include dismissal from employment, may be taken against licensed personnel if the results of fingerprint processing provide relevant information.

If the district has good cause to believe that any non-licensed staff member employed on or after January 1, 1991, has been convicted of a felony or misdemeanor subsequent to employment, the district shall make inquiries to the department of education for purposes of screening the employee and may release the employee's fingerprints to the CBI for processing. Depending on the results of the fingerprint check, disciplinary measures, which could include termination of employment, may be taken. Employees shall not be charged fees for processing fingerprints under these circumstances.

UNLAWFUL BEHAVIOR INVOLVING CHILDREN:

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

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 report such fact in accordance with policy JLF.

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

POSSESSION OF DEADLY WEAPONS:

The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of the district. However, the restrictions shall apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

LEGAL REFS:

- C.R.S. 18-12-105.5
- C.R.S. 19-3-308 (5.7)
- C.R.S. 22-32-109.1 (8)
- C.R.S. 22-32-109.7
- C.R.S. 22-32-109.8 (6)
- C.R.S. 22-32-109.8 (10)
- C.R.S. 22-32-109.9
- C.R.S. 22-32-110 (1) (k)
- C.R.S. 22-65-105
- C.R.S. 24-18-104
- C.R.S. 24-18-109

CROSS REFS:

KFA, Public Conduct on School Property

This handbook is not to be considered a policy book. District policies may be accessed on line via www.arickaree.org