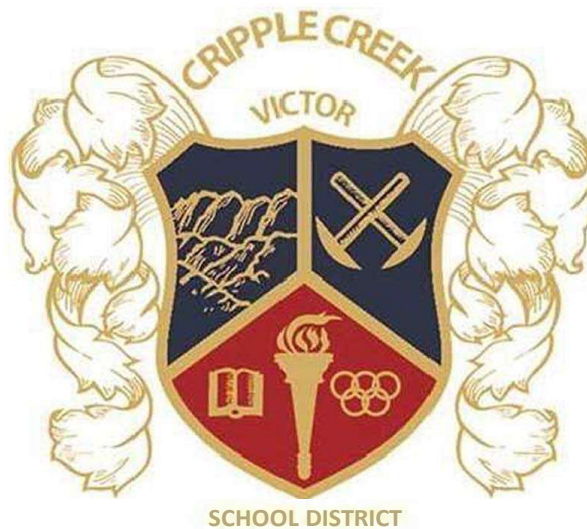


Cripple Creek - Victor School District RE 1



Employee Handbook

This Employee Handbook is intended to supplement and not supplant the policies and regulations of the CCV Board of Education.

July 2025

Vision:

We inspire, motivate, and support our students, staff, and families to pursue their aspirations and maximize their potential.

Mission:

Cripple Creek-Victor Schools provide students with relevant, challenging, educational opportunities. We value our families and encourage active participation in their children's education. We support staff with tools and resources to be successful. We are building the future of the CC-V community.

Values

- **Relationships:** We listen to one another, seek to understand, and respect one another's perspectives. We support one another on good and bad days and we celebrate our successes.
- **Resilience:** We step up when faced with challenges. We learn from our mistakes and we always bounce back. Every day we show up and strive to be the best version of ourselves.
- **Engagement:** We embrace all learning at home and at school and cultivate a passion for knowledge in our community and school district.
- **Responsibility:** We are accountable for our actions and we are mindful of those around us. We are solution-oriented and follow through on our commitments.

Add to the end of the History section:

In 2020, CCV Schools resolutely addressed the international COVID19 crisis by putting students and families first. CCV Schools addressed the challenges of the pandemic by adding home delivery for food services, developing and implementing remote learning options, and putting health as the first priority. CCV administration pursued and received a \$1.4 million dollar grant from the Governor's RISE program to develop its CTE programming district wide and support the opening of the Adult Education Center.

In 2023/24, Gorman Medical . . . As well, the community of Cripple Creek agreed to and approved a 1% sales tax initiative meant to sustain the established CTE programs and buildings.

In 2023/24, Gorman Medical . . . As well, the community of Cripple Creek agreed to and approved a 1% sales tax initiative meant to sustain the established CTE programs and buildings.

ADD to the School Closings / Weather section:

When possible, the Superintendent may declare a Remote Learning day instead of a snow day. Remote Learning days count as a regular school day and faculty will follow guidelines for such as outlined by their building Principal (EBCE: School Closings and Cancellations)

TABLE OF CONTENTS

PAGE

Welcome by Superintendent	i
History of Cripple Creek – Victor School District	ii
Respect Agreements	iii
A. General	
Purpose of Handbook	1
Disclaimer	1
Employment-At-Will	1
B. Board Policies, Regulations and Procedures	
Nondiscrimination/Equal Opportunity Policy	2
American Disabilities Act	2
Sexual Discrimination and Harassment Toward and By Employees	2
Complaint Procedure	3
District Confidentiality Policy	4
Tobacco Free Policy	4
Alcohol & Drug Free Policy	4
District Use of Internet and Electronic Communications Policy	4
Attendance for Teachers	4
Attendance for Staff	5
Staff Member Leave	5
Family Medical Leave Act (FMLA)	7
Timekeeping/Payday/Payroll Deductions/Garnishments	7
Personnel Records	8
Performance Evaluations	8
Promotions/Transfers/Terminations	8
Staff Ethics/Conflict of Interest	8
Staff Health	9
Dress Code	12
Child Abuse Reporting	12
Grievance Procedure	12
Holidays for ESP Employees	13
School Closings/Weather	13
C. Benefits	
Leave	13
Plans	
Leave of Absence	13
Sick Leave Bank	14
Health/Life/Dental/Vision Insurance	14
Public Employees' Retirement Association (PERA)	15
Professional Development	15
Workers Compensation	15

D. Teacher Information	
Increment Credit	16
Licensure Requirements	16
Probationary Teachers	16

E. Educational Support Professionals (ESP) Staff Information	
The Fair Labor Standards Act	17

POLICIES

Appendix I – Confidentiality Statement	18
GBK/GBK-R-Staff Concerns/Complaints/Grievances	19
AC-Non discrimination/Equal Opportunity	20
GBAA-Sex-based Harassment	21
GBGG-Staff Sick Leave	22
GBEC/GBEC-E – Tobacco Free District Policy.....	23
Drug Free Workplace	24
Alcohol & Drug-Free/Tobacco Free Acknowledgement	25
GBEE/GBEE-E – Staff Use of the Internet & Electronic Communications Policy	26
Internet & Electronic Communication Agreement	26
GBGA/GBGA-R-Staff Health.....	27
GBAB-Workplace Health and Safety Protection.....	28
GBGF/GBGF-R-Federally-Mandated Family and Medical Leave.....	29
Appendix IV– Designated Medical Provider for Work Related Injuries	30
Appendix V- Acknowledgement and Receipts	31
Appendix VI – Staff Personnel Information Form	32

Welcome to the Cripple Creek-Victor School District,

We are looking forward to working alongside you in the best interest of our students. In this handbook, you will find employee information to be used as a day-to-day guide and informational resource regarding staff expectations. Please remember that if you still have questions, ask a colleague or building administrator. As an employee of CC-V School District, it is your responsibility to read and understand the information presented in this handbook. I also recommend that you become familiar with our District Policies which can be accessed here: <https://ccvschools.com/district-policies/> . In all cases, District Policies supersede this handbook.

Our Board of Education is dedicated to representing the community by providing direction for district programs and ensuring that the school system operates efficiently and effectively. They are also entrusted to adopt policy, plan school services, and evaluate the quality and effectiveness of district services.

As your Superintendent, I serve as the chief adviser to the board on all matters having to do with the district and education in general and have the responsibility for seeing that the policies and directives of the board are implemented.

School Board meetings are the first Monday of every month at 6pm. Meeting agendas are posted at each building's front entrance and throughout the community at least 24 hours in advance. All members of the CC-V staff and community are invited and encouraged to attend. School Boards are subject to the requirements set forth in Colorado's Open Meetings Law, C.R.S. 24-6-401 and 24-6-402 (OML), which is part of the general Colorado Sunshine Law that outlines how public meetings are conducted. Additional provisions specific to school boards, including C.R.S. 22-32-108, also apply.

Personnel Matters are considered during Executive Sessions, unless the employee who is the subject of the session has requested an open meeting. If the personnel matter involves more than one employee, all of the employees must request an open meeting. A notice of an executive session in which personnel matters will be discussed must give the subject matter and the person by name. *Guy v. Whitsitt*, 469 P.3d 546, 553-554 (Colo. App. 2020). This also notifies the person that they may open the meeting to the public. CRS § 24-6-402(4)(f)(I). Agendas will include the citation and category, "Personnel Matters, CRS § 24-6-402(4)(f)(I)", identify the subject matter such as the "performance matters" (or other subject) and the role and location of the person such as of the "High School Coach, <initials> ."

Relationships, resilience, engagement and responsibility are the values that drive us. In a district the size of CC-V, we truly have an impact on our students' lives. Education is a powerful asset that we do not take lightly. Be proud of what you do and the impact you will make!

Sincerely,

Daniel Cummings, CC-V SD Superintendent

Cripple Creek Victor School District
Faculty/Student/Administration Respect Agreements

All Staff at CCVSD are hardworking, supportive and try to be inclusive of all. We all spend a lot of time here and therefore, it is important to treat each other with dignity and respect.

Both schools have a live document that is produced through the work with staff and administration. These agreements work in tangent with District Board Policies concern staff conduct discussed throughout this book. These are the faculty respect agreement and will include various sections: Staff/Teacher to Staff/Teacher; Administration to Teacher/Staff; Staff/Teacher to Administration; Everyone to Students/School

These agreements include statements as these below:

“We will treat each other as people, human beings, first. “

“We will be respectful, listen intently, ask – don’t assume, include me, honor my time.”

“Be Professional, treat each other like professionals, exchange expertise, cooperative, trust me.”

“Administration will work with faculty, as equals, knowing they are capable of doing their job, with the understanding and support, as humans first, supporting them in that way.”

“We will treat our students with grace, compassion and consideration, as individuals, give them a clean slate each day.”

“We will be respectful, taking care of our building everyone cleans up, listen to others, honor time.”

“We will be collaborative, sharing knowledge, We are family.”

It is asked that you do your best to abide by these agreements each day and if any problems occur we are always available and the enclosed policies and procedures have avenues to follow in times of trouble.

History

Every community takes pride in its schools and the Cripple Creek-Victor School District is no exception. Around the turn of the century there were five schools in Cripple Creek, including a school in Lawrence, Mound City, Arequa Gulch, Hull's Camp and in Anaconda. Victor schools were opened one year later.

Teller County separated from El Paso County in 1899. The District was organized for business on May 9, 1898. One of the first things accomplished was the adoption of a free textbook system.

The first Cripple Creek High School was erected in 1897. The gym, math, and science rooms were added to the structure in 1899.

The cornerstone of the Victor High School bears the date of August 21, 1899. Other Victor schools included Lincoln, Washington, and Garfield schools.

In 1900 there were fewer than 5,000 high schools in the United States. This area's schools were rated among the best in the nation.

In 1900 there were 104 teachers in the Cripple Creek School system and in 1905 the system had 120 teachers. Schools in Independence had five teachers. Anaconda, Spring Creek, Altman, Cameron, Gillette and Goldfield each had three buildings. The school in south Goldfield had an attendance of 600 students.

Attendance in the Cripple Creek and Victor High Schools continued to climb to a high of 269 in Cripple Creek and 280 in Victor in 1915. At the beginning of World War I many people left what has been called "The World's Greatest Gold Camp." Following World War I, there was a renewed interest in gold mining and enrollment again reached the 200 level. By 1970 there were only 169 total students in the Cripple Creek – Victor School District. At this time, the elementary school for the district was located in Victor and the High School was located in Cripple Creek. Enrollment had increased to a total of 311 students in the district by 1987.

On April 1, 1975, a bond issue was passed approving a bond of \$1,800,000 for the construction and equipping of a new K-12 complex for the district. The facility was dedicated on January 11, 1976.

On April 20, 1988, The Board of Education approved the purchase of a modular building to house two additional classrooms. The old gymnasium was purchased for use as a bus garage and storage area.

In 1992, the Board contracted to remodel the interior of the K-12 complex. A new library area, additional classrooms, and an unfinished lower level were constructed. In January 1995, the lower level was finished and opened as classrooms for junior and senior high school students.

A bond issue was passed in November 1994 to build Cresson Elementary School. Cresson Elementary is a K-6 facility and also has a preschool program. Cresson Elementary was dedicated in the fall of 1996.

An Alternative Education School housed within the secondary building was implemented in November 1999, specifically designed for students who are unable to adapt to the regimen of a traditional school setting. The funding for the Mountain Alternative School was made possible through a grant provided by the Community of Caring Foundation.

The Junior/Senior High School underwent a remodel and addition in 2008. Asbestos was removed and the cafeteria/auditorium was added. With the removal of the asbestos the building was made safe for students and allowed for the remodel of existing classrooms and hallways.

In 2012 the School Based Health Center was built onto Cresson Elementary School. Several agencies came together with funds to build this facility. These grants allowed students access to medical care on site.

Head Start was growing in 2012, and a modular building was added to the campus housing Early Head Start children.

In early 2017, the School Based Health Center became a Community Health Center with the closing of the City's Urgent Care Center. Centura Health partnered with Cripple Creek Victor School District to allow health care to stay in Cripple Creek.

In 2017, Cripple Creek – Victor School District with Centura Health received a grant to build a Middle School/Community Playground. The students chose designs and the community, student body and staff voted on them. The winning design was installed on the Jr./Sr. High School grounds and a dedication ceremony was held August 2017.

General

1. Purpose of Employee Handbook

Thank you for reading this Employee Handbook (the “Handbook”). CCV views the Handbook as a valuable communication resource. We welcome any questions that you may have about the materials found in this Handbook and encourage you to contact the Human Resources Department or your Principal/Supervisor should you have any questions that arise in review of this Handbook. This Handbook replaces and supersedes all previous versions of the Handbook and any oral or unwritten policies or procedures of CCV.

While CCV hopes that this Handbook will assist employees with many questions they may have at the same time, we want employees to understand that the Handbook is not intended to answer every question, nor has it been written to anticipate and cover every circumstance. CCV’s needs and operations may change, and the District may decide, in a flexible and responsive way, to change this Handbook or its application to specific employees or situations.

This Handbook is intended to supplement and not to supplant CCV’s Board Policies and Regulations. To the extent the provisions of this Handbook conflict with the provisions of the Board Policies and Regulations the provisions of the Board shall govern. To the extent any provisions in this Handbook conflict with any state or federal law, such state or federal law shall govern.

2. Disclaimer

THE HANDBOOK IS NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRETED AS CREATING, AN EXPRESS OR IMPLIED CONTRACT, INCLUDING A CONTRACT OF EMPLOYMENT. THE HANDBOOK ALSO IS NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRETED AS CREATING, PROPERTY RIGHTS, PRIVACY RIGHTS, RIGHTS TO DUE PROCESS, OR OTHER CONTRACTUAL OR CONSTITUTIONAL RIGHTS.

3. Employment-At-Will

EXCEPT FOR EMPLOYEES WHO ARE SUBJECT TO THE COLORADO TEACHER EMPLOYMENT, COMPENSATION OR DISMISSAL ACT, ALL EMPLOYEES OF CCV DISTRICT ARE AT-WILL EMPLOYEES. THIS MEANS THAT EITHER THE EMPLOYEE OR CCV DISTRICT MAY TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND WITH OR WITHOUT CAUSE. EMPLOYMENT WITH CCV IS OF INDEFINITE DURATION, WITH NO SPECIFIC TERM OR LENGTH OF EMPLOYMENT, AND NO SPECIFIC PROCEDURE FOR TERMINATION. NO EXCEPTION TO THIS AT-WILL EMPLOYMENT PROVISION WILL BE EFFECTIVE UNLESS IT IS EXPRESSLY SET FORTH IN SPECIFIC TERMS, IN AN AGREEMENT IN WRITING BETWEEN CCV AND THE EMPLOYEE, SIGNED BY BOTH THE EMPLOYEE AND THE PRESIDENT OF THE BOARD OF EDUCATION (THE “BOARD”) FOLLOWING APPROVAL BY THE BOARD.

B. Summary of Board Policies and Regulations and District Procedures

This section is important and valuable for you to review regarding your employment with CCV. The purpose of this section is to provide you with a brief overview of some of the provisions of Board Policies and Regulations, as well as a description of CCV procedures, to get you started in your employment with CCV. However, you are responsible for reading each Policy and Regulation referenced. ***Board Policies and Regulations are available on the CCV website <http://www.ccvschools.com>***

1. Nondiscrimination/Equal Opportunity Policy AC/AC-E-1/AC-E-2/AC-R/AC-R-1

The Cripple Creek – Victor School District is dedicated to the principles of equal employment opportunity. The school district prohibits unlawful discrimination against applicants or employees on the basis of age (40 and over), race, gender, identity, sexual orientation, color, religion, national origin, disability, or any other applicable status protected by federal, state or local law.

2. American Disabilities Act (ADA) and Religious Accommodation

The Cripple Creek – Victor School District will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the school district or a direct threat.

Employees needing such accommodations are instructed to contact their supervisor or the Department of Human Resources immediately.

3. Sexual Discrimination and Harassment Toward and By Employees- (Policy GBAA)

The Cripple Creek School District strives to maintain a work environment free of unlawful harassment. In doing so, the school district prohibits unlawful harassment because of age (40 and over), race, sex, color, religion, national origin, disability, genetic information, gender preference, or any other applicable status protected by federal, state or local law.

Unlawful harassment includes verbal or physical conduct that is based upon a person's protected status and that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age (40 and over), race, gender identity, sexual orientation, color, religion, national origin, disability, or any other applicable status protected by federal, state or local law, will not be tolerated. Prohibited behavior may include, but is not limited to the following:

- Written form such as cartoons, e-mail, posters, drawings, texts, social media posts or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, co-workers, and non- employees such as customers, clients, vendors, consultants, volunteers, etc.

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the school district believes it warrants separate emphasis. Board of Education policy GBAA contains more detail. Cripple Creek School District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications, whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail, texts.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging and brushing up against another's body.

4. Complaint Procedures – (Policy GBAA-R/GBAA-E)

If an employee believes there has been a violation of policy or harassment based on the protected classes outlined above use the complaint procedure described in the Board of Education policy. Cripple Creek – Victor School District expects employees to make a timely complaint to enable the school district to investigate and correct any behavior that may be in violation of this policy.

As described in policy, report the incident to a person in authority, such as an immediate supervisor, manager, director, or principal. Anyone receiving a report is mandated to forward the information to, the Superintendent of School, who will investigate the matter and take corrective action. The complaint will be kept confidential as practicable. If the employee prefers not to go to Superintendent of Schools with the complaint, the employee can report the incident to the Office for Civil Rights, US Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204.

Cripple Creek – Victor School District prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If an employee perceives retaliation for making a complaint or for participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the Cripple Creek – Victor School District determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

5. District Confidentiality Policy

CCV District requires all employees to sign a confidentiality statement annually. All information pertaining to students and families of the CCV District is to be kept confidential. Violation of this policy may be grounds for reprimand and/or termination. (Appendix I)

6. Tobacco Free Policy

Use of tobacco or vape products by staff members of CCV shall be prohibited at all times on school property, in all school-owned buildings, and in any vehicle owned or leased by the school district. Staff members are also prohibited from using these products while on duty in the presence of students, including trips away from school district property. (Appendix ii)

7. Alcohol & Drug Free Policy

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited in CCV School District. This policy shall apply to all school district employees. The definition of a controlled substance shall be the same as that found in the policy regarding student alcohol/drug abuse. Observance of this policy is a condition of employment. (Appendix II)

8. District Use of Internet & Electronic Communications Policy

Refer to Appendix III (Board Policy GBEE)

9. Attendance for Teachers

Staff are required to be at school by 7:15 am and may leave at 4:30 pm unless otherwise required by the administration. When a substitute is necessary, contact Rhonda McGee by phone – 689.2667 home/689.2661 work (Jr/Sr High School) or Sierra Secrest (Elementary) by phone – 644.4019 home/689.9230 work, Desiree Patty (Head Start) by phone at 487.5866 home/689.3420 work by 6:00 am of the morning a substitute is required **if prior notice is not possible**. If absence is known in advance, use the *Employee Service Portal* to request your leave. **Staff should not email their absences to the secretaries the morning of the absence**. Please do email in advance the secretaries of any absence so they are aware of the leave and are able to correctly track your leave.

All regular teachers have the responsibility of making the following preparations for substitute teachers:

1. Explain where seating charts and lesson plans may be found. Be sure to include an explanation of any special duties, such as supervision, class meetings, assemblies and other duties.
2. Leave instructions for all safety drills.
3. Be sure to explain how to fill out attendance/lunch forms.
4. The procedures for the class and expectations for student behavior should be included.
5. Aides and class helpers should know what assistance they could give a substitute. There should be a note to the sub with the names of pupils who are dependable and reliable in each class.
6. Regular teachers should remind students that they should show the substitute the same kind of respect and cooperation they would the regular teacher.
7. As much as possible, teacher should plan to continue their classroom assignments when they are absent.
8. It is required for all teachers to have on file in the principal's office a set of emergency lesson plans. (Elementary)
9. Teachers are expected to keep all of the above mentioned pertinent information in a substitute folder current and updated as the need arises during the year.

Upon returning from an unexpected absence, a teacher must fill out an employee absence form and return to the school secretary for the purpose of record keeping and payroll information. If at all possible, the employee should utilize the *Employee Service Portal* for absence approval prior to being absent. Absences not covered by accumulated leave will be deducted from the following month's reimbursement.

9.1 - Attendance for Staff

Staff should consult with their supervisor for individual start and end times.

Support staff should follow the same procedures for requesting leave days as teachers (see above), unless directed otherwise by their supervisor.

10. Staff Member Leave – (Policy GBGG)

Employee Leave

The District values its employees and their contributions. Because of their importance, it is vital for employees to be at work when scheduled. However, the Board understands that situations may arise that require even the most dedicated employee to be absent. Accordingly, the following types of identified leave are recognized and are applicable to employees under the conditions and terms described below.

Annual Leave/Medical Leave

Annual Leave is not provided as vacation days, but is intended to be used as income protection for absences from employment when an employee is absent because of a medical need of the employee; a medical need of the employee's family; a death of a family member or friend; a major family event (e.g. weddings, graduations, religious holidays and unusual or special awards/honors); personal legal/court appearances (other than jury duty or court-ordered appearances); emergencies or a personal reason (up to three (3) days of Annual Leave may be used for this reason each year). Hours that are not used during the current school year will be carried over to the next year and will be designated Medical Leave. These hours may be used only for the medical need of an employee or the medical need of a member of the employee's immediate family.

Except in highly unique and rare situations, illness, or emergencies, Annual Leave and/or Medical Leave may not be granted the first or last week of the academic year, the day before or after a holiday or District vacation, or if the District must add additional days to the calendar to make up for snow days or other school closures. Annual Leave and/or Medical Leave days may not be used in lieu of notice given to resign or retire from the District. Employees will be reimbursed for accrued Annual Leave and/or Medical Leave upon retirement or resignation from the District as follows: Employees with five (5) consecutive years will be reimbursed for accrued Annual Leave and/or Medical Leave at a rate of \$80 a day up to sixty (60) days/\$4,800. Employees that had accumulated more than sixty (60) days as of 02/24/2014, will be reimbursed at the rate of \$65 per day up to a maximum of eighty (80) days/\$5,200.

Staff Annual Leave is intended to provide salary protection for absence due to defined reasons in policy. It is not for a vacation. Staff shall enter their own absence data into the leave reporting system, attesting that such leave falls within the allowable conditions. The principal/supervisor shall approve these reported absences, affirming that, to the best of his/her knowledge, the requested leave falls within those conditions.

Full time staff members (32 hours per week or more), are offered the benefit of annual allotment of ten (10) Annual Leave days per year, allotted monthly.

If a staff member is going to be absent, the staff member shall inform his/her building secretary at the earliest possible time prior to the absence by following school procedures for notification of absence.

To assist staff members in understanding what reasons for staff leave are appropriate, the following **examples** are provided (**the examples are not all inclusive**):

Paid Staff Leave

- Personal or family illness
- Medical appointments
- Death of a family member or friend
- Accompanying a dependent to college registration/orientation
- Family member graduation
- Wedding or special anniversary of family member

- Receipt of special awards or honors by self or family member
- Personal business (banking, attorney, home closing) that cannot be taken care of before or after working hours
- House emergencies
- Family emergencies
- Observance of religious holidays
- Subpoenaed court appearance for non-district related events
- Attending a dependent's school conference

The following are **examples** of inappropriate uses of staff leave (**the examples are not all- inclusive**):

- Vacation or other recreation activities
- Working at another job or activity, paid or unpaid
- Job interviews out of district
- House hunting
- Helping someone move
- Taking a college course, seminar or other training
- Acquiring internship hours toward the completion of a degree or certification

11. Family Medical Leave Act (FMLA)- (Policy GBGE-R)

In compliance with the Family and Medical Leave Act (FMLA), the Cripple Creek – Victor School District provides up to 12 weeks (26 weeks for military caregiver for a covered service member) of unpaid, job-protected leave to eligible employees for reasons covered under the act.

An employee must be employed by the school district for at least 12 months (not necessarily consecutive). In the 12 months immediately preceding the leave, the employee must have worked at least 1,250 hours, including hours worked overtime, to qualify for FMLA.

Spouses employed by the school district are jointly entitled to a combined total of 12 weeks of family leave (26 weeks for military caregiver for a service member) for the birth or placement of a child for adoption or foster care, to care for a parent who has a serious health condition, and for any qualifying need related to the active duty of a family member in the military. FMLA does not cover care for a parent-in-law.

At least 30 calendar days before the leave starts, or as soon as practical in emergencies, employees must contact the Human Resource Department for paperwork to begin the leave process.

11.1 Family Act (FAMLI) –

- *"In 2022, The Board of Education voted to opt out of the FAMLI program for staff for 8 years. During this period, staff members are not required to contribute to the program through payroll deductions and are not automatically entitled to the leave provided by the program. Any District staff member is free to opt in to the program at any time at their own discretion. To opt in, please visit famli.colorado.gov. For any questions or concerns on this information, please contact Human Resources"*

12. Timekeeping/Payday/Payroll Deductions/Garnishments

Please contact your supervisor regarding your timekeeping requirements. Payday is the 25th of each month except when it falls on a weekend or holiday – then payday is the day prior to these events.

Any questions regarding payroll deductions or garnishments should be directed to the Human Resource Department by contacting Kathy Chevalier at 719-912-2014.

13. Personnel Records

In accordance with the Colorado Open Records Act, an employee's personnel records are available for that employee to review. Please contact Human Resources to schedule an appointment if you would like to review your Cripple Creek – Victor SD personnel file.

14. Performance Evaluations

Each employee is expected to receive a performance evaluation during his/her employment with Cripple Creek – Victor School District. Timeframes for evaluation depend upon the employee group to which you belong, your employment status and your position.

15. Promotions/Transfers/Terminations

Cripple Creek – Victor School District employees may apply for promotions or transfers within CCV SD pending available vacant positions. CCV may take disciplinary action against an employee or terminate his/her employment. The decision to terminate an employee's employment is made by the Board upon recommendation of the Superintendent or his/her designee.

EXCEPT FOR EMPLOYEES WHO ARE SUBJECT TO THE COLORADO TEACHER EMPLOYMENT, COMPENSATION OR DISMISSAL ACT, ALL EMPLOYEES OF CCV ARE AT-WILL EMPLOYEES. THIS MEANS THAT EITHER THE EMPLOYEES OR CCV MAY TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND WITH OR WITHOUT CAUSE.

If a terminated employee holds District property such as keys or access cards or computers their last paycheck will be held until all district property is returned

(See Board Policy(ies)/Regulation(s))

16. Staff Ethics/Conflict of Interest

CCV expects its employees to make personnel decisions and other educational and business decisions objectively on the basis of CCV's needs, resources and priorities. While CCV does not restrict the employment of relatives in most circumstances, it recognizes that, when an employee has supervisory or fiscal authority over, or access to confidential information concerning, another employee who is a relative, or participates in District decisions directly affecting a relative, a conflict of interest exists and there is a substantial risk of favoritism and negative effects on the integrity of the District decision-making. Therefore, you are required to report any relative relationships with CCV to your supervisor and/or Human Resources. Failure to do so may result in disciplinary action

or termination from employment.

“Relative” is defined as: spouse (including common law spouse), child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law or “step” relation, fiancé, domestic partner, or any members of the employee’s household.

17. STAFF HEALTH (Board Policy GBGA/GBGA-R/GBAB)

(And Physical and Mental Health Examination Requirements)

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

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

Routine Physical Examinations

Subsequent to a conditional offer of employment and prior to the commencement of work, the district may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. The district may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. A 30-day grace period may be allowed if approved by personnel services.

All bus drivers, including full-time, regular part-time or temporary part-time drivers shall be required to have a physical examination once every two years to obtain or renew an operator's permit.

Special Examinations

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

The Board may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with his ability to perform his duties or

which pose an unacceptable risk to the health, safety or welfare of the employee or others.

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

Readily-transmitted Communicable Disease

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

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

HIV Infection

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

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

Confidentiality

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

As Recommended by Teller County Health – procedures for the District will be as follows:

Temperature and Symptoms Screenings

All staff, students, and visitors will be screened at school entrances for:

- *Temperature of 100.4 or higher

- *Symptoms - cough, chills, shortness of breath, muscle pain, sore throat, loss of sense of smell or taste, diarrhea, nausea, vomiting

If Symptoms or Fever are Present

Any staff, student, or visitor with fever or symptoms -

1. Isolation from others
2. Send home
3. See doctor for diagnosis

If positive for covid:

4. Stay home
 - a. Stay home at least 10 days since symptoms first appeared & no fever for at least 3 days w/o medication and improvement of symptoms
 - b. Siblings and household members should stay home 14 days

5. Doctor's note must be provided to return to school

Symptoms and/or Fever but NOT COVID

1. Doctor's note must be provided before returning to school
2. Stay home until symptoms have improved
3. Stay home until fever is reduced for three days without fever reducing medication.
4. Siblings and family members **do not** need to stay home

IN-PERSON LEARNING

During the school day:

1. **All** staff & students will be screened upon entry
2. **All** staff & appropriately aged children will wear masks while close to others - one mask will be provided by school
3. Students will remain in cohorts (with classmates; limited intermingling with others during school day)
4. Social distancing will be in effect in all areas of the school
5. Extra cleaning, hand washing, and use of hand sanitizer will be in effect

18. Dress Code

Professional attire is required of all CCV employees. CCV is committed to being a high performance organization focused on outstanding student performance, achievement, and preparation for a lifetime of success. The professional appearance (which includes dress, accessories and other body adornments and grooming) of employees only reinforces their own shared vision of CCV. Personnel should follow the same guidelines as the Student Dress Code as listed in the Student Handbook.

19. Child Abuse Reporting

CCV complies with the Colorado 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 report or cause a report to be made to the Teller County Department of Social Services or local law enforcement agency.

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. If you have any questions regarding your role as a mandatory reporter under the Colorado Child Protection Act of 1987, please contact your Supervisor. (See Board Policy(ies)/Regulations JLF and JLF-R.)

20. Grievance Procedure (Board Policy GBK/GBK-R)

CCV seeks to settle any differences with employees in a manner that provides for a prompt and equitable resolution at the lowest level possible. Accordingly, certain employees may be eligible to utilize a grievance process.

AS WITH ALL OTHER PROVISIONS IN THIS MANUAL, THIS PROVISION IS NOT INTENDED TO CREATE AN EXPRESS OR IMPLIED CONTRACT OR PROPERTY, CONSTITUTIONAL, OR OTHER RIGHTS, NOR DOES IT ALTER THE AT-WILL EMPLOYMENT RELATIONSHIP OF CCV EMPLOYEES.

21. Holidays for Employees

Full time Educational Support Staff (ESP) employees shall be paid for five holidays per year to be paid within the pay period each holiday falls. Said holidays shall be New Year's Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day. Said holiday pay shall be equal to the regular hours worked on a daily basis not to exceed 8 hours and shall not be included in any overtime pay during the week in which the holiday falls.

22. School Closings/Weather

Weather is a major factor in determining whether students and staff can safely arrive and leave school and work locations. The Superintendent determines the need for either a delayed start or a snow day, and you will be notified of this by phone call and/or local news.

Snow days: If the Superintendent declares that schools are closed because of inclement weather, all employees except those designated as essential, will not be required to report for work, and most employees will receive their normal pay in the same manner as if the school buildings were not closed. Snow days are incorporated into each school years calendar. Once allotted snow days have been exhausted for the school year remote learning days will called for inclement weather days.

Delayed start: If the Superintendent declares that the District will require a 2-hour delayed start for schools, ALL employees are expected to work their regular schedules. However, employees should make sure they can arrive safely. Employees will receive their normal pay for the shortage in hours. Essential personnel are custodians and depending on work schedules, office personnel and administration. When possible, the Superintendent may declare a Remote Learning day instead of a snow day. Remote Learning days count as a regular school day and faculty will follow guidelines for such as outlined by their building Principal (EBCE: School Closings and Cancellations)

23. BENEFITS

This Benefits section does not apply to Substitute employees or Temporary Workers. The Board's 60 day probationary requirement must be met prior to benefits being assigned to employees.

Nothing in this Handbook shall restrict the ability of CCV to modify, discontinue or supplement its employee benefit plans.

A. Leave Plans

Teachers: 10 paid Annual Leave days (not eligible for vacation)

- Must be taken in full, half or quarter day increments
- No accrual; carries over each year to Medical Leave Days

ESP: 10 paid Annual Leave days (not eligible for vacation)

- Must be taken in full, half or quarter day increments
- No accrual; carries over each year to Medical Leave Days

Custodial: 10 paid Leave days (eligible for vacation)

10 days vacation - Years 1 - 2 15 days vacation – Years 3 – 4 20 days vacation- Year 5+

- Must be taken in full, half or quarter day increments
- No accrual on annual leave days, carry over each year to medical leave days.
- Vacation days must be used by August 15 of the following year – days do not accumulate.

Negative Leave Balances – If you accrue a negative leave balance and you have exhausted all avenues of obtaining additional time, the dollar value of those negative balances will be deducted from your next paycheck. Any future annual leave absences should be reported as leave without pay. All leave balances must be exhausted prior to requesting leave without pay.

B. Leave of Absence

CCV currently provides for discretionary leave requests. Jury

Duty

- Excused for 1 day with presentation of summons and excused for additional days upon ongoing juror service.
- No deduction from wages shall be made. Military Service
- Maximum of 15 calendar days/year without loss of pay - a copy of orders must be presented to the HR office.

C. Sick Leave Bank

The goal of the Sick Leave Bank is to grant employees additional time due to their own critical personal injury/illness or the critical illness/injury or death of an immediate family member.

Critical illnesses/injuries are defined as: inpatient hospitalization; life threatening illnesses; chemotherapy/radiation treatments; total hip and knee replacement; open heart surgery; extreme psychological distress; terminal illness; and death in the immediate family.

While participation in the benefit is voluntary, an employee must donate one day of Annual Leave to the Sick Bank each year, except the first year when two days are donated to be eligible to receive donations. Once an employee donates to the Sick Leave Bank the donation of days is non- refundable. An employee must exhaust all other Annual & Medical Leave benefits with CCV before requesting days from the Sick Leave Bank. If an employee is not currently participating in the Sick Leave Bank, there is an annual open enrollment in the month of September in which you will have the opportunity to donate one day of Annual Leave.

D. Health/Life/Dental/Vision

CCV currently offers a comprehensive benefits package for its employees that meet eligibility requirements including the following:

- Medical Plan – EPO Plan, PPO Plan and High Deductible Plan or a Medical Reimbursement Plan through Colorado Employer Benefit Trust (CEBT)
- Dental Plan – Delta Dental

- Vision – VSP Plan – Eligible employees are eligible for eye exam, contact lenses and glasses benefits as outlined by the plan.
- Life Insurance – \$20,000 coverage for employees participating in the medical plans.
- 125 Cafeteria Plan
 - Part I – Eligible employees who participate in group health, dental and vision automatically pay their share of the premium contribution on a pre-tax basis.
 - Part II – Eligible employees can elect to contribute pre-tax dollars to pay for eligible out of pocket medical and dependent daycare expenses.
 - Part III – Eligible employees can elect to contribute to 403(b) accounts.
 - Part IV – Eligible employees can elect to contribute to other insurance, accident and disability plans.

E. PERA Retirement

CCV employees are not covered by Social Security. Instead, all CCV employees are covered by the Public Employees' Retirement Association of Colorado ("PERA") and participate. Employees should consult state rules and regulations regarding PERA.

F. Professional Development

CCV strives to encourage and facilitate professional development opportunities. To that end, CCV has professional development/in service days built into the school calendar. In-service days cover a variety of topics and are scheduled by the principals as needed. Attendance by certified staff and classified staff is mandatory. Staff Orientation typically takes place four days prior to the start of classes in August. Rules, procedures, handbooks, and questions are covered. Time is often allowed for teachers to set up their classrooms and generally become organized. The first two day is for new staff only and the next two days are for all staff.

G. Workers Compensation

CCV strives for a safe and healthy workplace and seeks to take care of its valued employees. However, injuries on the job do happen, and you need to know how to respond if you are injured at work. Notify your Supervisor immediately if you suffer any work-related injury or illness. Failure to notify your supervisor within 24 hours may result in you being responsible for any medical bills. You will need to contact Human Resources to complete an Employee Injury/Illness Report – 719.286.1051. If you need medical care, please advise your Supervisor and call HR immediately. Designated medical provider sheet is in the addendum to this handbook. (Appendix IV)

If you need emergency medical care for a life or limb-threatening injury, call 911 or go to the nearest emergency room. If emergency care is needed that is not life or limb threatening, please go to our emergency care provider: Healthquest Medical Inc. at 1495 Garden of the Gods Road, Ste 102, or CCOM Broadmoor at 1263 Lake Plaza Dr, Ste 130, Colorado Springs, CO.

H. ADDITIONAL TEACHER INFORMATION

1. Increment Credit

Credit for lane advancement must be graduate semester hours/courses from an accredited college of university pre-approved by the district administration. Pre-approved Specialized Certificates may count towards advancement on the salary schedule at fifteen (15) contact hours = 1 semester credit. Transcripts must be furnished on or before **September 1** to the Human Resource Office for consideration of advancement for the current school year. No credit hours will be accepted on the current contract that were not earned prior to the start of the academic year.

2. Licensure Requirements

Continued employment at CCV is contingent upon, among other things, holding and maintain a current Colorado teaching license.

It is your responsibility to obtain, maintain and submit a copy of your renewed license to the Human Resources Department. Applications are available on-line at www.cde.state.co.us or: Colorado Department of Education

201 East Colfax Avenue

Denver, CO 80203

303.866.6628 (phone)

303.830.0793 (fax)

Important: If your license lapses or is revoked at any time during your employment with CCV, you may be subject to disciplinary action or dismissal from employment.

3. Probationary Teachers

The Board may refuse to renew the contract of any probationary teacher (Year 1-3). In the event a teacher is not to be reemployed, the Board will provide written notice to the teacher on or before June 1. Such non-renewal will be in accordance with existing statute.

I. Support Professionals Classified Staff Additional Information The Fair Labor Standards Act

- Generally, ESP employees are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA").
- The federal minimum wage is currently \$7.25 per hour. That state minimum wage is \$12.32 for calendar year 2021 and will be adjusted annually for cost of living increases, as measured by the Consumer Price Index used for Colorado
- All ESP employees will be paid overtime for all hours worked in excess of 40 in a work week. Employees MUST secure pre-approval from their supervisor before working additional hours over their normal assignment. Employees who do not obtain approval for additional work may be subject to disciplinary action for the infraction or termination from employment.

- By law, hours taken off during a week for discretionary time or leave-without-pay are not considered “hours worked” and do not count toward the 40 hours worked for purposed of determining whether an employee is entitled to overtime pay.
- Unless the Supervisor expressly requests and is willing to compensate employees appropriately, employees may not:

- o Report to and perform work prior to the start of shift;
- o Take lunch periods at their work station;
- o Stay at their workstations and perform work at the end of their work shift;
- o Take work home with them without prior approval; or
- o Attend staff meetings and not be paid for their attendance.

Employees who violate these guidelines must still be paid for the time they have worked whether approved or not; however, they may be disciplined or terminated from employment for violating supervisory instructions.

- Employees who report five minutes before or after the start of a scheduled shift will not be paid overtime or docked based on reporting time.
- ESP employees may elect to take deferred compensation in lieu of being paid on an hourly basis each month. Please contact the Human Resource Department if you elect to be paid on deferred compensation.
- ESP employees may elect to have their summer health/life/dental/vision coverage prorated to cover the summer months (June & July) the district does not cover. If you wish to take advantage of this proration for summer coverage, please contact the Human Resource Department in August.

Appendix I

Confidentiality Statement

As an employee of the Cripple Creek – Victor School District RE 1, I understand and acknowledge that I will have contact and/or access to information that is of a confidential nature as it relates to the students, parents and/or staff of this district. I further acknowledge that I have been advised of the following statements and understand the meaning and intent:

1. All information pertaining to students and families of the Cripple Creek – Victor School District is to be kept confidential. I understand that I should not discuss confidential information of any nature outside of the school atmosphere, in hallways, classrooms or other areas with other individuals unless the discussion is specific to my duties.
2. Inquiries about students, parents and staff shall be referred to the appropriate individual, service provider or administrator.
3. If confidentiality is broken, I understand that it will be grounds for reprimand and/or termination.
4. This acknowledgement and acceptance shall remain in effect following any release from employment. Violation may result in legal proceedings being initiated on behalf of the district.

Signature

Date

Printed Name

Employer Representative

Date

File: GBK -Staff

Concerns/Complaints/Grievances

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 as an alleged material violation of Board of Education policies or administrative regulations that apply to all employees. A complaint concerning unlawful discrimination and/or harassment may be filed in accordance with the district's applicable procedures.

The process designated for the resolution of "grievances" in agreements between the Board and recognized employee organizations shall apply only to grievances as defined in the particular agreement.

Nothing in this policy shall 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 district 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.

File: GBK-R - Staff

Concerns/Complaints/Grievances

Employee grievance procedure

The employee may choose a person to assist him or her at any step of the grievance procedure. Any costs resulting from such assistance shall be the employee's responsibility.

Individual or group grievances of employees shall be filed within 30 working days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation. A grievance shall be resolved as follows:

Step 1. The grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the

grievance. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The supervisor or administrator shall render a written decision within 10 working days.

Step 2. If the grievance is not solved at Step 1, the employee(s) may present the written grievance to the director of personnel who shall review the grievance and the report from Step 1 and render a written decision within 10 working days of receipt of the report from Step 1.

Step 3. If the grievance is not solved at Step 2, the employee(s) may present the written grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 2 and shall render a written decision within 10 working days of the hearing.

Step 4. If the grievance is not solved at Step 3, the employee(s) may file a written request for review by the Board of Education, which will be held within 15 working days of receipt of the report from Step 3. The Board's review of the grievance may be held in executive session at the request of the employee(s), the superintendent or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

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

ADD ADDITIONAL AC POLICIES (AS APPENDIX?)

File: AC - Nondiscrimination/Equal Opportunity

The district is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. It is critical to this commitment that anyone who may have experienced discrimination or harassment in the context of the district's educational programs, activities, or employment can report their concerns without fear of retaliation.

This policy AC and the implementing regulations are designed to foster a climate that provides preventative measures and encourages the reporting of discrimination and harassment and related retaliation. The district administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination and harassment, and related retaliation, and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific regulation governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student should be made pursuant to AC-R-1. Complaints of harassment and discrimination against applicants, employees or community members should be made pursuant to AC-R-2. Complaints of bullying against a student based on their membership in a protected class should be made under AC-R-1. Complaints under Title IX should be made under AC-R-3. Supportive measures and prompt response times are required components of all regulations.

Definitions

- **“Bullying”** is any written or oral expression, physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental or emotional harm to another. Bullying is student-on-student behavior. The following policy has more details on the definition of bullying, the prevention process, and the reporting process:

- o Policy JICDE*, Bullying Prevention and Education

If the bullying is based on a student’s protected class, the behavior may constitute discrimination or harassment. Bullying based on a student’s protected class should be addressed through the following regulation:

- o Regulation AC-R-1

- **“Protected classes”** include race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition and genetic information of an employee or applicant for employment.

For purposes of this policy and the implementing regulations:

- o **“Race”** includes hair texture, hair type, hair length, or a protective hairstyle, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps, that is commonly or historically associated with race.
- o **“Sexual Orientation”** means an individual’s identity (or another person’s perception of their identity), in relation to the gender(s) to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.
- o **“Gender Expression”** means an individual’s way of reflecting and expressing gender to the outside world, typically demonstrated through appearance, dress, and behavior.

- **“Gender identity”** means an individual’s innate sense of the individual’s own gender, which may or may not correspond with the individual’s sex assigned at birth.
- **“Harassment”** is any unwelcome, physical or verbal conduct or any written, graphic, or visual communication directed at a student, employee, applicant, or member of the public based on their protected class that is objectively offensive to a reasonable individual who is a member of the same protected class, that also:
 - for a student, is either made a term or condition of access to educational services, is used or threatened to be used as a basis for educational decisions affecting the student, interferes with a student’s ability to participate in the district’s educational services, or creates an intimidating, hostile, or offensive educational environment;
 - for an applicant or an employee, is subjectively offensive to the individual alleging harassment, is made a term or condition of employment, is used as a basis for employment decisions affecting the individual, unreasonably interferes with the individual’s work performance, or creates an intimidating, hostile, or offensive working environment;
 - for a member of the community, is subjectively offensive to the individual alleging harassment, and unreasonably interferes with a community member’s ability to participate in the district’s services, activities, or opportunities.

Whether conduct constitutes harassment depends on a number of factors, including, but not limited to:

- the type, frequency, and duration of the conduct;
- the number of individuals involved and their relationships;
- the age and education level of individuals involved;
- the location and context in which the conduct occurred;
- whether the conduct is threatening or any real or perceived power differential exists;
- any use of stereotypes, epithets, slurs, or degrading conduct or communication;
- whether the conduct includes an act of physical violence;
- the effect on the complainant’s education or employment, if applicable.

- **“Discrimination”** occurs when a student or community member is denied or limited in the ability to participate in or benefit from the district’s services, activities, or opportunities on the basis of their protected class. Discrimination also occurs when the district fails or refuses to hire an employee, discharges an employee, or otherwise treats an employee differently with respect to compensation, terms, conditions, privileges, opportunities, or status on the basis of their protected class. Harassment of a student, employee, or community member is a form of discrimination.

The following regulations have more details on harassment and discrimination and the related complaint process:

- AC-R-1 Harassment and Discrimination Investigation Procedure for Students
- AC-R-2 Harassment and Discrimination Investigation Procedure for Employees, Applicants for Employment and Members of the Public
- AC-R-3 Sex-based Harassment Investigation Procedures under Title IX

- **“Retaliation”** is intimidating, threatening, coercing, or discriminating against an individual who has reported an incident of harassment, discrimination, or bullying. Retaliation includes charges against a student for code of conduct violations related to the incident for the purpose of punishing a student for making a report or otherwise interfering with a student’s rights under this policy.

- **“Sex-based Harassment”** under Title IX is conduct on the basis of sex that could include unwelcome sexual advances, requests for sexual favors, or other unwelcome physical or verbal conduct or communication of a sexual nature.

Because Title IX’s definition of sex-based harassment is a federal standard, the definitions and procedures differ slightly from sex-based harassment under state law. More information on sex-based harassment can be found in the following policies and regulation:

- Policy GBAA, Sex-based Harassment [for Staff]
- Policy JBB, Sex-based Harassment [for Students]
- Regulation AC-R-3, Sex-based Harassment Investigation Procedures under Title IX

- **“Respondent”** means a student or employee who has been reported to have engaged in conduct that could constitute harassment.

- **“Complainant”** means a student, employee, or community member alleged to have experienced discrimination or harassment. A complainant may or may not be the reporting party.

- **“Reporting Party”** means a person who raises a concern or allegation of discrimination or harassment on behalf of a complainant with the compliance officer. Any district student, employee, or community member may be a reporting party.

- **“Compliance Officer”** means the district employee who is responsible for coordinating and overseeing the district’s discrimination and harassment prevention and response efforts. Among other responsibilities, the compliance officer will coordinate and oversee the district’s discrimination and harassment investigation, consultation, recordkeeping, monitoring, and training processes. To facilitate this work, all district employees must inform the compliance officer of all reports and complaints raising discrimination and harassment issues implicating this policy. The compliance officer may appoint a designee to perform any of their assigned duties, including performing the investigation and issuing the report.

- **“Supportive Measures”** are individualized services to restore or preserve equal access to education, protect student and employee safety, or deter harassment and discrimination. Supportive measures may be provided regardless of whether a complaint has been filed. Supportive measures may include, but are not limited to:

- Counseling;
- extensions of deadlines or other course-related adjustments;
- extra time for homework or tests;
- the opportunity to resubmit homework or retake a test;
- remedying an impacted grade;
- excused absences;
- the opportunity for home instruction;
- modifications to class schedules; and
- restrictions on contact between the parties to a complaint of harassment or discrimination.

- **“Title IX Coordinator”** means the employee designated by the district to coordinate its efforts to comply with Title IX of the Education Amendments and the district’s Title IX program.

- Title IX Coordinator: [Mike McDonald, 410 N B Street, Cripple Creek, CO 80813, 719-689-200, and mmcdonald@ccvschools.com].

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying on the basis of protected class are prohibited at any district school, at any district or school-sanctioned activity or event, on any district property (or off school property when such conduct has a connection to the school), or any district curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

District Action

The district encourages anyone - students, parents and family members, volunteers, educators, or staff members - who witness bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate regulation. All school staff who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the compliance officer.

The district will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the district will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

To the extent possible, all complaints of discrimination and harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation may be subject to discipline, up to and including suspension/expulsion for students and termination of employment for employees. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith complaint of harassment or discrimination under this policy.

Upon determining that incidents of discrimination or harassment are occurring in particular district settings or activities, the district will implement measures designed to stop the discrimination or harassment and otherwise remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies and the district will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The compliance officer will refer any potential criminal charges to law enforcement.

Notice and Training

The district will issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities, and employment opportunities offered by the district are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, marital status, national origin, religion, ancestry, or need for special education

services. With respect to employment practices, the written notice will prohibit discrimination on the basis of age, genetic information, and conditions related to pregnancy or childbirth.

The announcement will also include the name, address, email address, and telephone number of the person(s) designated to coordinate Title IX, Section 504, and ADA compliance activities. Where possible, the notice will be disseminated to persons with limited English language skills in the person's own language. It will also be made accessible to persons who are visually or hearing impaired.

This policy and the implementing regulations, which include the complaint process, must be prominently posted on the district's website in plain language, and made available to all students, parents, and staff through electronic or hard-copy distribution. Training materials regarding sex-based discrimination and sex-based harassment are available to the public on the district's website.

Students and district employees will receive periodic training related to recognizing, reporting and preventing discrimination and harassment. District employees must receive additional training related to handling reports of discrimination and harassment.

The training will comply with Colorado state law and will include, but not be limited to, instruction on the following:

- Recognizing harassment or discrimination, including indicators of grooming and child sexual abuse;
- The appropriate immediate response when harassment or discrimination is reported to or witnessed by an employee;
- Reporting harassment or discrimination to the public school or school district.

File: GBAA - Sex-based Harassment

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

It will 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 or communication of a sexual nature directed toward students by teachers or others to whom this policy applies, will be presumed to be unwelcome. Sex-based harassment committed by an employee of the district in the course of employment will be deemed a breach of duty, and as such, will 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.

Sex-based Harassment Prohibited

Pursuant to Title IX of the Educational Amendments of 1972, "sex-based harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking.

Pursuant to state law, unwelcome sexual advances, requests for sexual favors, or other unwelcome physical or verbal conduct or communication of a sexual nature constitutes sex-based harassment if the conduct or communication is subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable individual who is a member of the same protected class, and if under the totality of the circumstances:

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 sex-based harassment applies whether the harassment is between people of the same or different gender.

Sex-based 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, sex-based harassment to report such claims through the district's complaint process (AC-R-3).

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 sex-based harassment received by any district employee will be promptly forwarded to the compliance officer (AC-E-1). The compliance officer will ensure that every complaint is promptly investigated and responded to as set forth in the district's complaint and compliance process (AC-R-3). No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sex-based harassment or participation in an investigation. Requests for confidentiality will 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 sex-based harassment will 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 will, 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 sex-based harassment will not reflect upon the individual's status or affect future employment or work assignments. All matters involving sex-based harassment complaints will remain confidential to the extent possible.

Notice of Policy

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

File: GBGG - Staff Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of their position due to illness. Therefore, paid sick leave is provided for employees in accordance with this policy.

Accrual and use

Paid sick leave may be accumulated without limit at the rate of 6 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, or the need to evacuate from an employee's place of residence due to inclement weather or other unexpected events;
- the necessary care and attendance for the employee's family member who has a mental or physical illness, injury or health condition, the need to obtain medical care, or whose school or place of care has been closed due to inclement weather or other unexpected events;
- 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;
- 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; or
- bereavement, including funeral services and other financial or legal matters, after the death of a family member.

NOTE: Each employee earns at least 1 hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours (6 days) per year. Districts may provide paid sick leave that accrues at a faster or more generous rate than required and may satisfy the accrual requirements by providing employees with an amount of paid sick leave that meets or exceeds the 48 hours at the beginning of the year. C.R.S. [8-13.3-403](#)(2)(a).

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 four 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.

NOTE: Districts may, but are not required to, pay out unused paid sick leave upon termination, resignation, retirement, or other separation. C.R.S. [8-13.3-403\(5\)\(a\)](#). However, districts must reinstate any unused paid sick leave if an employee is rehired within 6 months of separating from the district. C.R.S. [8-13.3-403\(5\)\(b\)](#).

[Optional language:

Payment upon separation

Upon termination of employment for reasons other than retirement, an employee will be paid for a maximum of 12 days of accrued sick leave not taken based upon the average rate of pay for the employee during their last five years of employment. In the event of death, such payment will be made to the employee's estate.]

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 the Public Employees Retirement Association will be paid for one-fourth of all accrued sick leave not taken based upon the average rate of pay for the employee during their last five years of employment not to exceed payment for more than 30 days of accrued sick leave.

Additional leave during a public health emergency

In addition to the paid sick leave generally accrued, on the date a public health emergency is declared the district will supplement each employee's accrued paid sick leave as necessary to ensure that full-time employees who work 40 hours or more in a week may take at least 80 hours of paid sick leave and that employees who work fewer than 40 hours in a week may take at least the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period. The district may count an employee's unused accrued paid sick leave toward the supplemental paid sick leave.

An employee may use the supplemental paid sick leave until 4 weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;

- caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- a determination from a local, state, or federal public official or health authority that an employee or a member of the employee's family that the employee cares for poses a risk to the health of others;
- caring for a family member when the individual's school or place of care has been physically closed due to a public health emergency; or
- an employee's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take paid sick leave during a public health emergency.

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.

File: GBEC - Alcohol and Drug-Free Workplace

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.

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.

File: GBEC-E - Employee Acknowledgment Form/Alcohol and Drug- Free Workplace

Cripple Creek Victor School District

I, THE UNDERSIGNED EMPLOYEE OF _____, have received a copy of the Alcohol and Drug-Free Workplace policy and:

1. I agree to abide by the terms of the policy.
2. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five days after the date of such conviction.

Employee name (Printed)

Employee signature

Date

(Issue date)

File: GBEE* - Staff Use of the Internet and Electronic Communications

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 or 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

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.

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).

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 member 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 communications 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 damages, losses or

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

File: GBEE*-E - Staff Use of the Internet and Electronic Communications

(Annual Acceptable Use Agreement)

Staff member

I have read, understand and will abide by the district's policy on Staff Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

I hereby release the school district from all costs, claims, damages or losses resulting from my use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Staff Use of the Internet and Electronic Communications and understand its significance.

Staff member's name (printed)

Staff member's signature

Date

(Issue date)

File: GBGA - Staff Health

(And Medical Examination Requirements)

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

Under the following circumstances, the Board may require medical examinations of its employees or applicants for employment. The district will pay for all such medical examinations. Results of such examinations must be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

Routine medical examinations

NOTE: The following paragraph is not required by law. It is an optional policy decision.

Subsequent to a conditional offer of employment and prior to commencement of work, the district may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. The district may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. A 30-day grace period may be allowed if approved by the district.

School transportation vehicle operators are required to have a medical examination once every two years in accordance with applicable state and federal law.

Special examinations

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

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

When the employee cannot perform the essential functions of the job with reasonable accommodation, or medical evidence establishes that the employee's condition poses a significant risk to the health, safety, or welfare of the employee or others, the school district may

suspend and/or terminate the employee in accordance with applicable policies and regulations and applicable law.

Readily-transmitted communicable diseases

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

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

Confidentiality

In all instances, district personnel must respect the individual's right to privacy and treat any information regarding the medical condition or medical history of an employee or applicant as confidential information. The superintendent must develop procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality will be subject to appropriate disciplinary measures.

File: GBGA-R - Staff Health

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

The [appropriate title] will be the staff member responsible for coordinating the school district's effort to evaluate the employment status of an employee in accordance with these procedures. For purposes of these procedures, the [appropriate title] shall be referred to as the "school officer."

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

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

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

Evaluation of employment status

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

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

Confidentiality

All information gained by the district through the application of the accompanying policy and these procedures shall be treated as confidential. Information will be disclosed only as appropriate in connection with these procedures.

File: GBAB* - Workplace Health and Safety Protection

The Board is committed to providing a safe work environment for all employees. When district employees know or have any reasonable concern about workplace violations of government health or safety they should report such concerns following the district's concerns, complaints, or grievances procedure.

Nondiscrimination

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who, in good faith, raises any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety if the district controls the workplace conditions giving rise to the threat or violation. Discrimination against an employee who opposes any practice they reasonably believe is unlawful or who participates in an investigation, proceeding, or hearing on such matter is also prohibited.

The Board, the superintendent, other administrators and district employees will also not unlawfully discriminate, take adverse action, or retaliate against any employee who voluntarily wears their own personal protective equipment, such as a mask, faceguard, or gloves, if the personal protective equipment:

1. provides a higher level of protection than the equipment provided by the district;
2. is recommended by a federal, state, or local public health agency with jurisdiction over the district; and
3. does not render the employee incapable of performing their job or fulfilling their job duties.

Notice

To reduce unlawful discrimination and ensure a safe workplace environment, the administration is responsible for providing notice of this policy to all district employees. This policy will be referenced in employee handbooks and otherwise available to all staff through electronic or hard-copy distribution.

File: GBGF - Federally-Mandated Family and Medical Leave

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), to care for a sick parent under reason (3), and/or (5) specified in the immediately preceding paragraph.

Entitlement for child care 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 step-parent 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 (4) 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 in the event that 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 [optional language-and/or negotiated agreements]. If the employee on leave is a salaried employee and is among the highest paid 10 percent of district employees within 75 miles of the location at which the employee is employed 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 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.

File: GBGF-R - Federally-Mandated Family and Medical Leave

Notification and reporting

When the need for a family and medical leave of absence (FMLA leave) is foreseeable, the employee shall provide at least 30 days prior notice to the district unless circumstances dictate otherwise. If the requested FMLA leave is because of a military-related qualifying exigency and the leave is foreseeable, the employee shall provide notice to the district as is reasonable and practicable. With respect to foreseeable medical treatments, the employee shall make a reasonable effort to schedule treatment so as not to disrupt district operations.

If the need for FMLA leave is unforeseeable, the employee shall provide notice to the district as soon as practicable under the circumstances.

If an employee's requested FMLA leave also constitutes paid leave under another Board policy *[optional language - and/or negotiated agreement]*, the FMLA leave and other applicable leave shall run concurrently.

In the absence of an employee's request for FMLA leave, the district may independently determine whether an employee's leave under another Board policy *[optional language - and/or negotiated agreement]* constitutes FMLA leave and, if so, shall notify the employee that the leave will be counted against the FMLA leave to which the employee is entitled.

If the FMLA leave is due to illness, the employee shall report periodically on his or her leave status and intention to return to work.

If the requested FMLA leave is because of a military-related qualifying exigency, the district may require the employee to provide supporting documentation of such exigency.

The district may also require the employee to show certification of the familial relationship if the request for FMLA leave is to care for a family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or in connection with a military-related qualifying exigency.

Medical certification

The district shall require medical certification to support a claim for leave for an employee's own serious health condition; to care for the employee's child, spouse or parent with a serious health condition; or to care for a covered servicemember's serious injury or illness. The medical certification will be sufficient if it contains the date on which the condition or injury/illness commenced, the probable duration of the condition or injury/illness and any appropriate medical information.

For an employee's own serious health condition, the medical certification also must include a statement that the employee is unable to perform the functions of the position. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion and in accordance with the FMLA, the district may require a second or third medical opinion and periodic recertifications as the district deems reasonably necessary.

Medical certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include a statement that the employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

For the employee's own intermittent leave, the medical certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

Return to work

An employee who has taken leave due to the employee's own serious health condition shall provide a medical certification from the employee's physician that the employee is able to resume work. In addition, the district reserves the right to consult with a public health official if there is any question about possible transmission of a disease in the school setting.

The following return to work provisions apply to teachers:

1. If the teacher begins any category of FMLA leave more than five weeks prior to the end of the semester and the leave is for more than three weeks, the district may require the teacher seeking to return within the last three weeks to continue the leave through the end of the semester.
2. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition less than five weeks before the end of the semester and the period of leave is greater than two weeks, the district may require the teacher seeking to return within the last two weeks to continue the leave through the end of the semester.
3. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the district may require the teacher to continue the leave through the end of the semester.

Repayment of benefits

If an employee fails to return to work upon completion of an approved FMLA leave, the district may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence or onset of a serious health condition as certified by a physician that entitles the employee to leave, or for other reasons beyond the employee's control.

Posting/notice to employees

Building principals/administrators shall post notices explaining the rights and responsibilities under the Family and Medical Leave Act (FMLA) in locations where they can be readily seen by employees and applicants for employment.

Notice of the FMLA's rights and responsibilities shall also be incorporated into employee handbooks or provided directly to employees.

APPENDIX IV

Cripple Creek- Victor School District
RE-1 PO Box 897
Cripple Creek, CO. 80813

Injured Worker Name Mailing
Address
City, State, Zip

Dear *(Injured Worker)*: At Cripple Creek- Victor School District RE-1 we are dedicated to providing our employees with the highest level of care in the event of a work-related injury or illness. We have filed a claim with our workers compensation insurance carrier, Pinnacol Assurance. A representative from Pinnacol Assurance will be contacting you with a claim number and any additional information very soon. In the meantime, you should see one of the medical providers we have selected to treat our employees when a workrelated injury/illness occurs. These medical providers specialize in on the job injuries/illnesses and we want that high level of care for you. Our providers are:

UCHealth Occupational Medicine 2773 Janitell Rd Colorado Springs, CO. 80906 (719)365-6478	Concentra Medical Centers 402 W Bijou St Colorado Springs, CO. 80905 (719)302-6942
Uchealth Occupational Medicine 1035 Garden of the Gods Suite 120 Colorado Springs, CO. 80907 (719)365-3200	MBI- Medicine for Business & Industry 1495 Garden of the Gods Rd Suite 102 Colorado Springs, CO. 8097 (719)260-1128

In the unfortunate event of a life-or-limb-threatening emergency, you will certainly be sent to the nearest emergency medical facility. However, one of the medical providers designated above **must** provide all follow-up care.

For non-emergency injuries, please select one of the providers and see them as soon as possible. After your first appointment, please follow up with me, so we can review your medical status and work capabilities together.

If you have any questions, please contact me. Our goal is to ensure that you receive the highest level of care and recover quickly and return to work as soon as possible.

Company Contact Information

Kathy Chevalier
PO Box 897
Cripple Creek, CO 80813

kchevalier@ccvschools.com

Workers Comp. Insurance Contact Information

Pinnacol Assurance
7501 E Lowry Boulevard
Denver, CO 80230-7006
303-361-4000 or 1-800-873-7242

Appendix V

Acknowledgement and Receipt

I understand and acknowledge that:

I have received the Employee Handbook ("Handbook"), and I understand it is my responsibility to read and comply with the provisions contained in this Handbook and any revisions made to it. Further, I understand that the Handbook was provided to me by the District, and I acknowledge that it is my responsibility to open and read the contents of the Handbook.

The Handbook will be available on Employee Service Portal under Employer Forms and a copy of the Handbook will also be available for review at each work location in CCV.

THE HANDBOOK IS NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRETED AS CREATING, AN EXPRESS OR IMPLIED CONTRACT, INCLUDING A CONTRACT OF EMPLOYMENT. THE HANDBOOK ALSO IS NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRETED AS CREATING, PROPERTY RIGHTS, PRIVACY RIGHTS, RIGHTS TO DUE PROCESS OR OTHER CONTRACTUAL RIGHTS.

THE BOARD AND SUPERINTENDENT RETAIN THE POWER TO MODIFY THE PROVISIONS OF THIS HANDBOOK IN THEIR DISCRETION.

EXCEPT FOR EMPLOYEES WHO ARE SUBJECT TO THE COLORADO TEACHER EMPLOYMENT, COMPENSATION AND DISMISSAL ACT, CCV EMPLOYEES ARE "AT-WILL EMPLOYEES" AS THAT TERM IS DEFINED UNDER COLORADO LAW, AND ACCORDINGLY, THEIR EMPLOYMENT MAY BE TERMINATED BY CCV, IN ITS DISCRETION, AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND WITH OR WITHOUT CAUSE. AT-WILL EMPLOYEES ALSO ARE FREE TO RESIGN FROM EMPLOYMENT AT ANY TIME AND FOR ANY REASON.

Employee's Signature _____ Date _____

RECORD TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Acknowledgement and Receipt

I understand and acknowledge that:

I have received the Leave Procedures and attachment of the Board Policy GBGG, and I understand these procedures and understand that it is my responsibility to read and comply with the provisions contained in this document and any revisions made to it. Further, I understand that the Leave Procedures and attachment of the Board Policy GBGG were provided to me by the District, and I acknowledge that it is my responsibility to open and read the contents of these Leave Procedures and attachment of the Board Policy GBGG.

THE LEAVE PROCEDURES AND ATTACHMENT OF THE BOARD POLICY GBGG IS NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRETED AS CREATING, AN EXPRESS OR IMPLIED CONTRACT, INCLUDING A CONTRACT OF EMPLOYMENT. THE LEAVE PROCEDURES AND ATTACHMENT OF THE BOARD POLICY GBGG ALSO IS NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRETED AS CREATING, PROPERTY RIGHTS, PRIVACY RIGHTS, RIGHTS TO DUE PROCESS OR OTHER CONTRACTUAL RIGHTS.

THE BOARD AND SUPERINTENDENT RETAIN THE POWER TO MODIFY THE PROVISIONS OF THIS HANDBOOK IN THEIR DISCRETION.

EXCEPT FOR EMPLOYEES WHO ARE SUBJECT TO THE COLORADO TEACHER EMPLOYMENT, COMPENSATION AND DISMISSAL ACT, CCV EMPLOYEES ARE "AT-WILL EMPLOYEES" AS THAT TERM IS DEFINED UNDER COLORADO LAW, AND ACCORDINGLY, THEIR EMPLOYMENT MAY BE TERMINATED BY CCV, IN ITS DISCRETION, AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND WITH OR WITHOUT CAUSE. AT-WILL EMPLOYEES ALSO ARE FREE TO RESIGN FROM EMPLOYMENT AT ANY TIME AND FOR ANY REASON.

Employee's Signature

Date

Human Resource Signature

Date

RECORD TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Appendix VI

Staff Personnel Information Form

Social Security Number: _____ - _____ - _____ EDID: _____ (8 digits)

Name (Last) _____ / (First) _____ / (Middle) _____

Birth Date _____ / _____ / _____ (MM/ DD/YYYY)

Gender: M F (Circle one)

Do you consider yourself to be of Hispanic/Latino origin? Y N (Circle one) Circle one or more code for Race:

01-Am.Indian 02-Asian 03-Black 05-White 06-Other Pacific Islander

School District of Residence (where you currently reside): _____

Beginning (Start) Date in this District: _____

Name of School(s)/Location of

Assignment: _____

The following information is required for administrators, instructional staff and paraprofessionals.

Pass Paraprofessional Test: Yes No (Required only for paraprofessionals - circle one) Highest Level of

Education Completed:

- _____ 09 No high school diploma
- _____ 10 High school diploma or equivalent
- _____ 11 Post graduate (Grade 13)
- _____ 12 Formal award/certificate/diploma
(less than one year)
- _____ 13 Formal award/certificate/diploma
(more than or equal to one year)
- _____ 14 Some college but no degree
- _____ 15 Associate's degree (48+ semester hours)

_____ 16 Bachelor's degree - *Subject Area of*

Degree(s): _____

_____ 17 First-professional degree - *Subject Area of*

Degree(s): _____

_____ 18 Master's degree - *Subject Area of*

Degree(s): _____

_____ 19 Specialist's degree - *Subject Area of*

Degree(s): _____

_____ 20 Doctoral degree - *Subject Area of*

Degree(s): _____

Institution Name attended for Highest Degree: _____

State: _____

Institution Name attended for Educator Preparation

Program _____

Employment Experience in Education - Years of Prior Pre/K-12:

Total number of years teaching experience (not including current year): _____

Total number of years' experience in Education* (no including current year) _____

(*Include administrative, teaching, instructional assignments.)

Staff Personnel Information continued,

Principal Experience (Required only for principals, and superintendents who serve as principal.)

_____ Years principal at current school

_____ Years principal at any school (in or out of Colorado)

The following information is required for teachers. List all assignments and circle all grade levels that apply to each: 1st

Assignment: _____ IN PK K 1 2 3 4 5 6 7 8 9 10 11 12

2nd Assignment: _____ IN PK K 1 2 3 4 5 6 7 8 9 10 11 12

3rd Assignment: _____ IN PK K 1 2 3 4 5 6 7 8 9 10 11 12

The following is to be completed by the Human Resource Office:

	1st Assignment	2nd Assignment	3rd Assignment
Number of Contract Days: _____	_____	_____	_____
Hours Worked per Day: _____	_____	_____	_____
Hourly Rate of Pay (if applicable): _____	_____	_____	_____
Base Salary or Wage: _____	_____	_____	_____
Position Code: _____	_____	_____	_____
Teaching Subject Area: _____	_____	_____	_____
Admin/Instructional Area: _____	_____	_____	_____
Grant/Project Funding Source: _____	_____	_____	_____
36 Semester Hours: _____	_____	_____	_____
No. of Classes Taught in Subject _____	_____	_____	_____
Endorsement Subject Area _____	_____	_____	_____
Passed State Board of Education approved content exam in subject area _____	_____	_____	_____

Teacher Probationary Status (circle one): Probationary

Non-Probationary At-Will

Prior Year Evaluation Information

Teacher/SSP Overall Performance Evaluation Rating from Prior Year (circle one):

1-Highly Effective 2-Effective 3-Partially Effective 4-Ineffective 5- Not Yet Evaluated (new hire)

Teacher Quality Standards (mark yes where applicable)	1 - Exemplary	2 - Accomplished	3 - Proficient	4 - Partially Proficient	5- Basic
1: Knowledge of Content					
2: Establish Environment					
3: Facilitate Learning					
4: Reflect on Practice					
5: Demonstrate Leadership					

Teacher/SSP Quality Standard 6: Student Growth (circle one):

1-More than Expected

2-Expected

3-Less than Expected

4-Much Less than Expected

Teachers and Specialized Service Professionals are reported to CDE with job class codes 201, 202, 206, 216 211, 231, 233, 234, 235, 236, 237, 238, and 242).

Principal Overall Performance Evaluation Rating from Prior Year (circle one):

1-Highly Effective 2-Effective 3-Partially Effective 4-Ineffective 5- Not Yet Evaluated (new hire)

Principal Quality Standards (mark yes where applicable)	1 - Exemplary	2 - Accomplished	3 - Proficient	4 - Partially Proficient	5- Basic
1: Strategic Leadership					
2: Instructional Leadership					
3: Culture					
4: Human Resource Leadership					
5: Management Leadership					
6: External Development					

Principal Quality Standard 7: Student Growth (circle one):

1-More than Expected

2-Expected

3-Less than Expected

4-Much Less than Expected