



Dolores School District Employee Handbook 2024-2025

Home of the Bears

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Dear Employee of Dolores School District RE-4A;

Thank you for choosing to work for this District and choosing to make a difference in the lives of our students and families. Your dedication is essential to our district and is appreciated.

As we enter this school year, I'm excited and hopeful for our future. Many of you have worked here for a long time, and your work has established a solid foundation. Hats off to all you have done to bring us to this point.

Over the past few years, we have welcomed many amazing new hires, and we appreciate all the expertise you have contributed.

Our goal this year is to foster strength and unity among our staff and students. We have a strong foundation, and we are committed to strengthening our practices at every level. Your role in this collective effort is crucial, and we are all in this together.

Please take the time to read through this handbook. It contains a plethora of information for new and existing staff. It is important that we have all staff on the same page and working together in one direction.

Please know that the administration office and team are there to support you and serve you. My door is always open to listen or collaborate with you. Each building has sound, dynamic, and caring leaders overseeing the education and development of our students. Be assured you may go to your district supervisors and handle the majority of your needs.

Go, Dolores!

Alesa Reed
Superintendent

DOLORES SCHOOL DISTRICT RE-4A

MISSION STATEMENT

Dolores students and staff thrive as a community of passionate learners inspiring each other in a respectful environment evidenced by creative learning, shared integrity, and unmistakable kindness. Our mission is to provide an educational foundation that fosters personal success for all students through an effective, innovative, and positive learning environment.

EMPLOYMENT AND BENEFIT INFORMATION

Address / Name Change

All changes in employee address, phone, or other pertinent information **must be made through the District Office using the Name/Address/Phone Change form**. Failure to do this may result in summer paychecks or other correspondence being incorrectly mailed. Federal regulations require that a new W-4 form must also be completed when there is a name / address change. A copy of your social security card showing your new name must be presented for any name change. The Name/Address/Phone Change form, and many other employee forms are available at the District Office.

Alcohol and Drug-Free Workplace

The Dolores School District is an alcohol and drug free workplace. It is a violation of board policy for any district employee to possess, use or be under the influence of alcohol, marijuana, 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 the Alcohol and Drug-Free Workplace 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

Upon hiring and on a yearly basis, all employees will need to sign an “Alcohol and Drug-Free Workplace Policy Statement”, which will be placed in their employee file. (see policy GBEC). Observance of the Alcohol and Drug Free policy is a condition of employment.

Attendance / Work Schedules

All certified employees are to arrive at times scheduled by their principal/director. If there is a reason to arrive later or leave earlier than these times the site principal/supervisor must be notified.

Classified employees are required to report to work at their designated times. All full time classified employees will receive one half-hour lunch. Exceptions to this are part-time classified employees.

Employees who are habitually late will be reprimanded through their immediate supervisor.

Professional Staff Employees – Professional and administrative employees are exempt from overtime pay and are employed on a 9, 10, 11, or 12 month basis, according to the District work schedules. A school calendar is adopted each year designating all school holidays and work schedules for teachers, professional and administrative staff.

Paraprofessionals and Support staff – Support employees will be notified on an annual basis of the required duty days, hourly work schedules, and holidays for their position. Paraprofessionals and support employees are non-exempt and entitled to overtime pay for over 40 hours worked in a work week.

Bad Weather Closing

The District may close schools because of hazardous weather or emergency conditions which threaten the safety, health or welfare of students or staff members. The superintendent, or designee, shall make the official decision concerning the closing of District schools. When it becomes necessary to close schools or delay the start of school, the local radio and television stations shall be notified by school officials no later than 6:00 a.m. Early release will be announced on radio and television immediately after the determination is made. The superintendent will contact building principals and directors. Staff and students will be notified of any closings or delayed starts through multiple means, including school messenger calling system, email, text, or direct phone calls.

Bereavement Leave

In the event of the death of a member of an employee's immediate family, the employee will notify the principal or director, and may be granted three days bereavement leave with pay. "Immediate family" is defined as the spouse and the children, siblings, or parents of the employee or of the employee's spouse.

If bereavement leave in excess of three consecutive work days is requested and granted, the days shall be deducted from annual leave days.

Certification/Licensure

No teacher may be paid a teacher salary until he or she is properly certified/licensed by the Colorado Department of Education. A copy of that certification/ license shall be filed in the district office. Official transcripts shall be on file for earned degree as well as coursework beyond that degree. If an employee's license has expired, the employee must provide proof to the District Office that their application has been submitted to CDE and is being processed, or their salary will be discontinued until proof is given.

Coaching

All coaches must be aware of and follow all CHSAA rules and regulations. Coaches will be required to sign a contract that notifies them that the district can terminate their employment at any time and bypass discipline policies. Coaches employment is on an at-will basis.

Dress Code / Appearance

Employees are asked to use their professional judgment in their attire. Staff should present themselves in a clean, organized, professional manner. If offensive dress is worn, the employee will be contacted by their immediate supervisor. Inappropriate attire is a judgment call by the supervisor and staff must abide by their decision (see policy GBEB). Thursdays are considered "spirit days" for the staff. Appropriate jeans may be worn (no holes, baggy, or frayed) with Dolores Bear's spirit wear. Staff shirts are also allowable on Thursdays.

NOTE: Certain positions require more casual dress (i.e. P.E., Art, CTE courses, Preschool, etc.)

E-mail / Voicemail

Staff members will be assigned an email address and a voice mail number. It is the responsibility of each staff member to check their email and voicemail twice a day or at a time designated by the principal / director.

- Staff should not have electronic relationships with students
- Staff must remain vigilant as to implications on privacy of social media
- When a parent, administrator, student, or co-workers email or call, you must answer within 24 hours

Employee Contracts / Letters of Employment

Certified staff will receive contracts April/May of each year for the following school year. Certified staff must return the contract within 30 days of the date on the contract. Administrators must give at least 30 days written notice to the Board. Employee contracts will not be valid without official transcripts which match the contract.

Classified Staff will be issued a letter of employment May/June informing them of their assignment for the following school year. Classified staff will be required to sign a disclaimer acknowledging the district can terminate their employment at any time and bypass discipline policies.

Employee Grievances

For detailed information and procedures in filing a grievance/concern/complaint, refer to policy to policy GBK, and its regulation, GBK-R. Staff must follow this process in order to foster any response.

Equal Employment Opportunity

The Dolores School District RE-4A and the Board of Education subscribes to the fullest extent to the principles of the dignity of all people and of their labors. This district shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Dolores School District RE-4A does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth, is also prohibited in accordance with state and/or federal law.

Evaluation of Employees

Probationary certified staff shall receive at least two documented observations and one written evaluation per school year. Non-probationary certified staff shall receive at least one documented observation and one written evaluation each academic year. **New classified employees will be evaluated once in the first two months of employment, and then annually thereafter.** All other classified employees will be evaluated once each year. (See Policies: GCO, GCO-R, GCBA-E-1, GDO, GDO-R, and GDBA-E)

Fundraising

All fundraising activities will follow building and board policy, and must be approved by the building principal prior to the fundraiser. Fundraising activities should be limited to what is needed for the group, organization, team, or class to function. All money raised during a fundraising activity shall be collected by the sponsor, and a receipt given, or a log kept of each student's contribution. **All money collected must be turned into the school administrator or designee**

and/or the Finance Director's office within 24 hours. No fundraising money shall be kept in a sponsor's classroom or desk.

Raffles are not allowed, as the district does not have a raffle license.

Job Descriptions

Job descriptions for all staff shall be established for each position setting forth the qualifications for the job, a list of performance responsibilities and any required physical capabilities.

Jury Duty

Employees of the school district shall be excused for jury duty with no jeopardy to their employment or compensation. Substitutes, when necessary, shall be obtained in the usual manner and paid by the district.

Any compensation received by an employee for jury service shall be paid by the employee to the school district since the employee will not have been penalized for his absence. (See policy GBGK).

Leaves and Absences

The Dolores School District RE-4A and the Board of Education shall provide a plan for leaves and absences designed to help members of the certificated and support staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations. (See policies GBGG, GBGG-R, GBGF, GBGF-R).

Full-time employees shall earn annual leave at the following rates: 9 days per school year for 156/165 day employees, 11 days for 195 day employees, and 12 days for 245 day employees. A total of 60 annual leave days may be accumulated. Any days over 60 will be paid in May, at the rate of ½ certified substitute pay for full-time employees, and be pro-rated for those employees that work less than full-time.

Leaves/Absences are to be requested, recorded, and approved electronically through Aptafund. Aptafund will track employee absences, reason they are absent, and will automatically subtract each absence from their total balance. An employee can easily view their leave balance online. You can interact with Aptafund at: <https://www.aptafund.com>.

Maternity / Paternity / Parental Leave shall be available to any employee to carefully prepare mentally and financially for adoption, or pregnancy and delivery, and early bonding. (See policy GBGE, GBGF).

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress

THE FMLA became effective on August 5, 1993 for most employers and entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons (refer to Policy GBGF – Federally-Mandated Family and Medical Leave). 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 an 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.

Parental Involvement in K-12 Education Act

Nonsupervisory employees are allowed up to 18 hours of **"unpaid leave"** each school year to attend their children's educational activities. Such academic activities include parent-teacher conferences and meetings related to special education services, dropout prevention, attendance, truancy, and discipline.

Employees are permitted to take up to six hours of leave per month for academic activities. An employee may request to use annual leave instead of unpaid leave.

Employees must give the District at least one week's advance notice of the academic activities (except in cases of emergency) and must make a reasonable effort to schedule academic activities outside their regular working hours. This Act allows the District to require employees to provide a written verification of their attendance at school activities. The District may limit or deny an employee's leave if the absence would endanger a person's health or safety or cause a halt of service.

File: GBGG

Staff Leave (ANNUAL, ACCRUED and PAID LEAVE)

The Board of Education has determined that a staff leave policy, which allows for employee discretion in the use of annual leave and protects the district in case of a catastrophic employee emergency, is in the best interest of Dolores RE-4A School District.

A. Accrual and Use

1. All employees, regardless of position, will be awarded annual leave by length of contract criteria. Employees are awarded Annual Leave as follows:
 - 156-170 day employees = 9 days of Annual Leave
 - 195 day employees = 11 days of Annual Leave
 - 245 day employees = 12 days of Annual Leave
 - Late hires will receive a prorated amount of leave days. For example, if an employee works a sixty percent (60%) contract, the employee will receive sixty percent (60%) of the appropriate number of leave days.
2. Annual leave includes personal leave and sick leave, including leave protected by the Healthy Families and Workplaces Act ("HFWA"). The HFWA permits sick leave to be taken for the following reasons: • Personal mental health or physical illness, injury, or health condition or the need to obtain medical care; • The necessary care and attendance for the employee's family member who has a mental or physical illness, injury, or health condition or the need to

obtain medical care; • Seeking medical attention or related services if the employee or a member of the employee's family has been the victim of domestic abuse, sexual assault, or harassment; • The district has been ordered to close by a public official due to a public health emergency; or • The school or childcare provider for the employee's child has been ordered to close by a public official due to a public health emergency and the employee needs to be absent from work to care for their child.

3. Employees shall submit the leave request via the "AptaFund" program to their immediate supervisor requesting approval of leave with as much notice as possible, but no less than 48 hours in advance, except in emergency situations. For HFWA qualifying leave, employees must provide notice as soon as practicable when the leave is foreseeable. In the event of an emergency, the employee will notify the supervisor as soon as possible.

4. Leave used by the employee shall be reflected on the pay stub.

5. Annual Leave is allocated yearly. Any unused Annual Leave will carry over to the next school year and become Accrued Leave. Employees are permitted to accrue up to a maximum of sixty (60) leave days during the course of employment with the district.

6. Annual Leave will be allocated at the beginning of each contract year. Upon termination of a contract, the District will review the amount of leave used by the employee. Should an employee over-extend their leave, the District will deduct the overuse of leave from the payout of their contract and/or their final check.

7. A maximum of six (6) work days of HFWA qualifying sick leave, as identified in Section A.2, may be taken without supervisor approval. All other leave requests are subject to supervisor approval. Denial of leave shall not be arbitrary or capricious.

8. All leave requests, with the exception of HFWA qualifying sick leave requests, that directly precede or extend Thanksgiving, Winter, or Spring Break, and during the last week of school will be discouraged. In most instances, employees will be required to take a "dock day" when extending a school calendar holiday due to personal leave, non-HFWA qualifying sick leave, or HFWA qualifying sick leave when an employee exceeds six (6) work days of HFWA qualifying leave in a school year. In limited unusual circumstances, supervisors may consider requests during this time; however, a written statement of need and approval from the supervisor must be submitted to the superintendent.

9. Dock days shall also result when all leave days are taken without a sufficient leave balance.

10. All Annual Leave must be exhausted before Accrued Leave is used. Accrued Leave must be used for the illness of an employee, an employee's immediate family or individual for whom the employee is responsible for care, or for a qualifying reason during a public health emergency identified in Section C.

11. A maximum of four (4) leave days may be used at any given time for personal leave and other leave that does not qualify under the HFWA.

12. The district may require reasonable documentation that paid sick leave is for a qualifying reason if the leave requested or taken is for four (4) or more consecutive work days. Any health or safety information relating to an employee or employee's family 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.

13. The district will retain records for each employee for a two-year period that documents the hours worked, leave accrued, and leave used.

12. Once all annual and accrued leave days are used, employees may request to use the sick bank or request to take an unpaid leave of absence. Note: See Policy GBGG-R for details of the sick bank policy.

13. Payment for leave may occur at the conclusion of an employee's annual contract when the accumulated leave balance is in excess of sixty (60) total days. Employees will receive Paid Leave at 50% value of the current year's substitute pay in a June check.

14. District employees will be compensated for continuous service to the district. A maximum of sixty-days of Accrued Leave may be converted to Paid Leave upon separation from the district. The compensation rate for employees shall be as follows:

- 4 - 10 years of employment with the district - 50% of the certified substitute teacher pay
- 11+ years of employment with the district - 75% of the certified substitute teacher pay

B. Reinstatement Upon Rehiring:

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

C. Additional Leave During a Public Health Emergency:

In addition to the paid annual leave set forth above, on the date a public health emergency is declared the district will supplement each employee's accrued paid annual leave as necessary to ensure that employees who work 40 hours or more in a week may take at least 80 hours of paid leave. For employees who normally work fewer than 40 hours in a week, the district will provide access to total paid leave hours that are at least the greater of the number of hours the employee (a) is scheduled for work or paid leave in the upcoming fourteen-day period, or (b) actually worked on average in the fourteen-day period prior to the declaration of the public health emergency. The district may count an employee's unused accrued annual leave toward the supplemental paid sick leave. During the entire duration of a public health emergency (the time between the date on which the emergency is declared and four weeks after the date of the official termination or suspension or the emergency declaration), an employee may use both (a) the paid leave they have accrued prior to the declaration of the public health emergency and (b) the amount of supplemental paid leave provided to the employee, for any of the qualifying 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 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 leave for one of the above reasons during a public health emergency.

D. Sick Leave Bank

A sick leave bank shall be available for all employees who voluntarily choose to participate. Employee participants shall fund the sick leave bank through donation of one (1) day of Annual Leave every contract year. Note: See Policy GBGG-R for details of the sick bank policy.

E. Definitions:

- Day: Is understood to be the normal work hours each classification of employees would work during their contract day.
- Annual Leave: Leave days included annually into employee contracts, used for any combination of illness, doctor appointments, family business, childcare, or any other personal needs.
- Accrued Leave: Unused Annual Leave will convert to Accrued Leave at the end of each fiscal year.
- Paid Leave: Unused Accrued Leave that exceeds the allowable 60-day accumulated limit.
- Dock Day: A day of absence where no leave was available or the supervisor did not approve leave request
- Family Member: 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.

F. Notice:

To reduce unlawful discrimination and to ensure a healthy workplace environment, the district 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.

G. 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.

LEGAL REF.: C.R.S. § 2-4-401 (definition of immediate family)

C.R.S. § 8-13.3-401 et seq. (Healthy Families and Workplaces Act)

C.R.S. § 14-15-101 et seq. (Colorado Civil Union Act)

CROSS REFS.: GBGF, Federally-Mandated Family and Medical Leave

GBGH, Sick Leave Bank

Dolores School District RE-4A, Dolores, Colorado

4860-7676-1134, v. 1

Pay Procedure

Salaries of all employees shall start with the effective contract date and shall be paid over 12 months. Employees shall be paid by direct deposit to the bank of their choice, on the 25th of each month. **When the 25th falls during a holiday or weekend, payday shall be the last business day preceding the holiday or weekend.** Pay information for contracted employees will be available in Aptafund. Non-contracted employees such as substitutes, will have their pay information sent to them via U.S. Postal Service. **No advance on paychecks will be issued to the employee.** All time sheets / time cards received by the 15th of each month will be processed with that month's payroll. Time sheets and timecards received **after** the 15th will be processed with the following month's payroll.

Direct Deposit

Dolores School District payroll is done through direct deposit into a financial institution of the employee's choice. The employee must sign a direct deposit authorization agreement, and provide a copy of their voided personal check, or savings deposit slip to the Business Office. An employee's direct deposit will remain in full force and in effect until the Business Office receives written notification of its termination in such time and manner as to afford the school district and financial institution a reasonable opportunity to act on the termination.

- Garnishments

If the District receives a legally-binding garnishment for the collection of an employee's debt to a third party, the District will withhold from the employee's paycheck the appropriate amount prescribed by law until the debt is paid in full.

- Flex-Time

Non-exempt (paid on an hourly basis) employees who are required to work extra hours on a given workday, may be permitted or asked to take an equal number of hours off within the same work week in order not to exceed 40 hours of work per week. However, time off in lieu of overtime pay must be taken within the same pay period and must have the advance approval of your supervisor.

- Overtime

Occasionally projects and priorities may require extra work beyond normal working hours. Your supervisor will determine when overtime is necessary and must authorize any overtime work in advance. Exempt employees have the flexibility of working more than 40 hours per week or less than 40 hours per week and are exempt from overtime pay. Non-Exempt (hourly) employees receive one and one half times their regular rate of pay for all actual hours worked in excess of 40 hours per week.

Overtime pay is based on the total hours worked in a Sunday – Saturday work week. **Paid leave such as vacation, holidays, sick leave, bereavement leave etc. will not be counted as time worked for purposes of computing overtime pay for non-exempt employees.**

Dolores School District Payroll Calendar						
2024-2025 Calendar						
July 2024						
Su	M	Tu	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			
August 2024						
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September 2024						
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29	30					
October 2024						
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27	28	29	30	31		
November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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30	31					
April 2025						
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May 2025						
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June 2025						
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15	16	17	18	19	20	21
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29	30					

Finalized 05/31/2024

Personnel Records

All staff must have an application and other required paperwork on file at the District Office. Some forms (i.e. emergency contact information, W-4, Drug-Free form, etc.) must be updated yearly. Personnel records and confidential information are stored at the District Office in locked file cabinets.

Classified employees, subs, and coaches, will be required to be fingerprinted and have an FBI and CBI background check from their fingerprint card. The school district will cover the FBI charge for the background check, but the employee will need to pay to have fingerprints taken by local law enforcement agencies.

Certified / licensed employees are fingerprinted, and the results are sent to the Colorado Department of Education before they are able to obtain a teaching or administrator license. Certified employees must provide the district with a copy of their current certificate / license and **official transcripts**. Additional transcripts must be provided to show coursework as it is completed.

Sick Leave Bank

Open enrollment for the sick leave bank is September 1 to September 30 of each year. Membership is voluntary. Employees are required to fill out a Sick Leave Bank Enrollment / Opt-Out form annually, indicating whether or not they want to enroll in the sick leave bank. Employees enrolled in the sick leave bank will donate one day of accumulated annual leave.

Use of the bank will be limited to serious illness, disability or injury or continuing treatment of a serious illness that lasts for more than five consecutive days. It may be used for employee absence due to injury or illness of a member of the employee's immediate family living in the immediate household of the employee, who needs care and attention from the employee. **"Immediate family" is defined as the spouse and the children, siblings, parents, of the employee or of the employee's spouse.** To qualify for the bank, an employee must first use their accumulated annual leave, minus three (3) days. When it becomes apparent that an employee may use all of their accumulated days except for three (3), and they meet the criteria listed above, he/she may apply for the sick leave bank.

Requests must be made in writing to the district office for the attention of the committee. **Each request must be accompanied by a letter from the attending physician.** No more than 15 days may be used by an employee in one year for the same injury or illness. The committee may grant more days for extenuating circumstances. Persons using the bank will not have to replace days except as regular contributing members. Normal maternity will not be considered for a valid leave bank application (see policy GBGG-R).

Smoking and Tobacco Use

It is a criminal offense and prohibited by law to smoke or possess a tobacco product in a school building. State law also prohibits smoking or using tobacco products at school-related, school-sanctioned, or school-sponsored activities on or off school property. District policy (see policy ADC), prohibits smoking or using tobacco products on all district-owned property. This includes all buildings, playground areas, parking facilities, athletic facilities, and while driving district-owned vehicles. Notes stating that smoking is prohibited by law and policy, and punishable by a fine and disciplinary action are displayed in all school buildings.

Sponsor / Extra-Curricular Pay

Teachers shall sponsor extracurricular activities when requested by the administration. Those who are assigned duties which require extra time or responsibilities over and above their contractual obligations shall receive extra compensation.

Coaches shall be paid salaries that are commensurate with the demands of their specific coaching assignments. Extracurricular activities are not limited to teaching staff, other staff persons may also be a sponsor, and receive supplemental pay according to those salaries set by the Board (see policy GCBC). Coaches will be paid after their sport's season is finished, and they will be required to return their keys and equipment to the Athletic Director.

Please refer to the following policies for information staff responsibilities and student travel / field trips: JJH, JJH-R, and JJH-E (Student Travel), and IJOA, IJOA-R, IJOA-E1 and IJOA-E2 (Field Trips).

Substitutes

Substitutes will be scheduled by the building secretaries. Staff members will be expected to inform the building secretary of any pre-arranged absence as far in advance as possible.

When necessary, certified staff will need to sub for fellow staff members during planning or off periods, as needed in an emergency. We understand the burden this may put upon the staff and will only do this when necessary. Strong teamwork and understanding is needed during these situations.

Substitutes will not be secured for the following:

1. Special Education Staff

Rationale: Special Education providers and specialists are the only ones qualified to perform their contact time with students. When absent, students will remain in their classrooms.

2. "Roving" substitutes

Rationale: Substitutes must have specific responsibilities that are outlined and planned for an entire day. See "Substitute Notebook"

3. Staff Collaboration – This must be pre-approved by the building administrator, but will be discouraged. Staff development days are in the annual calendar. Planning time should be scheduled by the principals during the work week.

Substitute Notebook

Each teacher shall maintain a notebook that is kept current and available on the teacher's desk for substitutes. The notebook needs to be clearly visible and well marked. This notebook must include the following:

- Full lesson plans for the day(s) of your absence
 - Include routines - opening of class, recess, lunch, attendance, etc.
- Roll for each class
- Map of the building
- Emergency Procedures
- Current Duty Schedule with teachers highlighted
- Current seating chart for each class (if applicable)
- Procedures for student who is non-compliant
- Procedures for all routines--opening of class, recess and lunch supervision, attendance procedures, etc.
- Classroom expectations
- Playground rules (if applicable)
- Daily Academic Schedule
- A point of contact for emergency lesson materials in the event you are unexpectedly out and unable to send something into the office.

Substitute notebooks need to be shown to the delegated administrator and approved by the middle of September. If teachers are able to do this sooner, they should do so.

Staff Fringe Benefits

In addition to the employee's regular salary and various types of leave provisions, it is the policy of the school district to provide other benefits and services for employees as described below:

- **District Shirts, Jackets, Hats, etc.**
Per IRS rules any clothing provided by the District is taxable and considered a fringe benefit. The only time clothing is not taxable is if the employee must wear them as a condition of employment and the clothes are not suitable for everyday wear.
- **Game Admittance**
Staff member, their spouse and their school age children may enter any regular season home games free of charge. Children no longer living at home are not eligible for free entry.
- **Health, Dental, and Life Insurance**
The District offers health, dental and life insurance to all employees that meet the minimum of 24 hours worked per the District's insurance contract. The district will pay in full, all of the employee's single share of medical, dental insurance for full- time employees. All other employee's insurance is based on the number of hours they work with the employee picking up a part of the cost and the District paying a part. A family plan is available at the discretion of the employee. District participation in these plans may be terminated at any time at the discretion of the Board of Education providing that a 60 day notification of the eligible participants be given.
- **Holidays / Vacation (12 month classified employees)**
 - Employees will work the scheduled days per their job description with most holidays being observed. School calendars are available to all employees. Regular 12 month employees will receive 12 holidays with compensation.
 - Paid vacation leave shall be provided for regular 12 month support staff. Such vacation shall be scheduled subject to prior approval of the director and superintendent.
 - Paid vacation for 12 month employees with less than five full years of service shall be prorated, not to exceed 10 working days per year.
 - Paid vacation for 12 month employees with more than five full years of service shall accumulate at the rate of one and one-fourth days per month or 15 working days per year.
 - Paid vacation leave for 12 month employees with more than 15 years of service shall receive 20 working days per year. (see policy GDD).
 - Employees must have completed six months of employment to take approved paid vacation leave. The number of vacation days available to employees who have worked less than one year shall be prorated.
- **Public Employees' Retirement Program**
PERA is a qualified retirement plan under the Internal Revenue Code that serves as a substitute for Social Security. As a PERA member, an employee contributes 8% of their monthly salary to their PERA contribution account. The District also contributes a percentage of its total payroll to PERA according to state law.

- Section 125 Flexible Benefit Plan

A section 125 Flexible Benefit Plan, also known as the cafeteria plan, allows you to use “pre-tax” dollars to pay for certain benefits.

By implementing this plan, your employer is helping you reduce your taxes and increase your disposable income. The cost saving advantage of the plan is simple. Benefit costs or insurance premiums you pay under the plan are paid on a pre-tax basis.

- Tax Sheltered Annuities

The Dolores School District will provide withholding services from employee paychecks for tax sheltered annuities on the authorization of the employee and as provided by statute, subject to the following conditions:

1. Annuities will be purchased from approved agents on file.
2. The responsibility of the district shall be limited to that provided by statute and the withholding and submission of payments

Workman’s Compensation – Notification of Injury

The process of notification of employee injuries has been changed. Please note this process.

First Report of Injury Form is located on the school website (doloresschools.org) under “Administration”, then “Forms”, then “Accident Report”. The form needs to be printed out, completed by the employee, then **immediately faxed to the District Office at 970-882-7685**. This will allow the District Office to get a claim number immediately. EMPLOYEES – IT IS NOT AN OPTION OF FILLING OUT THIS PAPERWORK – IT MUST BE DONE, NO EXCEPTIONS. The original First Report of Injury form is then sent to the Finance Director at the District Office. In the event of an emergency, the employee will be sent to the Emergency Room at Southwest Memorial Hospital. The employee must follow up with the District’s provider after the Emergency Room visit. For a non-emergency, Southwest Medical Group, Walk-In Clinic, 1413 N. Mildred Rd, Cortez.

NOTE: It is the employee’s responsibility to report back to the District Office after each physician's visit to turn in any doctor notes and to let us know what the outcome is. The employee MUST be released from the worker compensation physician upon completion of medical treatment.

Our designated provider for workers comp injuries is:

Southwest Walk In Care
1413 N Mildred Road
Cortez, CO 81321 970-564-1037

GENERAL INFORMATION

Accidents

It shall be the policy of the Dolores School District RE-4A and Board of Education to guard against accidents by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on district property or at school-sponsored events. Staff should adhere to recommended safety practices pertaining to the school, special areas of instruction, student transportation, school sports, occupational safety, etc. An accident report must be filed with the school and/or district within 24 hours of the accident. (See Workmen's Compensation, previous page).

Addressing the Board

Regular board meetings are the second Monday of the month. You may sign up for citizen's comments during regular board meetings. Please be prepared with handouts for the board, administration, and transcriptionist if applicable, and possible solutions to any problems or concerns. Please keep presentations to no more than 4 minutes. All District employees are held to a high standard of respect and professionalism. Typically the board will take no action except to direct the superintendent.

All grievances must go through proper policies, bringing it to your direct supervisor's attention, then the superintendent, before addressing the board. Employees are held to a higher standard than the general public.

It is considered a breach of policy to bring something to a member of the Board or the entire Board, prior to bringing it to your direct supervisor's attention, and the superintendent. The exception would be a parent who is commenting as a parent only and not as an employee.

Administering Medication to Students

Medication should only be administered to students by the school nurse or other school designee. (see policy JLCD, JLCD-R, and JLCD-E)

Should employees need to have personal medication brought to school, it should be stored in a locked cabinet at all times.

Budget

The Dolores School District designs a budget each year which is approved by the Board of Education. Please be aware of the amount you are allowed for your area and the balance left in that account so you do not turn in purchase orders in excess of what you have to spend. (see purchase order procedures). Purchases using the district operational funds (not grants) will sunset on the Friday prior to Spring Break.

Cafeteria

Staff may choose to purchase daily meals for the amount that is adopted each year.

Charging meals is not allowed.

Cell Phones

Cell phone use by staff members is not allowed during classroom instruction time, regular work time, or while driving. Personal cell phone use by staff members is discouraged and will be monitored by supervisors. Cell phone use is allowed during breaks and lunch time. Staff members are not allowed to have students use their cell phones to call home due to illness, etc. These types of student calls must be made through the school office.

Charging Student Fees

- Staff / coaches / sponsors cannot require students to pay fees beyond what has already been approved by the Board of Education. For example, a “class fee” or required “donation for a trip” cannot be charged without board approval.
- Payment (or non-payment) of school fees can’t be used to impact grades or graduation status.
- School administration will annually provide the Board of Education information on all required fees.
- Names of students that have not paid fees shall not be made public.

Student Fees 2024-2025

Secondary:

❖	HS Athletics	\$55.00 per activity (not to exceed \$200 per family)	
❖	MS Athletics	\$40.00 per activity	
❖	Welding Technology	\$20.00 per semester	CTE Course
❖	Industrial Arts/Woods	\$5.00 per nine weeks lab fee	CTE Course
		\$10.00 for semester class	
		\$20.00 for full-year class	
❖	FFA/AG	\$40.00 high school	CTE Course
		\$20.00 middle school	
❖	Art	\$10.00 per semester for middle school	
		\$15.00 per semester for high school	
		\$30.00 high school full-year classes	
		\$40.00 per year for college credit classes	
❖	Graphics Design	\$20.00 per semester	CTE Course
❖	Music/Band	\$25.00 per year	

Elementary:

❖	Music	\$5.00 for Recorders
❖	Student Planners	\$3.50

Preschool:

❖	Toddler	\$60 a day – Monday-Thursday
❖	Preschool	\$45 a Day, \$35 ½ day, 2-day min. – 4-day max.

Lunch

	Breakfast	Lunch
K-5	\$0	\$0
6-12	\$0	\$0
Adults	\$1.75	\$4.00

Child Abuse Concerns

As an employee of the district, all employees are required by law to bring any concerns or questions one may have regarding the well-being of a child (see attached policies, JLF and JLF-R).

File: JLF

Reporting Child Abuse/Child Protection

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

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

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

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

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

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

Adopted: December 1988

Revised: September 1990; September 2000, February 2003

LEGAL REFS.: C.R.S. 19-1-103 (1) (*definition of child abuse or neglect*)

C.R.S. 19-3-102 & 103 (*definition of neglected or dependent child*)

C.R.S. 19-3-304 (*persons required to report abuse*)

C.R.S. 19-3-307 (*reporting procedures*)

C.R.S. 19-3-309 (*immunity from liability for persons reporting*)

C.R.S. 22-32-109 (1)(z) (*providing inservice for teachers*)

CROSS REFS.: GBEB, Staff Conduct

GBGB, Staff Personal Security and Safety

Dolores School District RE-4A, Dolores, Colorado

File: JLF-R

Reporting Child Abuse/Child Protection

1. Definition of abuse or neglect

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

- a. Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or death which is not justifiably explained or where the history given concerning such condition or death is at variance with the condition or the circumstances indicate that the condition may not be the product of an accidental occurrence.
- b. Any case in which a child is subject to unlawful sexual behavior as defined in state law.
- c. Any case in which a child is in need of services because the child's parents, legal guardians or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.
- d. Any case in which a child is subjected to emotional abuse which means an identifiable and substantial impairment of the child's intellectual or psychological functioning or development or a substantial risk or impairment of the child's intellectual or psychological functioning or development.
- e. Any act or omission described as neglect in state law as follows:
 - i) A parent, guardian or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.
 - ii) The child lacks proper parental care through the actions or omissions of the parent, guardian or legal custodian.
 - iii) The child's environment is injurious to his or her welfare.
 - iv) A parent, guardian or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care or any other care necessary for his or her health, guidance or well-being.
 - v) The child is homeless, without proper care or not domiciled with his or her parent, guardian or legal custodian through no fault of such parent, guardian or legal custodian.
 - vi) The child has run away from home or is otherwise beyond the control of his or her parent, guardian or legal custodian.
 - vii) A parent, guardian or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent's, guardian's or legal custodian's abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

2. **Reporting requirements**

Any school employee who has reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact to the appropriate county department of social services, local

law enforcement agency or through the statewide child abuse reporting hotline system. The employee must follow any oral report with a written report sent to the appropriate agency.

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

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

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

NOTE: The Colorado Child Abuse and Neglect Hotline is 1-844-CO-4-kids or 1-844-264-5437.
The main purpose of the hotline is to quickly route callers to the appropriate county. To ensure proper routing through the hotline, each county must have a dedicated line for child abuse and neglect reporting. Calls made directly to a county's dedicated line will also be routed through the hotline for data collection purposes.

3. Contents of the report

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

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

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

- a. School personnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. School personnel may not contact the child's family or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect.

- b. A school employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.
- c. All efforts must be made to avoid duplicate or numerous interviews of the victim.

4. **After filing reports**

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

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

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

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

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

5. **Guidelines for consideration**

- a. If any school employee has questions about reasonable cause of child abuse and the need for making a report, the employee may consult with the Building Principal, School Nurse, Counselor, or the Superintendent. If the Building Principal, School Nurse, Counselor, or the Superintendent is not available, a direct call to the county department of social services about concerns is advisable.

Note that consultation with another school official or employee will not absolve the school official or employee of the responsibility for reporting child abuse.

- b. In an emergency situation requiring retention of the child at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise a court order must be obtained to legally withhold a child from his or her parent or guardian.

Approved: October 1992

Revised: September 1999, February 2003, July 2006, April 2016

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

Communication

As in any business or relationship, communication is the key to a better understanding. Please communicate all information in a positive, yet efficient manner. The District works diligently to communicate with all stakeholders. Currently, the District uses:

- District website
(email any changes or additions to the Technology Director or Superintendent)
- District App
(email any changes or additions to the Technology Director or Superintendent)
- Calendar Updates
(email any changes or additions to the Technology Director or Superintendent)

Schools have weekly communication as well. All communication must be proofread by a qualified individual.

Releases pertaining to the athletics and physical education programs will be the responsibility of the Athletic Director. However, coaches will report the results of games directly to the newspapers.

Complaints

Complaints need to be handled in a professional manner. If you are in receipt of complaints from a parent or student, direct that person to the appropriate party who may handle that concern. (Example: if a parent has a complaint regarding the time the bus picked their child up, that parent should speak with the Transportation Director).

If an employee has a complaint or grievance the chain of command needs to be followed:

District Chain of Command

Always take the most direct route to solve a problem. If you have a problem with a teacher, go to the teacher first. If the teacher can't solve the problem, go to the principal. If the principal can't solve the problem, see the superintendent, then address the school board if necessary.

↓STAFF MEMBER↑
↓BUILDING ADMINISTRATOR OR IMMEDIATE SUPERVISOR↑

Copy Machine Use

Employees are on the "honor system", and expected to pay for the use of the copy machines when making personal copies. Copies are 5 cents a page, payable immediately to the building secretary.

Emergency Procedures

The Dolores School District has emergency procedures in place. These are located in every room. Please refer to the Emergency Procedures sheet for specific information.

Fire Alarm: When the fire alarm sounds, all persons must leave the building at the exit nearest their room. The teacher will be the last person out. The teacher will take a class list with him or her and close all doors and windows and turn off the lights. Staff members must remain calm under all circumstances. Fire/Emergency exit maps should be posted in all rooms.

In the event of an emergency, all staff, students and the community will be notified via the following media sources as necessary for the situation:

Montezuma County Sheriff	970-565-8452 or 911
Dolores Fire Department	911
KISZ Radio	970-565-3409

Equipment / Computers

All equipment shall be the responsibility of the individual employee under whose direction the equipment is used. The responsibility shall include inventory, maintenance and care of the equipment. Authority for the use of such equipment shall be restricted to those participating in prescribed programs only. Classrooms and labs should be kept locked whenever they are not in use.

For insurance purposes, certified staff members' classroom laptop computers must be checked out and signed back in through the Technology Director.

Facility Use Agreement

When it is necessary for a staff person, community member, or organization to hold an activity in a school building at night or on weekends, procedure must be followed. A Facility Use Agreement, which can be obtained from the District Office or district webpage (doloresschools.org), must be filled out, signed, and approved by the Director / Building Principal and Superintendent before the activity may take place. Forms will be filed at the District Office, with a copy being kept by the appropriate building secretary where the event will be held. The individual / group / organization must agree to the requirements outlined in the agreement, and must show proof of satisfactory liability insurance protection before they will be allowed to use school facilities. A deposit may be required. The deposit is to be returned after a cleaning / damage inspection is conducted, and the facility is found to be clean and undamaged. If the facility needs to be cleaned, the security deposit will not be refunded.

Field Trips

Field trip requests must be made through the building principals using the Field Trip Request form. Sponsors, Teachers, Coaches, also must sign the Field / Activities / Athletic Trip Procedures form (IJOA-E1). Sponsors / Teachers must contact the Food Service Director if their class will not be eating lunch in the cafeteria.

Please allow plenty of time so the buses are back at school by 3:00 p.m. to run the routes.

A transportation request form must be completed and signed by the principal, if a school vehicle is needed.

Staff members need to prioritize all planned field trips for the year, in the event that the Transportation Department is unable to accommodate all requests.

Harassment

Sexual discrimination and harassment will not be tolerated at the Dolores School District. If any employee feels he/she is being harassed by a co-worker or student they may file a grievance with their immediate supervisor or superintendent.

File: GBAA

<p><i>NOTE: Colorado school districts are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.</i></p>
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Sexual Harassment

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

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

Sexual harassment prohibited

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

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

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

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

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

6. Sexual violence.

File: GBAA

Reporting, investigation and sanctions

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the district's complaint process (AC-E-1, AC-E-2).

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 shall be promptly forwarded to the compliance officer (AC-E-1). The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the district's complaint and compliance process (AC-R-1, AC-R-2, AC-R-3). No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sex based harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing such conduct in the future.

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

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

Notice of policy

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

Adopted: December 1988,
Revised: May 2008, December 2012

LEGAL REFS.: 20 U.S.C. §1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. §2000e *et seq.* (Title VII of the Civil Rights Act of 1964)
C.R.S. 24-34-401 *et seq.* (discrimination or unfair employment practices)
C.R.S. 24-34-301 *et seq.* (Colorado Civil Rights Division procedures)

CROSS REFS.: AC, *Nondiscrimination/Equal Opportunity*
JLF, *Reporting Child Abuse/Child Protection*

Dolores School District RE-4A, Dolores, Colorado

Key Check-Out

Staff members must complete a key check-out form, and obtain the principal's / director's signature prior to being issued keys. Only keys indigenous to an employee's job description and requirements will be issued, and keys are issued only from the District Office. A card system is set up for entry into the main school buildings. An entry card may be obtained from the Technology Director. **Staff members may not loan their keys to students or community members.** All staff members are responsible for making sure that their doors and windows are closed at the end of the school day. **During the summer, staff members are required to lock all doors in the building when they leave after an activity or work in their classrooms.** An inventory of employee issued keys will be performed annually.

Lesson Plans

Lesson / unit plans are a district requirement. Each building will provide teachers with specifications on what should be included.

All certified teachers must prepare a substitute notebook before September 15th of each year, to be left on the classroom teacher's desk for substitute teacher use. **See Substitutes.**

Maintenance Requests

A maintenance request form needs to be completed and given to the building principal or supervisor. These forms can be obtained on the District website by clicking on "Administration", and then "Forms". The building principal or supervisor will then turn in the maintenance request to the maintenance director. **Please do not make requests by asking maintenance/custodial staff while they are working on another project.** Jobs will be prioritized by the maintenance director. If you have a maintenance emergency please contact the school or district office.

Personal Items

The Dolores School District will not be responsible for personal items lost or stolen. Staff should take precautions by locking purses, personal items, etc. in a secure place. Personal vehicles parked on school property are not covered by school insurance.

Policies / Policy Books

Policies are available on the district web site (doloresschools.org) under "School Board". Changes, additions and new policies are distributed to staff by posting them in the staff lounges. If staff have input or questions, they may direct them to the District Office.

Policies go through a three-step adoption procedure (review, 1st reading, 2nd reading), and the staff are welcome to give their input by contacting their principal, supervisor or the superintendent prior to the policy's second reading. Policies that are required by law may be adopted / revised without going through the three step approval process. The most current policies are found on the district website.

Purchase Orders

All purchases of instructional or non-instructional items from the **General Fund** will be initiated using a requisition. **Requisitions / purchase orders must be received at the Business Office ONE WEEK IN ADVANCE of the required order date! Every Wednesday, bills are paid and checks are printed.**

Staff members wanting to make a purchase at a local store such as Wal-Mart, City Market etc. must have a purchase order approved prior to making the purchase. Cards will be issued by the District Office upon approval of the purchase order. **After making the purchase, the purchasing**

cards should be returned to the District Office and the receipt from the store of purchase must be turned in to the Business Office.

All purchases for items to be purchased through the Activity Fund will be done by purchase orders. **Reimbursements to staff will not be made without a previously approved purchase order. All athletic team purchases must be approved by the Athletic Director.**

Safety Policies

In order to maintain a safe and productive workplace it is necessary to have rules that govern employees' behavior and job performance. The District has established safe practices with the help of their Workers Comp agent. These Safe Practices will be given to all employees to read and sign.

Salary Schedules

Salary schedules will be approved by the Board as needed. If the board approves a salary increase, then Classified Staff will move vertically on the salary schedule each year, if they have received a satisfactory job appraisal. Licensed Staff will be placed on the licensed salary schedule, based on years of experience and degrees and/or courses completed, upon being hired in the district.

School Board Meetings

Regular Board of Education meetings will be held on the second Monday of each month at 6:00 p.m. unless otherwise set by action of the Board. These meetings are open to the public.

Agendas of the meetings are posted at the administration office, and the glass side windows at the front entrance of the Preschool, Elementary, and High School buildings. Agendas and approved board meeting minutes are also available on-line at: doloresschools.org. Click on Administration, then on Board Agendas/Minutes.

All staff members are to refrain from planning school activities on the same night as a board meeting.

Staff Assignments and Transfers

The assignment of licensed staff members and their transfer to positions in the various schools and departments of the district shall be recommended by the principal and approved by the superintendent.

The district shall post online a list of current vacancies. Lists will be updated when necessary. A teacher's request for transfer will be granted whenever the best interest of the school will be served. The assignment of a teacher to a specific building will not imply permanent assignment to the building (see policy GCKA).

Staff Conduct

All staff members have a responsibility to make themselves familiar with and abide by the laws of the state, as these affect their work, the policies of the Board, and the regulation designed to implement them.

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

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

File: GBEB-R

Staff Conduct

(And Responsibilities)

Professional boundaries with students

In a professional staff/student relationship, staff members maintain boundaries with students that are consistent with their professional code of conduct and obligations. All district employees are expected to observe and maintain proper professional boundaries, in accordance with this regulation and accompanying policy.

The following list provides examples of staff conduct that, in the absence of evidence of a legitimate educational purpose or other reason deemed valid by the district, may be regarded as evidence that a staff member has violated professional boundaries with a student:

- any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under Board policy
- furnishing alcohol, drugs or tobacco to a student or being present when any student is consuming these substances
- repeating sexual or inappropriate romantic rumors
- accepting massages, or offering or giving massages other than in the course of injury care administered by the appropriate athletic trainer, coach or health care provider
- singling out a particular student or students for personal attention or friendship beyond the ordinary professional staff-student relationship
- being alone with a student behind closed doors
- initiating or extending contact with a student beyond the school day or outside of class times for the staff member's personal purposes
- sending or accompanying a student on personal errands
- inviting a student to a staff member's home without appropriate chaperones

- going to a student's home when the student's parent/guardian or an appropriate chaperone is not present
- giving a student a ride in a vehicle without prior notification to and approval from both the student's parent/guardian and the building principal, except in an emergency under appropriate circumstances
- giving gifts or money to the student
- any other action or activity similar in nature to those listed above

Prohibited communications in any format (email, text messaging, written communications, in person, etc.) by a staff member with a student includes, but is not limited to the following:

- any communications without a legitimate educational reason
- flirting, propositions or sexual remarks
- sexual slurs, leering, sexual or derogatory comments
- inappropriate comments about a student's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- displaying or transmitting sexual pictures, objects or depictions
- disclosing personal, sexual, romantic, marital or employment issues or other private matters
- other communications or activities similar in nature to those listed above

File: GBEB-R

Reporting violations and disciplinary action

Staff members shall promptly notify the principal or superintendent if they become aware of a situation that may constitute a violation of this regulation. Depending on the specific circumstances of the allegations or suspicions, staff members may have a mandatory duty under state law to report the violation(s) as child abuse, in accordance with applicable Board policy.

Students and their parents/guardians should notify the principal or superintendent if they believe a teacher or other staff member may be engaging in conduct that violates this regulation.

In determining whether a violation of professional boundaries has occurred, the district shall consider the totality of the circumstances, including the nature and extent of the conduct involved, the job description and duties of the employee, the employee's intent or purpose in engaging in the conduct, and whether the conduct caused harm to the student or adversely affected the education of students.

Persons reporting in good faith regarding alleged violations or suspected violations of this regulation shall not be subjected to retaliation in any form.

Approved: January 11, 2018
Dolores School District RE-4A, Dolores, Colorado

Staff Dismissal

See policy GCQF (Discipline, Suspension and Dismissal of Professional Staff) and/or GDQD (Discipline, Suspension and Dismissal of Support Staff).

Staff Personal Security and Safety

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offence by a student

directed towards a teacher or school employee. An act of a teacher or other employee shall not be considered child abuse if the act was an appropriate expression of affection or emotional support. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

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

Student Records

Student cumulative records are kept in the school office. Federal Law permits the school district to disclose information in the student's education records to "school officials with legitimate educational interests". School officials may include persons employed by the district such as administrators, supervisors, teachers, and support staff (including but not limited to transportation personnel.) Records will only be shared if there is a need to review an educational record to fulfill professional and or official responsibility, or to take steps necessary for the safety and welfare of students and staff members.

Telephone Use

School telephones are for business use. Staff members are asked to limit personal calls.

District Vehicle Use

In order to use a district vehicle, an employee must fill out a driving record request and have completed small vehicle training and testing. It is the responsibility of the employee to operate the vehicle as instructed. Prior to using a vehicle, employees must complete a small vehicle request form, and turn it into the Transportation Department, **at least 10 days** prior to use. Failure to do so may result in a vehicle not being available. Employees are expected to keep the vehicles clean and in good working order. **Pets are not allowed in district vehicles. After a district vehicle is used, the employee must fuel the vehicle and fill out the mileage log.** For field trips, activities, and other events where the use of a bus is required, call the Transportation Department at 882-2649 to make arrangements.

Travel / Workshops

Staff may request to attend meetings, conventions, or workshops that are designed to advance their professional competency of their job assignments. Requests must be made in writing to the principal, using the Request to Attend Conference/Workshop form.

This form must be completed in full with conference information or flier, and include school vehicle, gas card, and room request information, and must be submitted within a reasonable amount of time prior to the conference. Failure to do this could result in the request not being approved. The district will pay a \$45.00 stipend per day for meals for any approved conference or workshop that the employee will be attending overnight Prior to leaving for the workshop it is up to the

employee to make arrangements to pick up necessary checks, gas card, vehicles, etc. Employees will need to bring the itemized meal receipts, other receipts, and any unused cash to the District Office upon returning from the conference.

If a district vehicle is not available, employees may need to use their personal vehicle, in which instance they will be given the District's gas credit card, or under some circumstances, after approval by the Superintendent, they will be reimbursed at \$.56 / per mile. District employees that have not taken the tests required for driving a district vehicle will not be eligible for reimbursement.

Supporting receipts of all expenses must be turned in to the Business Office within 2 business days.

Travel costs NOT covered by the district include: alcohol; expenses for spouse, significant other, or guest; mini-bar in hotel; room service; movie rentals (includes in-room movies); other forms of entertainment; fines for parking or traffic violations.

Workplace Health and Safety

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 reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety related to a public health emergency, they should report such concerns following the district's concerns, complaints, or grievances procedure.

Public health emergency

For the purposes of this policy, a public health emergency means a public health order issued by a state or local public health agency or a disaster emergency declared by the governor based on a public health concern.

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 related to a public health emergency 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.

Discrimination Statement

"The Dolores Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation, gender identity, gender expression, conditions related to pregnancy or childbirth, disability, religion, ancestry, sex or need for special education services, or genetic information for employment and provides equal access to the Boy Scouts and other designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes. In adhering to this policy, the Dolores Public Schools abides by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and Titles VI and VII of the Civil Rights Act of 1964."

The following person has been designated to handle inquiries regarding discrimination policies:

Superintendent
100 N 6th Street
Dolores CO, 81323
970-882-7255
superintendent@dolores.k12.co.us

Reasonable accommodations are available to those who qualify. See Human Resources at the District Office for more information.

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.

Adopted: August 13, 2020

LEGAL REFS.: C.R.S. 8-14.4-101 (*definition of public health emergency*)
C.R.S. 8-14.4-102 (*prohibition against discrimination based on claims related to a public health emergency*)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunities
GBK, Staff Concerns/Complaints/Grievances
GBK-R, Staff Concerns/Complaints/Grievances – Regulation