

# Sargent School District

# Personnel Handbook

## 2024-2025



### Look for these 2024-25 changes.....

- Policy Updates
- Employee Benefits
- District Procedures
- Board Charge/ Priorities

*The Sargent School District does not unlawfully discriminate on the basis of race, color, sex (which includes marital status) sexual orientation, religion, national origin, ancestry, creed, age, genetic information, disability or need for special education services in admissions, access to, treatment or employment in educational programs or activities which it operates.*

*Specific complaints of alleged discrimination under Section 504 (Handicap) or Title IX (Sex) or Title II (disability) should be referred to: Andrea Davis, Superintendent of Schools, Sargent School District, 7090 N. Road 2 E. , Monte Vista, Colorado 81144, phone (719) 852-4023 email [adavis@sargent.k12.co.us](mailto:adavis@sargent.k12.co.us) . Complaints may also be filed with the Office of Civil Rights, U.S. Department of Education, Region VII, Federal Office Building, 1244 North Speer Blvd. Suite 310, Denver, Colorado 80204. Complaints regarding violations of Title VII (employment) and ADEA(age) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 301 E. 17th Ave. Suite 510, Denver, CO 80202 or Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver CO 80202*

**Sargent School District**  
 Personnel Handbook  
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**Please Note Signature Pages as follows:**

**PLEASE sign and return these forms to the district office!**

- ✓ Page 32 Internet Agreement
- ✓ Page 40 Drug Free Workplace Policy acknowledgement form
- ✓ Page 61 Handbook acknowledgement / signature page

## **Introduction**

The purpose of this handbook is to provide all district personnel with information relative to board of education policies and procedures that apply to general working conditions in the Sargent School District. Please review them thoroughly and direct any questions to your immediate supervisor. Suggestions for improvement are welcome as well.

The Board of Education and administration appreciate your continued service.

## **School District Mission**

The Sargent School District RE-33J shall strive to provide a safe environment for all students and staff and meaningful opportunities and innovative educational programs for all students so that they reach their learning potential, including the attainment of the district's academic standards, through partnerships between home, school and the community.

Revised: 07/24/00, 09/24/12, 11/28/16, 07/27/20, 4/25/22, 09/25/23, 11/27/23

Everything we do and say should relate to that mission and philosophy.

24-25 Board Priorities

Setting Direction- Develop a clear vision for district (Strategic Plan)

Accountability- Update, adopt, and follow policies

Governance Norms- Review and follow procedures, systems, and roles

Budget- Increase enrollment and strategically use resources to meet goals

Student Achievement- Implement unified and measured instruction to increase student performance

Community-Create community and belonging through effective communication and transparency

### **Decision Checklist**

Accomplishment of goals and objectives depends upon a sound decision-making process. The following process will be used in the Sargent School District:

1. Needs assessment - Is it accurate? Has all available input been obtained? Do constituent groups need ownership? Has fact been separated from opinion?
2. Develop options - Do constituent groups need ownership? Have other leaders who may have had similar issues been consulted?
3. Choose the best option. Have all the ripple effects been examined? Are adequate resources available? Do constituent groups need ownership? Does it conform to district policy and/or philosophies? Does it demonstrate sound judgment?
4. Develop an action plan. Is it thorough? Have timelines been established? Do constituent groups need ownership?
5. Communicate plan. Has it been communicated to all constituent groups? Have the reasons for it been communicated?
6. Implement a plan.
7. Evaluate and revise the plan. Has the evaluation been thorough? Do the results justify the means? Do constituent groups need ownership? Has the evaluation been communicated to constituent groups?

### **Points to remember in effective decision-making:**

1. Some decisions require different approaches, i.e., should we be spending \$100 worth of time on a \$10 decision?
2. Group processes should be used only when necessary. Teachers need as much time as possible for accomplishing their mission with students. Our goal is to eliminate non-productive meetings and/or group decision time.
3. Employees will need to demonstrate trust in this process. Administrators are compelled to resort to more group decision-making when every decision is criticized.

4. Administrators need to understand that a 90% approval of a decision is exceptional - a 75% rating is well-accepted.
5. Employees need to exercise self-discipline in their complaints and comments. Positive and enthusiastic co-workers are fun to be around!

### **Staff Concerns, Complaints, and Grievances**

Hopefully, faithful adherence to the above will foster a climate of trust between all levels of school employees. However, there is a district policy (File GBK) that gives guidance to employees when concerns or complaints arise. Using the policy for a formal grievance should not be viewed as negative – its purpose is to “provide for prompt and equitable resolution at the lowest possible administrative level possible.” It should also be noted that the definition of grievance is “an alleged violation of Board of Education policies or administrative regulations that apply to all employees.” Concerns arising from issues not related to these three areas do not fall under the purview of the policy and are handled informally by school and district administrators.

### **Staff Conduct and Responsibilities**

Be sure to review Policy GBEB which stipulates rules of conduct for all school personnel. It reminds us that it is our responsibility to familiarize ourselves with and abide by the laws of the state, the policies of the Board, and the regulations designed to implement them.

Policy GBEB details rules of conduct concerning information disclosure, acceptance of gifts, felony/misdemeanor convictions, child abuse, and possession of deadly weapons. It also outlines the following responsibilities of all employees:

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

**ALL SCHOOL EMPLOYEES ARE LEGALLY OBLIGATED TO REPORT INSTANCES OF SUSPECTED CHILD ABUSE OR NEGLECT.**

(Failure to do so could result in disciplinary action up to and including termination.)

### **Fiscal Responsibility and Procedures**

## Purchase Orders

All purchases must be approved by the principal/director before being made. A Purchase Order form needs to be filled out by the purchaser, signed by the principal/director, and then submitted to the building secretary/director for ordering.

The building secretary orders and creates a purchase order in SDS that includes the detailed receipt as the documentation. If it is for a reimbursement the purchase must have been approved by the principal/director before the purchase was made. Documentation should show how the product was paid for, and should be detailed.

Sargent School District is exempt from sales tax, no taxes should be paid for purchases or reimbursements.

If the documentation put in the initial purchase order is a quote, or just a cart screenshot, the district office will not pay until an actual invoice is sent to them.

If the purchase requires the use of the district credit card the receipt must show the credit card number (last 4), the Purchase Orders for all credit card purchases goes under the vendor First USA Bank.

Once a Purchase Order is submitted in the system it goes through an approval process. Principal/Director, Superintendent, Business Manager, Accounts Payable. Once all have approved the Purchase Order it will be processed on Accounts Payable day (shared on google calendar) A/P happens every other Thursday. For events (sporting, academic, etc.) purchase orders must be put in the week prior to ensure the approval process gets completed.

Employees needing to return merchandise should personally contact the company involved to determine their return procedures, keep copies of mailing or shipping labels, and notify the bookkeeper of the return.

The above process is necessary to ensure timely payment to vendors. Prompt and accurate communication between schools and bookkeeping will eliminate unnecessary time spent in responding to vendor inquiries.

Out-of-town general fund purchase orders will not be accepted after April 15<sup>th</sup>. This allows receipt of the item(s), packing slip verification, billing, and payment prior to closing district books on June 30<sup>th</sup>.

When making hotel reservations, consider confirming the exact amount and requesting a check for that amount to take with you. Many hotels do not allow sales tax exemption unless payment is made with a school check.

Failure to abide by the above purchase order guidelines could result in disciplinary action up to and including termination.

## Reimbursement

Anyone purchasing small amounts of supplies out of personal funds should complete a Travel Request & Reimbursement Form and attach the original receipt. The form is then signed by the principal/director and superintendent. When purchasing, inform the merchant that the items are for the school so that sales tax can be avoided whenever possible. Some merchants may not allow tax exemption as the state is becoming stricter in their requirements for proof of tax-exempt status. In view of this, all expensive items should be purchased with a PO.

The Travel Request & Reimbursement Form should also be used for such travel expenses as mileage (when unable to use a school vehicle), meals, and miscellaneous expenses. **(Please note policy DKC, DKC-R & E and use of government reimbursement rates—links on website for current rates)**

There is a \$50.00 limit on reimbursement for supplies. Prior approval must be obtained from an immediate supervisor, provided however that reimbursement may not exceed applicable budget amounts.

All travel must be pre-approved by the Principal/Director. If using a school vehicle, trips must be pre-approved by the Transportation Director.

Per Diem amounts must be turned in via a purchase order form two (2) weeks prior to the trip to the building secretary/director along with a list of who is receiving per diem.

Per diem cards will be purchased by building secretary/director and then handed out by coach/sponsor/staff member, each person receiving a card must sign they received it. The signed form needs turned into the building secretary/director upon returning from the trip.

If submitting reimbursement for meals (staff only), a reimbursement form needs to be filled out and signed by the principal/director along with detailed receipts (must show all items ordered on receipt) then given to the building secretary/director to input a purchase order. Amounts cannot exceed the current IRS limits. Alcoholic beverages are not reimbursable by the district. Taxes will not be reimbursed.

If submitting a reimbursement for mileage, a reimbursement form needs to be filled out and signed by the principal/director then given to the building secretary/director to input a purchase order.

### Per Diem Amounts

Adults: Current IRS per diem rates of area.

Students: Breakfast- \$10 Lunch- \$10 Dinner- \$15

Mileage Rates

Current standard IRS mileage rate.

## **Checks**

Purchase orders must be entered at least 3 days in advance to allow for processing time. Call the admin office if a check is needed on short notice and bookkeeping personnel will try to accommodate the request. However, short-notice requests should be kept to a minimum.

Once checks are prepared, they will be sent to the school offices.

## **Credit Card Charges**

If you are issued a credit card in your name you are fully responsible for any charges that occur on that card.

If you check out your credit card to someone else, best practice is to have them sign a checkout sheet, but you are still responsible for those purchases.

Each principal has a credit card; contact the building principal for acceptable use of the credit card. As mentioned earlier, some hotels will charge sales tax if the rooms are not paid for with a school check. This should be verified in advance when making reservations. Rooms can be reserved, however, with the school credit card and then paid for by check. All credit card charge slips should be returned to the principal upon return. The slips are then coded by either the individual or the principal and sent to bookkeeping immediately. Unauthorized use of a credit card could result in disciplinary action up to and including termination

A purchase order must be in the system for every purchase on your card that includes detailed receipts.

Statements will be sent out monthly and need to be returned to the district office with purchase order numbers next to charges so it can be reconciled.

If the district office does not receive your purchase order numbers by the date they are due, all charges will come out of a supply account from your department for you to reconcile on your own at a later date.

If the district office does not receive your purchase order numbers on time two (2) months in a row you will lose access to a district credit card.



If there is fraud on your account please contact the credit card company immediately, as well as the district office.

ALL credit cards will be turned off for the year on April 15th, unless otherwise approved by the Superintendent.

Credit cards should not be used for meals/fuel (except for the transportation department) during travel. Please submit reimbursements or get a meal per diem card in advance.

## **Cash**

Each school has a small amount of cash on hand for miscellaneous expenditures. The individual turning in money should have totaled checks and counted the cash. This should be recounted by the district administrative assistant and receipted with one copy kept by each individual. The money should be counted and verified by two people whenever possible. The cash should be kept in the school safe until deposited and amounts in excess of \$100 should not remain on the premises more than one day.

## **Cash and Club Sponsors**

Club sponsors should never personally cash checks made out to the school club. Neither should any student, parent, or other community member ever make out a check with the club sponsor as payee. All checks should be run through the school activity fund so that there is an accounting trail for all monies received and expended. Clubs are also not authorized to have a separate checking account. All accounts must be run through the school activity fund.

Adherence to the above not only protects sponsors from accusations of fiscal wrongdoing but it eliminates any question of tax liability and who is and is not authorized by the Internal Revenue Service to use the school's tax-exempt privileges.

## **Security of Keys and Cash**

The district has given teachers access to buildings at all hours by issuing exterior fobs. When these are lost or loaned to others, the potential for security problems increases. Inform building principals immediately if keys are lost and keys are never to be loaned to anyone.The district will assess a \$20 replacement fee to offset future costs of fob replacement.

All employees will need to sign the building access agreement.

**Do not keep any amount of money (cash or checks) in classrooms.** It only serves as enticement to youth and usually causes additional repair expense as doors, desks, and file cabinets are forced open. Staff members who collect monies are directed to

keep the money in the school safe. If school offices are closed, it is even preferable to take the money home in the evening, rather than keeping it in classrooms.

Employees are personally responsible for any amount of money left in classrooms in violation of this directive and will be required to reimburse the district for missing funds.

### **Athletic Cash**

Gatekeepers and other activity personnel will be paid by check at the end of each sports season. Game officials will be paid weekly through the Arbiter system. All gate receipts must be counted and verified by at least two school employees.

### **Fund Raising**

Any fund-raising projects must be pre-approved by the principal and superintendent.

According to the Secretary of State, schools do not meet the criteria for licensing to conduct raffles (games of chance). Accordingly, please make sure that there are no raffles conducted by school personnel or students at any time. A raffle or game of chance is defined to be any activity that offers an opportunity to 1) give money or something of value for, 2) a random chance to, 3) obtain a prize.

However, it is legal to conduct games of skill. A game of skill removes random chance. For instance, instead of offering a cake to a person whose name is drawn out of a hat (raffle), the cake could be awarded to the person who most accurately guesses the weight of the cake. Or, a quilt could be awarded to the person who most accurately guesses the number of jelly beans displayed in a jar. (In the event of a tie, the winner should be determined by a means other than picking names out of a hat. It is a game of chance whenever any picking with no criteria occurs.) By the way, school-associated groups with established bylaws (booster clubs, etc.) are eligible to receive licenses for raffles.

### **Caution**

Remember, failure to abide by district procedures regarding purchase orders, credit cards, cash, keys, fund-raising, safety, sexual harassment, failure to report child abuse, and other guidelines in this handbook and in board policy could result in disciplinary action up to and including termination. (Although we hope that such actions will never be necessary, our unemployment service requires us to inform employees of both the importance of following correct procedures and the possible consequences of failing to do so.)

**Bookkeeping Staff** - In addition to their other responsibilities:

Kelli Lister handles the general fund and activity fund purchase orders, and Rebecca Quintana handles accounting and reports.

Kelli Lister manages the cash and makes deposits for the activity fund.

## Employee Benefits

In addition to salary and wages, the district extends the following benefits to full-time employees:

### Benefits Eligibility and Employer Contributions

#### Health and Long-Term Disability Insurances

#### Monte Vista Athletic Club Discount Rate

#### Hooper Swimming Pool Discount Rate

Employees must be working at least 32 hours per week to be eligible. In 2024-2025 the district will pay \$820.94 towards premiums for the policies indicated; participation in plans requires a payroll deduction to make up the difference.

	<u>Simplicity Comfort Fit EPO &amp; \$3,325 Gap</u>	<u>Simplicity Comfort Fit EPO &amp; \$4,750 Gap</u>	<u>HSA &amp; \$2,375 Gap</u>	<u>Simplicity Comfort GX &amp; \$3,325 Gap</u>	<u>Simplicity Comfort GX &amp; \$1,750 Gap</u>
<u>Single</u>	<u>\$0</u>	<u>\$62.29</u>	<u>\$14.39</u>	<u>\$55.28</u>	<u>\$115.34</u>
<u>Emp. &amp; Spouse</u>	<u>\$818.16</u>	<u>\$942.74</u>	<u>\$770.42</u>	<u>\$928.50</u>	<u>\$1,048.63</u>
<u>Emp. &amp; Children</u>	<u>\$613.65</u>	<u>\$721.83</u>	<u>\$609.95</u>	<u>\$710.32</u>	<u>\$814.64</u>
<u>Family</u>	<u>\$1,114.44</u>	<u>\$1,273.87</u>	<u>\$995.06</u>	<u>\$1,243.33</u>	<u>\$1,397.06</u>

**Reliance Standard:** Life and Accidental Death & Dismemberment (AD&D)

- \$0.19/\$1,000 of coverage- fully paid by employer
- \$20,000 Life/\$20,000 AD&D
- \$3.46 per employee per month - fully **paid by employer**

**MetLife Dental:**

**Monthly Rates:**

<i>Employee Only</i>	\$ 35.02
<i>Employee &amp; Spouse</i>	\$ 69.71
<i>Employee &amp; Children</i>	\$ 83.49

	<i>Employee &amp; Family</i>	\$118.21
<b>MetLife Vision Plan :</b>	<i>Employee Only</i>	\$ 9.28
	<i>Employee &amp; Spouse</i>	\$ 17.88
	<i>Employee &amp; Children</i>	\$ 16.60
	<i>Employee &amp; Family</i>	\$ 25.16

**Sargent School District RE-33J Benefit Guide 2024-2025**

**Worker’s Compensation**

Any employee injured while at work is entitled to benefits provided by Pinnacle Assurance. However, benefits may be reduced by 50% if a safety violation is the cause of the injury. Employees must also obtain medical treatment of work-related injuries and illnesses from the designated provider, Regional Occupational Medical Program (ROMP) at 2115 Stuart Street (former SLV Medical PC building) in Alamosa (589-8110). The district contributes the applicable percentage of gross salary (varies per employee category) toward worker’s compensation.

**Voluntary Benefits**

Employees may voluntarily enroll in family coverage of medical and may also enroll in tax sheltered annuities, including PERA’s 401(k) and certain 403(b) plans, approved additional life insurance and the Sec. 125 Cafeteria Plan. The Sec. 125 Cafeteria Plan allows employees to obtain a more favorable tax status by arranging monthly deductions for dependent child care expenses and out-of-pocket expenses related to medical/dental/vision treatment and family medical/dental/vision insurances.

**Retirement**

The Public Employees Retirement Association (PERA) of Colorado has been adopted as the official retirement plan for the Sargent School District. Employees contribute 11% of their salary and the district contributes 21.4%.

**Medicare**

All employees hired after April 1, 1986 are required to pay 1.45% of their annual salary into Medicare, but they are not eligible to make deposits into Social Security. The district also is required to contribute 1.45% of employee salaries into Medicare.

**Leave Days**

All employees are entitled to leave days according to applicable policies. Part-time employee are only eligible for the number of days proportionate to their part-time status. Employees may receive regular certified substitute teacher’s wage for accumulated leave days in excess of 35 (47 for 12 month employees), payable on August 28<sup>th</sup>.

**Sick Leave Bank**

Board Policy GBGH sets out the definitions, membership rules and requirements, application process, maintenance, and benefits of the Sick Leave Bank. The purpose of

the Sick Leave Bank is to protect the earning power of employees of the district in the event of long-term illness or disability. Open enrollment takes place during the month of September.

### **Paydays**

Board policy DKA stipulates that paydays shall be on the 28th of each month, except preceding a weekend when it shall be the last workday preceding the weekend.

Employees are required to use electronic direct deposit to eliminate the rush to the bank to cash checks. The system is working quite well; on payday employees receive a district statement of the amount deposited and itemization of deductions.

### **Workman's Compensation Procedure**

It is extremely important that any work-related injury be reported immediately, and the proper forms filled out. The District office needs to be notified as soon as possible after the injury occurs. It is also important to know that medical treatment for work-related injuries can only be obtained from the district's designated provider. This is necessary to retain our present low workman's compensation insurance premium. Therefore, the following instructions apply:

**“All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at the Regional Occupational Medical Program, 2115 Stuart Street Alamosa, CO 81101 (719 589-8110) or Monte Vista Medical Clinic, 103 Chico Court, Monte Vista, CO 81144 (719 852-9400). In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will then be provided by the designated medical provider listed above. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.”**

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the district office.
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees being treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

## **Safety**

There is no issue more important than the safety of our students and employees. For this reason, the district has safety policies, rules, training, any accident will be investigated immediately to identify and eliminate the cause(s).

The safety rules for teaching faculty/support staff, maintenance and custodial workers, food service staff, and transportation staff are included as enclosures to this handbook. Please read them carefully as each employee must sign a statement acknowledging receipt and compliance. (This is necessary to qualify for reduced insurance rates.)

Caution - Worker's compensation benefits can be reduced by 50% if a safety violation is the cause of an injury and the following elements are present:

- The rule existed and/or a safety device was provided.
- The employee was aware of the rule or requirements to use the device.
- The rule or requirement was enforced.
- The violation was willful.

Willful or repeated violation of safety rules by employees will result in disciplinary action.

## **Practices for the Prevention of Disease/Infection Transmission**

Policy EBBA-R discusses safe practices for handling body fluids and substances,

"The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction may be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva.

The following infection control practices should be followed by all school district personnel in all situations involving potential contact with any body fluids and substances.

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, urine, feces, wound drainage, oral secretions, sputum, or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily available at sites where students seek assistance for bloody noses or injuries.
  - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
  - b. Cuts and sores on *your* skin should be routinely covered to avoid infection.
  - c. When possible, have students wash their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well, paying particular attention to areas around and under fingernails and between fingers.
4. Clean up as soon as possible after any skin contact with any body fluid or substances
  - a. Wash skin with soap and water.
  - b. Wash contaminated surfaces and non disposable items with standard disinfectant. Use aerosol germicide cleaner.
  - c. Wash contaminated clothing and linen in detergent with hot water.
  - d. Contaminated tissues, paper towels and other disposable items should be placed in plastic bags before being discarded.”

## **Sexual Discrimination and Harassment**

Policy GBAA requires a learning and working environment that is free from sexual harassment. Sexual harassment may include but is not limited to:

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

Students and staff may file a formal grievance of sexual harassment through use of the procedure outlined in policy GBAA-R. If the alleged harasser is the immediate supervisor with whom a grievance would be filed, the student or employee may file the grievance with the superintendent. If the alleged harasser is the superintendent, the grievance should be filed with the president of the board of education.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Staff members shall keep all relationships with students on a professional level at all times to avoid any appearance of impropriety, favoritism, or undue influence. All staff members are expected to exercise good professional judgment about appropriate contact with students. Failure to abide by the above could result in disciplinary action up to and including termination.

### **Drug and Alcohol Use by Staff Members**

Observance of policy GBEC is a condition of employment. An employee knowingly in the possession of or under the influence of alcohol or any controlled substance shall be suspended immediately by his/her principal or supervisor if such use or possession is:

- On school grounds, whether or not school is in session
- At any school-sponsored or sanctioned activity or event off school property
- or enroute thereto
- On the way to school

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

Policy GBED forbids smoking, chewing, or any other use of any tobacco products by staff and students while on school property.

### **Professional Staff Recruiting/Hiring/Transfers**

Policy GCE/GCF describes the hiring process for professional staff. Policy GCKA outlines procedures for the assignment and transfer of professional staff.

Every now and then, faculty members have a desire to transfer to another grade level or subject area. Any number of legitimate reasons may prompt this desire, not the least of which may be just a need for change and its accompanying rejuvenation. Faculty members who desire to change assignments within their buildings should contact the building principal. Faculty members who desire to change buildings should contact the superintendent. Teachers who would like to be considered for vacant positions in the summer may make that request to the superintendent at any time and will be placed on a mailing list for that information.

### **Employee Evaluation**

All employees shall be evaluated in accordance with the terms of policies GCO and GDO.

### **Support Staff Supplementary Pay Plans**



All non-supervisory, classified employees must complete a timesheet for each payroll period. The payroll period is from the 14<sup>th</sup> day of the month through the 13<sup>th</sup> day of the next month. Time sheets must be turned in to supervisors for signature by the 14<sup>th</sup> and supervisors must turn them in to the bookkeeping department by the 15<sup>th</sup> of the month.

Policy GDBC gives overall direction concerning support staff overtime. It directs that support staff employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week. It also provides for an option of compensatory time at a rate not less than one and one-half hours for each hour of employment (over 40 hours per week) for which overtime compensation is required.

Overtime hours are calculated on a Monday-Sunday work week and must be pre-authorized by supervisors.

An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

### **Staff Use of the Internet**

Policy GBEE *Staff Use of the Internet and Electronic Communications* sets forth general rules and practices. Please refer to Appendix B which contains both the policy and Annual Acceptable Use Agreement.

## List of Appendices

### **A. Employee Safety Rules**

### **B. Policies/Procedures Reprinted for Employee Review**

GBAA	Sexual Harassment
GBEBA	Staff Dress Code
GBEE	Staff Use of the Internet & Electronic Communications
GBEB & R	Staff Conduct (and Responsibilities)
GBEC	Drug Free Workplace/Employee Acknowledgement Form
GBK	Staff Complaints and Grievances
GBGG	Staff Leave
GDBC	Support Staff Supplementary Pay/Overtime
JLIA	Supervision of Students

### **C. List of All District Policies**

There are approximately 500 policies that govern all district activities in the below areas. Employees are encouraged to review these policies. Copies can be found in the district office and are available on the district website.

The Board of Education is currently in the middle of a CASB Overhaul Policy Update. Once all the policies are approved and adopted by the board of education you will be notified.

- A. Foundations and Basic Commitments
- B. School Board Governance and Operations
- C. General School Administration
- D. Fiscal Management
- E. Support Services
- F. Facilities Development
- G. Personnel
- H. Negotiations
- I. Instruction
- J. Students
- K. School-Community-Home Relations
- L. Education Agency Relations

### **D. 2024-2025 Academic Calendar**

### **E. Employee Acknowledgment Statement and Signature**

***Appendix A***

***Employee Safety Rules***

**Teaching Faculty and & Support Staff General Safety Rules**  
**Sargent School District RE-33J**

It is the intent of the Sargent School District to limit the risk of injury to the teachers, aides, secretaries and students by asking that faculty members keep in mind the following safety rules:

1. Attend all training sessions on the handling of body fluids, follow safety procedures at all times.
2. When lifting boxes, desks, supplies, etc., remember to lift with your knees, not your back.
3. Do not stand on desks or chairs to hang items on bulletin boards or from the ceiling.
4. Do not place heavy items on shelves higher than shoulder level.
5. Keep the windows and exit doors clear of obstruction in case of a fire.
6. Be conscious of safety hazards around the campus and report them quickly to the principal.
7. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
8. Be considerate of fellow employees, keep their safety in mind when working together.
9. Follow the proper procedures for transporting students to ensure their safety.
10. When in doubt of safety procedures when doing any task it is always better to ask than to risk injury.

**Safety Violations**

Benefits can be reduced by 50% if a safety violation is the cause of the injury if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirement was enforced.
4. The violation was willful.

## **Maintenance/Custodial General Safety Rules** **Sargent School District RE-33J**

It is the responsibility of everyone to maintain the school grounds and buildings to ensure safety to all staff and students. The following safety rules will be followed by all members of the maintenance and custodial staff.

1. Keep work areas clean and orderly. Clean up all tools and equipment and put them up properly when a job is finished.
2. Be alert, watch for, and heed all warning signs and tags when working on such things as:
  - ❖ Electric lines
  - ❖ Water/Steam lines
  - ❖ Chemicals
  - ❖ Power equipment
3. Report any unsafe conditions to the supervisor immediately, correct the situation if possible.
4. Appropriate clothing and safety wear must be used at all times, examples include;
  - ❖ Gloves
  - ❖ Masks
  - ❖ Safety glasses
  - ❖ Hard hats
5. Horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student, or the operation will not be tolerated.
6. Do not perform any task unless you are trained and aware of the hazards associated with that task, examples include;
  - ❖ Boiler repair
  - ❖ Chemical use
  - ❖ Equipment use
7. Practice safe work habits. When in doubt about performing a job safely, contact the supervisor for instruction and training.
8. Be considerate of fellow employees, keep their safety in mind when working together.
9. Always perform an assigned job in a safe and proper manner. **DO NOT TAKE SHORT CUTS.** Taking short cuts, excessive speed and ignoring established safety rules are leading causes of employee injury.
10. Follow safe lifting practices, if in doubt ask for help.
11. Make sure all fire exits and fire doors are kept clear of obstructions.
12. If an injury does occur, report the incident to the supervisor immediately.
13. Avoid unnecessary moving of an injured person.
14. Notify first-aid personnel and keep the injured as comfortable as possible until medical assistance arrives.
15. Follow safety rules for each specific duty your job may require.

### **Safety Violations**

Benefits can be reduced by 50% if a safety violation is the cause of the injury if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirement was enforced.
4. The violation was willful.

**Food Service Staff General Safety Rules**  
**Sargent School District RE-33J**

It is the responsibility of the food service staff to limit risk to students, staff and members of the food service staff. The following general safety rules will be followed by all food service staff members.

1. Attend all training sessions on the handling of body fluids, and follow safety procedures at all times.
2. When lifting boxes, supplies, equipment, etc., remember to lift with your knees, not your back.
3. Do not stand on boxes, chairs or shelves to reach high objects.
4. Do not place heavy items on shelves higher than shoulder level.
5. Appropriate clothing and safety wear must be used at all times when operating equipment.
6. Do not attempt to operate any equipment unless you have been trained and understand all safety requirements.
7. Be considerate of fellow employees, keep their safety in mind when working together.
8. Attend all training sessions on first-aid, follow safety procedures at all times.
9. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
10. When in doubt of the safety requirements for a task, it is always better to ask than risk injury.

**Safety Violations**

Benefits can be reduced by 50% if a safety violation is the cause of the injury, if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirements were enforced.
4. The violation was willful.

**Transportation Staff General Safety Rules**  
**Sargent School District RE-33J**

It is the responsibility of the transportation department to ensure the safety of transportation equipment and operations for all students and staff members. The following general safety rules will be followed by all transportation staff members.

1. Attend all training sessions on the handling of body fluids, and follow safety procedures at all times.
2. Keep work area clean and orderly. Clean up any tools and equipment properly when a job is finished.
3. Maintain a schedule for inspection of vehicles and equipment to ensure all safety requirements are met.
4. Attend all training sessions on evacuation of transportation vehicles and follow the safety procedures at all times.
5. Keep walkways and fire exits clear from obstructions.
6. When lifting boxes, equipment, etc., remember to lift with your knees and not your back.
7. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
8. Be considerate of fellow employees, keep their safety in mind when working together.
9. Be conscious of any safety hazards around the transportation vehicles and campuses and report them immediately to the supervisor.
10. Follow safety rules for each specific duty or job required. When in doubt of safety procedures when doing any task it is always better to ask than risk injury.

**Safety Violations**

Benefits can be reduced by 50% if a safety violation is the cause of the injury, if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirements were enforced.
4. The violation was willful.
- 5.

## **Sargent School District Emergency Reporting Procedures**

### **Pollution—poison or chemical spills**

Pesticide poisoning call 911 if person is unconscious, has trouble breathing or has convulsions. Otherwise, call Poison Control at 1-800-222-1222. For non-emergency pesticide spills contact the National Pesticide Information Center at 800 858-7378.

For chemical spills CHEMTREC provides access to technical experts on chemical products and hazardous materials and maintains a large database of Material Safety Data Sheets. CHEMTREC can be reached at (800) 424-9300.

Pollution incidents should be reported to a school administrator and/or the Facilities Manager.

### **Cyber Security Incident**

In the event of a cyber security incident or data breach first report to the district's IT manager or staff member. The school and district administrators along with IT members will then work to limit the damage and preserve sensitive information. Law enforcement should be notified after an incident, as well as any individuals whose personal information may have been compromised. A report can be made to the 🏢 FBI, via a Field Office Cyber Task Force; 🏢 Internet Crime Complaint Center; 🏢 National Cyber Investigative Joint Task Force ([cywatch@ic.fbi.gov](mailto:cywatch@ic.fbi.gov)); 🏢 National Cybersecurity and Communications Integration Center ([NCCIC@hq.dhs.gov](mailto:NCCIC@hq.dhs.gov)); or 🏢 U.S. Computer Emergency Readiness Team (US-CERT) [phishing-report@us-cert.gov](mailto:phishing-report@us-cert.gov). Also report to Colorado School Districts Self Insurance Pool at 1-303-722-2600.

Once the incident has been contained, recovery may be needed for people, policies, and technology—all of which are interconnected. The response team [IT and administrative staff] will need to identify what people were impacted by the incident or caused the incident; in some cases, a cyber incident may have been caused by a user who conducted malicious activity. Policies may need to be revised, or new ones implemented, to prevent future cyber incidents from occurring. Finally, identification of how technology was impacted and address any issues. For example, does malicious software need to be uninstalled? Response teams should also conduct an After-Action Review or lessons learned meeting after an actual event or exercise to capture and document information from the event and make appropriate revisions to plans.



***Appendix B***

***Policies/Procedures Reprinted for Employee Review***

### **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 the 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 educational decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

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

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

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.

5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.
6. Sexual violence.

### **Reporting, Investigation and Sanctions**

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

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

All reports of sexual harassment received by any district employee shall be promptly forwarded to the compliance officer (AC-E-1). The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the district's complaint and compliance process (AC-R). No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing such conduct in the future.

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

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

### **Notice of Policy**

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

Adopted: 04/25/94

Revised: 05/21/01, 11/26/07, 08/27/12

## **Staff Dress Code**

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

### ***Unacceptable items***

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

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments (including tattoos) that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

### ***Exceptions***

Appropriate clothing may be worn for work-related activities.

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

Adopted: 02/26/01

## **Staff Use of the Internet and Electronic Communications**

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

The Board of Education supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration, and dissemination of successful educational practices, methods and 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, software that blocks or filters such material and information has been installed on all district computers having Internet or electronic communications access. Blocking or filtering software may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

### **No expectation of privacy**

District 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 the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

### **Public records**

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored 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 computers and computers systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

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

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives during instructional time
- 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 without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

## **Security**

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

Staff members shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computers systems
- attempt to read, alter, delete or copy electronic communications of other system users

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

## **Confidentiality**

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, 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 e-mail 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 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 the 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-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

### **Unauthorized 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 and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

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.

Adopted: 11/25/02, 5/19/08, 08/27/12, 4/25/16



# 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 computers or computer system, 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 computers and computer systems, 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

## **Staff Conduct** (And Responsibilities)

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

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

### **Rules of conduct**

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

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

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

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

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates on an occasional basis.

2. Accept or receive a benefit as an indirect consequence of transacting school district business.

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

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

### **Child abuse**

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

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

### **Possession of deadly weapons**

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

### **Felony/misdemeanor convictions**

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

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

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

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

### **Unlawful behavior involving children**

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

### **Notification concerning arrests**

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

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

### **Parental notification requirement**

If the district receives notice from a criminal justice agency of an employee's arrest or charge for an offense for which parental notification is required, the district shall notify the parents/guardians of the students currently enrolled in the school of the employee's arrest or charge. The district's duty to notify shall apply to employees whose employment requires them to be in contact with students. The district may also notify parents/guardians if other employee matters at the district's discretion, consistent with federal and state law.

### **Personnel addressing health care treatment for behavior issues**

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

Adopted: 10/25/93

Revised: 01/22/01, 10/28/02, 02/23/04, 11/26/07, 7/25/11, 11/17/14, 12/15 note  
06/26/17, 2/18 (legal ref.), 10/22/18, 02/24/20, 10/26/20, 11/29/21

**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

### **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.

Approval date: 06/26/17

## **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 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 all employees. All employees shall acknowledge receipt of this policy and related information.

Adopted: 08/28/89

Revised: 05/21/01, 5/19/08, 5/20/13, 11/13-legal ref



**Employee Acknowledgment Form**  
**Drug-Free Workplace Policy Statement**

**SARGENT SCHOOL DISTRICT RE-33J**

I, the undersigned employee of Sargent School District, have received a copy of the 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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Sargent School District RE 33-J, Monte Vista, Colorado

## **Staff Complaints and 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.

Adopted: 01/27/83  
Revised: 05/21/01, 4/25/16, 8/27/18

## **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 administrator or supervisor shall render a written decision within 10 working days.

Step 2. If the grievance is not resolved at Step 1, the employee(s) may then present the written grievance to the superintendent, who shall conduct a hearing within 10 working days of receipt of the report from Step 1 and shall render a written decision within 10 working days of the hearing.

Step 3. If the grievance is not resolved at Step 2, 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 of Step 2. The decision of the Board of Education 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.

Approved: 01/25/83  
Revised: 04/22/91, 05/21/01, 11/17/14

**File: GBGG**

### **Staff Leave**

It shall be the policy of the board to provide leave for all employees. Such leave shall be looked upon as a privilege rather than a right. Leave may be used for any purpose, subject to availability of substitutes.

#### **Accrual and use**

Leave of 9 working days each school year shall be allowed each full time 9-month employee, on a regular contract, accumulating to 35 days; 12-month employees shall receive 12 days, accumulating to 47 days. Short term employees will be awarded leave consistent with the number of months employed.

Part-time employees shall be allowed the same "work-day" leave. (Example: an employee who works two hours per day for nine months would receive 9 2-hour leave days.)

On August 1, the appropriate number of leave days will be added to each employee's accumulated leave. Certified employees having accumulated days in excess of the appropriate amount (35 or 47) may receive regular certified substitute teacher's wages presently in effect for all days the employee has in excess of the appropriate amount. Non-licensed staff may receive non-certified substitute wage. The employee will be paid in August for these days and start a new contract with the appropriate number of leave days.

Sick leave may be taken for the following reasons:

- ❖ personal mental or physical illness, injury, or health condition or the need to obtain medical care;
- ❖ the necessary care and attendance for the employee's family member who has a mental or physical illness, injury or health condition or the need to obtain medical care;
- ❖ seeking medical attention or related services if the employee or a member of the employee's family has been the victim of domestic abuse, sexual assault, or harassment;
- ❖ the district has been ordered to close by a public official due to a public health emergency; or
- ❖ the school or childcare provider for the employee's child has been ordered to close by a public official due to a public health emergency and the employee needs to be absent from work to care for their child.

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.

Each employee may also be granted by the superintendent an additional two days per contract year for bereavement leave, with full salary and without accumulation, for the death of the employee's immediate family member (a person who is related by blood, marriage, civil union, or adoption. Additional days may be approved by the superintendent in unique circumstances.

With the exception for employees covered under Workmen's Compensation Insurance, employees will have one day of leave deducted for one day of absence due to illness or injury preventing them from fulfilling their assigned duties. One half day leave will be deducted for any one half or less portion of the day of absence due to illness or injury where the administration feels the duties were not covered for that employee.

After all leave is exhausted, including accumulated leave, employees who are members of the Sick Leave Bank may submit a request for additional days in accordance with Policy GBGH. If the employee is not a member of the Sick Leave Bank, full deduction shall be made for each day's additional absence. Full deduction shall mean 1/the number of contract days, times the annual teaching salary for the year. After all leave is used, the Board will require a doctor's report to determine the extent of illness. With continuous the district's 3 month short term disability insurance plan goes into effect.

### **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-half 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 35 days of accrued sick leave. The other one-half of accrued sick leave can be donated to the sick leave bank if the employee so chooses.

### **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 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.

Adopted: 06/18/73

Revised: 1982, 01/25/83, 03/24/83, 10/27/86, 03/28/88, 06/26/00, 08/27/01, 11/17/14, (re-coded/cross refs 9/15), 3/27/17, 3/26/18, 2/22/21

File: GDBC

### **Support Staff Supplementary Pay/Overtime**

#### **Overtime**

The administration will determine which school district employees are subject to the state minimum wage and overtime requirements of federal law. These non-exempt

employees will be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

Alternatively, in lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of one and one-half hours for each hour of employment for which overtime compensation is required.

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

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

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

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

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

### **Rates for supplementary services**

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

Adoption: Date of manual adoption

Revised: 01/25/83, 02/14/86, 08/25/86, 06/26/00, 5/19/08, 08/23/21

**File: JLIA**

## **Supervision of Students**

Teachers are responsible for students at all times while students are under school jurisdiction. No student or group of students shall be allowed to meet, study or play without adequate supervision. This shall include playground activities as well as classroom activities.

Teachers shall be in their classrooms to greet students when they return from other activities. Grade school classes shall be escorted to the cafeteria, to and from music,

PE, computer and anywhere else they attend as group. Elementary classes shall also be escorted to the buses at the end of the school day.

In the junior and senior high school, teachers shall be outside their classrooms between classes. Their presence in the halls does much to maintain proper student conduct. Teachers should be in their classroom areas 15 minutes prior to the start of first period.

All teachers shall take their turn with duties. Duty teachers shall be responsible for the overall conduct of the students under their supervision.

Teachers should not leave their classroom while they have students.

When returning from field trips, teachers or supervisors shall remain with students until they are picked up, taking into consideration the age of the students, weather conditions, and hour of return.

Current practice codified 1982

Revised: 01/25/83, 12/17/01



## ***Appendix C***

***List of All District Policies***  
***(policies are available on web site)***

**SARGENT SCHOOL DISTRICT NO. RE-33J**  
**BOARD POLICY BOOK**  
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IHBEA -----	English as a Second Language
IHBF -----	Homebound Instruction
IHBG -----	Home Schooling
IHCDA -----	Postsecondary Options/Concurrent Enrollment
IHCDA-R -----	Postsecondary Options/Concurrent Enrollment
IHCDA-E-----	SHS Concurrent Enrollment Contract
IIB -----	Class Size
IJ -----	Instructional Resources and Materials
IJND -----	Technology
IJOA -----	Field Trips
IJOA-R -----	Field Trips
IJOC -----	School Volunteers
IJOC-E -----	Volunteer Handbook
IKA -----	Grading/Assessment Systems
IKA-R -----	Grading Systems and Grade Books
IKAD -----	Grade Adjustment
IKB -----	Homework
IKC-----	Class Rankings/Grade Adjustment
IKD -----	Honor Roll
IKE -----	Promotion, Acceleration and Retention of Students (Grades K-8)
IKE-R -----	Retention Decision-Making Process (Grades K-8)

IKF -----	Graduation Requirements
IKF-R-----	Extra Curricular Athletic Participation Credit
IKFB -----	Graduation Exercises
IKFB-R -----	Graduation Attire
ILBC -----	Early Literacy and Reading Comprehension- Colorado READ Act
ILBC-R-----	Procedures to Implement the Colorado READ Act
IMB -----	Teaching about Controversial Issues and Use of Controversial Resources
IMB-R -----	Teaching about Controversial Issues and Use of Controversial Resources
IMB-E -----	Teaching about Controversial Issues and Use of Controversial Resources
(Parent Notification Form)	
IMBB -----	Exemptions from Required Instruction
IMDB -----	Flag Displays

## SECTION J: STUDENTS

JB -----	Equal Educational Opportunities
JBB -----	Sexual Harassment
JEA -----	Compulsory Attendance Ages
JEB -----	Entrance Age
JF -----	Admission and Denial of Admission
JF-E -----	Admission and Denial of Admission
JFAB-JFABA ----	Admission of Nonresident Students/Tuition Charges
JFABB -----	Admission of Non-immigrant Foreign Students
JFABB-R -----	Admission of Non-immigrant Foreign Students
JFABD -----	Admission of Homeless Students
JFABD-R-----	Homeless Students
JFABE-----	Students in Foster Care
JFABE-R-----	Student in Foster Care
JFABE-E-----	Memo of Understanding-School Stability for Students in Foster Care Exhibit
JFBB -----	Inter-District Choice/Open Enrollment
JFBB-R -----	Inter-District Choice/Open Enrollment
JFBB-E -----	Application for Enrollment of Non-Resident Student
JFC -----	Student Withdrawal from School/Drop-Outs
JFC-R -----	Student Withdrawal from School/Drop-Outs
JGA -----	Assignment of Students to Classes
JGA-R -----	Assignment of Students to Classes and Grade Level (and Recognition of Transfer
Credit from Non-Accredited Schools)	
JGB -----	Assignment of Continuing Students to Classes
JH -----	Student Absences and Excuses
JH-R -----	Student Absences and Excuses - Secondary
JHB -----	Truancy
JIBA -----	Student Government
JIC -----	Student Conduct
JICA -----	Student Dress Code
JICC -----	Student Conduct on School Buses
JICC-R -----	Student Conduct on School Buses
JICDA -----	Code of Conduct
JICDE* -----	Bullying Prevention and Education
JICDE-E-1-----	Bullying Report Form-Exhibit
JICDE-E-2-----	Bullying Investigation Form
JICDD-----	Violent and Aggressive Behavior
JICEA -----	School-Related Student Publications
JICEA-R -----	School-Related Student Publications (School Publications Code)
JICEC -----	Student Distribution of Noncurricular Materials
JICEC*-R -----	Student Distribution of Noncurricular Materials



JICF -----	Secret Societies/Gang Activity
JICF-R -----	Secret Societies/Gang Activity
JICFA -----	Hazing
JICG -----	Use of Tobacco by Students
JICH -----	Drug and Alcohol Use by Students
JICH-R -----	Drug and Alcohol Use by Students
JICI -----	Weapons in School
JIE -----	Pregnant Students
JIH -----	Student Interrogations, Searches and Arrests
JIHB -----	Parking Lot Searches
JII -----	Student Complaints and Grievances
JII-R -----	Student Concerns, Complaints and Grievances
JJ -----	Student Activities (Cocurricular and Extracurricular)
JJA -----	Student Organizations
JJAB -----	Open/Limited Open Forums
JJAB-R -----	Noncurricular Student Organizations
JJB -----	Student Social Events
JJE -----	Student Fund-Raising Activities
JJE-R -----	Guidelines for School-Sponsored Activities
JJE-E -----	Fund Raising Project Application
JJF -----	Student Activity Funds Management
JJIB -----	Interscholastic Activities
JJJ -----	Extracurricular Activity Eligibility
JJJ-R -----	Athletic and Extracurricular Activity Eligibility
JK -----	Student Discipline
JK*-2 -----	Discipline of Students with Disabilities
JK-R -----	Student Discipline
JKA -----	Use of Physical Intervention
JKA-R -----	Use of Physical Intervention
JKA-E -----	Student Restraint Incident Report Form
JKA-E-2 -----	Complaint Procedures & Regulation Re Use of Restraint or Seclusion
JKBA -----	Disciplinary Removal from Classroom
JKBA*-R -----	Disciplinary Removal from Classroom
JKD/JKE -----	Suspension/Expulsion of Students
JKD/JKE-R -----	Suspension/Expulsion of Students
JKD/JKE-E -----	Grounds for Suspension/Expulsion
JKD/JKE-2 -----	Suspension/Expulsion of Handicapped Students
JKF -----	Educational Alternatives for Expelled Students
JKG* -----	Expulsion Prevention
JLA -----	Student Insurance Program
JLC -----	Student Health Services and Requirements
JLCB -----	Immunization of Students
JLCB-R -----	Immunization of Students
JLCC -----	Communicable/Infectious Diseases
JLCD -----	Administering Medicines to Students
JLCD-R -----	Administering Medicines to Students
JLCD-E -----	Permission for Medication
JLCDA -----	Students With Food Allergies
JLCDB -----	Administration of Medical Marijuana to Qualified Students
JLCDB-E -----	Administration of Medical Marijuana to Qualified Students Exhibit
JLCE -----	First Aid and Emergency Medical Care
JLCE-R -----	First Aid and Emergency Medical Care
JLCE-E -----	First Aid and Emergency Medical Care Card
JLCG* -----	Medicaid Reimbursement
JLD -----	Guidance Program
JLDAC -----	Screening/Testing of Students (and Treatment of Mental Disorders)

JLDAC-E-----	Notification of Rights Under the Protection of Pupil Rights Amendment
JLF -----	Reporting Child Abuse/Child Protection
JLF-R -----	Reporting Child Abuse/Child Protection
JLI -----	Student Safety
JLIA -----	Supervision of Students
JLIB -----	Student Dismissal Precautions
JLIB-R -----	Student Dismissal Precautions
JLIE -----	Student Automobile Use
JLJ -----	Physical Activity
JM -----	Student Awards and Scholarships
JQ -----	Student Fees, Fines and Charges
JRA/JRC -----	Student Records/Release of Information on Students
JRA/JRC-R-----	Student Records/Release of Information on Students
JRA/JRC-E-1 -----	-Student Records/Release of Information on Students
JRA/JRC-E-2 & 3 --	Opt-Out Forms
JRCA* -----	Sharing of Student Records/Information between School District and State Agencies
JRCB-----	Privacy & Protection of Confidential Student Information
JRCB-R-----	Privacy & Protection of Confidential Student Information
JS -----	Student Use of the Internet and Electronic Communications
JS-E -----	Acceptable Use Contract
JS-E-1-----	Jr. High/High School Tablet Notebook Insurance Fees

## **SECTION K: SCHOOL-COMMUNITY-HOME RELATIONS**

KB -----	Parent and Family Engagement in Education
KBA-----	District Title 1 Parent Involvement
KBBA -----	Custodial and Noncustodial Parent Rights and Responsibilities
KBBA-R -----	Custodial and Noncustodial Parent Rights and Responsibilities
KBE -----	Bond Campaigns
KBG -----	Mill Levy Elections
KCB -----	Community Involvement in Decision Making
KD -----	Public Information and Communications
KDB -----	Public's Right to Know/Freedom of Information
KDB-R -----	Public's Right to Know/Freedom of Information
KDE -----	Crisis Management
KDEA -----	Crisis Management Communications
KDEA-R -----	Crisis Management Communications
KE -----	Public Concerns and Complaints
KE-R-----	Public Concerns and Complaints-Regulation
KEC -----	Public Concerns/Complaints about Instructional Resources
KEC-E -----	Public Concerns/Complaints about Instructional Resources
KEF* -----	Public Concerns/Complaints about Teaching Methods, Activities or Presentations
KEF-E -----	Public Concerns/Complaints about Teaching Methods, Activities or Presentations
KF -----	Community Use of School Facilities
KF-R -----	Community Use of School Facilities
KF-E-1 -----	Contract for Use of School Facilities
KF-E-2 -----	Facility Rental Fees
KF-E-3-----	Guidelines for Kitchen Use
KFA -----	Public Conduct on School Property
KHA/KHB -----	Public Solicitations/Advertising in Schools
KHC -----	Distribution/Posting of Promotional Materials
KHC-R -----	Distribution/Posting of Promotional Materials
KI -----	Visitors to Schools
KLG -----	Relations with State Agencies
KLMA-----	Relations Military Recruiters, Post-Secondary Institutions & Prospective Employers

**SECTION L: EDUCATION AGENCY RELATIONS**

LB -----	Relations with Other Schools and School Districts
LBB -----	Cooperative Educational Programs
LBD -----	Relations with Charter Schools
LBD-R -----	Relations with Charter Schools
LBDB-----	Relations with Institute Charter Schools

rev. 7/30/24

***Appendix D***

***2024/2025 Academic Calendar***



# 2024-2025 School Calendar

Sargent School District  
 7090 N. Road 2 E.  
 Monte Vista, CO 81144  
 Elementary: (719) 852-4024  
 Secondary: (719) 852-4025

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jul 31 School Offices Open  
 Aug 7-8 New Teacher Orientation  
 Aug 12 1/2 PD 1/2 Team Collab. for Teachers\*  
 Aug 12 Back to School Night/BBQ 4:00-5:30  
 Aug 13 First Day- Elem G1 & Secondary  
 Aug 14 First Day- Elem G2 (no class Elem G1)  
 Aug 16 1/2 PD 1/2 Data Collab for Teachers\*  
 Sep 2 Labor Day  
 Sep 6 Student Attendance Day  
 Sep 25 1pm Early Release/Teacher Collaboration\*  
 Oct 10 End of Quarter  
 Oct 21&23 Parent Teacher Conferences  
 Nov 25-28 Thanksgiving Vacation  
 Dec 19 End of Qtr and 1pm Early Release  
 Dec 23-Jan 2 Christmas Vacation  
 Jan 6 School Resumes  
 Jan 10 Professional Development Day  
 Feb 12 1pm Early Release/Teacher Collaboration\*  
 Mar 6 End of Quarter  
 Mar 10&12 Parent Teacher Conferences  
 Mar 17-20 Spring Break  
 Apr 2 1pm Early Release/Teacher Collaboration\*  
 May 22 Last Day of Classes  
 May 23 Staff Work Day  
 May 23 Class of 2025 Graduation  
 June 1 Building Offices Close

**Counts and Details**  
**REQUIRED Student Contact Hours**  
 Elem 990 Secondary 1080

**Total Days**  
 Student Total Days: 147  
 Teacher Total Days: 155

\*Teachers will have 2 additional WIN work days & 2 days from conferences

**Days in Each Quarter**  
 Qtr 1: 35 Qtr 2: 36 Qtr 3: 36 Qtr 4: 40

\*Denotes subject to change

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



- No School
- Teacher PD Day
- Teacher Work Day
- End of Quarter/Semester
- Early Release 1:00pm
- Parent Teacher Conferences
- First & Last Day of School
- New Teacher Orientation

Board Approved: 2-26-24

**Employee Acknowledgment Statement and Signature**

**Employee Name:** \_\_\_\_\_

I acknowledge that I have received a copy of the 2024-25 Sargent School District Personnel Handbook and understand that it contains important information on the district’s general personnel policies, safety rules, workman’s compensation procedures, and on my privileges and obligations as an employee. I will familiarize myself with the material in the handbook and understand that I am governed by its contents. I further understand that the district may change, rescind or add to any policies, benefits or practices described in the handbook, from time to time, and I accept responsibility for abiding by these changes.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notice**

As an additional way to minimize worker’s compensation insurance premiums, all employees must obtain treatment for work-related injuries and illnesses from the Regional Occupational Medicine Program (ROMP) at 2115 Stuart Street in Alamosa (589-8110) or Monte Vista Medical Clinic, 103 Chico Court, Monte Vista (852-9400). They have much experience with handling the care (and the paperwork) associated with work-related injuries.

In the event of a life or limb threatening emergency, the injured employee should go to the nearest emergency medical facility and then to the medical provider designated above for follow-up care.

In the event of a non-emergency, after-hours injury (after 4:20 p.m. or before 7:25 a.m. on weekdays or during weekends), the employee should go to the emergency room at the SLV Regional Medical Center. Again, follow-up care must be provided by the medical provider designated above.

If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of the treatment.

Please sign below acknowledging this district procedure. Thanks!

\*\*\*\*\*

I have read and am fully aware of this district procedure regarding medical treatment for work-related injuries and illnesses.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_