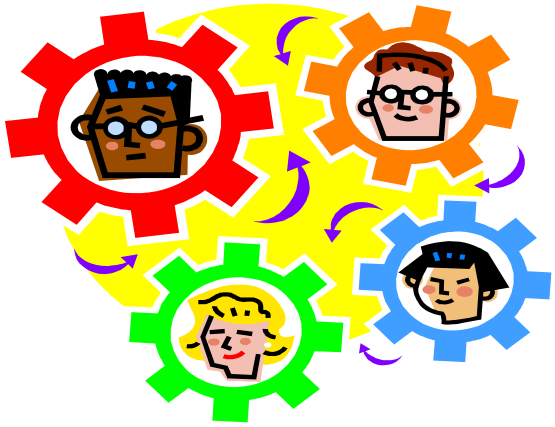
AGUILAR SCHOOL DISTRICT



EMPLOYEE HANDBOOK

2013 - 2014

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Aguilar RE-6 School District Nondiscrimination Policy:

Aguilar RE-6 School District will provide an educational and working environment free from any kind of harassment, discrimination, and intimidation, including discrimination based upon race, color, creed, religion, national origin, ancestry, age, gender, disability, and sexual orientation. Said environment shall be provided for all staff members and students regardless race, color, creed, religion, age, gender, sexual orientation, disability, ancestry or natural origin. The district will not tolerate harassing or discriminating conduct of any nature, and violators of this Board policy, as well we any state or federal law, including any staff member or student who harasses, discriminates against, or intimidates another staff member or a student because of that person's race, color, creed, religion, age, gender, sexual orientation, disability, ancestry or national origin will be subject to disciplinary action.

Racial harassment is a form of race discrimination which includes racial jokes, ethnic slurs, offensive or derogatory comments, or other verbal or physical conduct based on an individual's race. Such conduct may create an intimidating, hostile, or offensive working environment, or interfere with the individual's work performance in violation of Title VI and/or VII of the Civil Rights Act of 1964 and Colorado Revised Statue §24-34-402.

More specifically, a hostile environment is defined as:

"Speech or conduct that is severe or pervasive enough to create a hostile or abusive environment based on age, race, national origin, gender, disability, sexual orientation, and/or religion, for any other reasonable person."

No person shall be discriminated against in any term, condition, or privilege of employment because of race, color, creed, religion, age, gender, sexual orientation, disability, ancestry or national origin.

Examples of individuals or groups in violation of such Policy if, on school grounds, at school sanctioned activities, or in vehicles dispatched by the District, are individuals who:

1. Make demeaning remarks directly or indirectly, (whether written or oral), including epithets, slurs, insults, name calling, and "jokes" based on a person's race, religion, age, gender, sexual orientation, disability, or national origin, which comments are addressed to an individual or group of individuals.
2. Threaten with physical harm or actually harm a person on the basis of that person's race, religion, age, gender, sexual orientation, disability, or national origin.
3. Display written or visual material or deface school property or materials in such a manner as to demean the race, religion, age, gender, sexual orientation, disability, or national origin of an individual or group.
4. Damage, deface, or destroy private property of any person on the basis of that person's race, religion, age, gender, sexual orientation, disability, or national origin.

Any incident believed to constitute such harassment of any kind shall be reported to the superintendent/principal or other district administrator for investigation and further action which may include:

- Reporting the incident to law enforcement authorities;
- Recommendation for expulsion; and
- Multiple day in-house suspension or non-student contact days for any student exhibiting such conduct.

Students or staff members who believe that they have been the subject of harassment, intimidation, or discriminatory behavior will report the incident immediately to the superintendent/principal or other district administrator.

The superintendent/principal with whom the complaint was filed, or his or her designee, will investigate the complaint thoroughly. Reports about intimidation, harassment, or discriminatory behavior shall be investigated in a prompt and timely manner (within 48 hours) by the superintendent/principal or designee.

Confidentiality regarding all reports shall be maintained to the extent possible. However, all involved parties will receive notice (either verbal or written) as to the conclusion reached and the facts supporting said conclusion within 30 days of the date when the determination is made.

Any student who is found to be in violation of such Policy by engaging in conduct described above will be required to attend a meeting with his/her parent(s) or guardian(s) and the superintendent/principal or designee to clarify school expectations of the student's behavior. The student will then be subject to appropriate disciplinary action.

Any staff member who violates such Policy by engaging in conduct described above and/or who witnesses and fails to report conduct as described above will be subject to appropriate disciplinary action.

Retaliation for reporting discrimination or harassment or assisting in an investigation of discrimination or harassment is strictly prohibited. Students or staff members may not be retaliated against for making a report or complaint, reporting the observed behavior of other students or staff members, or cooperating with an investigation of discrimination or harassment. Retaliation is prohibited regardless of whether a report or complaint proves to be true or false. Students or staff members who are found to have engaged in retaliation will be subject to appropriate disciplinary action.

Credentials:

All contracted teachers must have a valid Colorado Teaching Certificate, or an approved alternative license program, or holding an emergency certificate and an up-to-date official transcript on file in the office. It is the responsibility of the teacher to assure that their certificates are properly renewed and transcripts are kept up to date.

Responsibilities/Job description:

- Regular School Year Duty hours 7:30 am – 4:15 pm.
- Summer Duty hours (office 8:00 am – 1:00 pm) (Janitorial 7:00 – 3:00 pm)
- Instructional staff members are employees of the Aguilar School District and as such are expected to support, and follow/carry out, all Board of Education, District and building policies.
- Teachers are required to maintain a suitable environment for learning in their classrooms, and to assist in maintaining order and discipline. To fulfill these obligations to protect the health, safety and welfare of students, teachers, and all other staff members have supervisory responsibilities for the students during all duty hours. All staff members are expected to accept the responsibility for assisting in monitoring student behavior, i.e. class breaks, before and after school hours and at school functions.
- State law requires that school employees who know or suspect that a child is an abused or neglected child shall immediately report the matter to Social Services.
- Staff members are directly responsible for the care, safety and security of the facilities they utilize. For example, do not loan your keys to students. If keys are lost, teachers are responsible for the cost of replacing locks.
- All staff members are expected to conduct themselves in a manner exemplifying the highest standards of professionalism and ethical conduct.
- All staff members must be responsible for their duty area. Failure to be at assigned duty stations constitutes negligence on the employee's part.
- Staff members are not to conduct personal business during their regular duty hours. School business phones are not to be used for personal calls except in emergencies. Cell phones should be turned off during school hours. The office will take messages for staff, and will only call a staff member out to the telephone for an emergency. Exceptions to these policies require the superintendent's approval.
- No children/relatives who do not attend Aguilar schools may be on campus during the school day without prior approval of the superintendent. In order to maintain the decorum of our work environment, children of employees should not be allowed to run amok before or after school.
- Staff members may not administer medication to any student, including over-the-counter medications.
- All school employees have a direct responsibility for the care and security of school property and facilities. Staff members may not use any school facility or equipment for private business. Inventories are kept by classroom teachers. At the

end of the year make sure any equipment you may have moved is back in your classroom.

- All staff members are to keep accurate, up-to-date inventories of:
  Textbooks, school equipment, furniture
- First hour teachers are to maintain accurate Colorado Registers. This is mandated by the State of Colorado.

Channels of Communications:

In order to resolve any difficulties, eliminate possible areas of grievance and open channels of communication an employee with a concern, request, or grievance should consult with the source, if not resolved then consult with the Principal. If the matter is properly resolved no further action is required, and is considered closed. Problems not resolved by first going to the source, then the Principal should then be taken to the Superintendent, then the School Board as a final chance to resolve. It is requested and expected, that all employees will utilize this procedure to assist with resolutions to concerns and complaints.

Leave Policy:

Classified /Certified – Nine month contract
Sick Leave – 10 days per year cumulative to 40 days
Personal Leave – 2 days per year, non cumulative

Non-Certified Personnel/Admin – 12 month work contract
Sick Leave – 12 days per year cumulative to 48
Personal Leave – 2 days per year, non cumulative

(All Employees)
Policy 14.12, adopted 01/15/97:
Bereavement leave shall be granted to all employees at the rate of 3 days per year for a death in the immediate family, which includes spouse, child, parent, sibling, grandchild, in-laws, grandparent, aunt and uncle. Bereavement days shall also be granted for other deaths as determined by the employee and administration. Bereavement days shall be charged to the employee's cumulative sick leave.

If at all possible, please notify the secretary/registrar office the day before an absence. In case of an emergency, please call no later than 6:00 a.m. as time is needed to obtain a substitute.

Upon your return to work after an unplanned absence you must sign an absence slip and turn it in to the office. Planned absences should have an absence slip completed prior to the absence (this includes professional development time).

Activity Fund Accounting and Responsibilities:

The Board of Education, Superintendent, Principal, Business Manager and Sponsors share the responsibility of establishing and following procedures that assure the proper collection, disbursement and accounting for all activity funds in accordance with the Board Policies. Student Activity funds include all funds derived by students acting under the guidance and direction of an adult supervisor. The following guidelines shall be closely adhered to:

Fund Raising:

- All fund raising activities shall have prior approval of the Principal/Superintendent and be under the direct supervision of the sponsor.
- The sponsor will assure that all merchandise issued to the students and the money received for the same are properly documented and accounted for.
- All monies received shall be turned into the Business Manager for receipt and deposit on a weekly basis. A receipt for all monies will be provided to the sponsor. Money needed to be turned in to the office must be turned in before or after school only.
- All disbursements from Activity funds will be made after a requisition and purchase order is completed by the sponsor and approved by the superintendent/principal and business manager. Coaches and sponsors needing money for activities or trips should fill out a requisition at least one week in advance.

Service of Support Personnel:

The services of many people performing different assignments and different primary responsibilities are required for a school district's operation. Each position is important and each individual receiving district salary for serving in their respective position are expected to maintain a positive, cooperative attitude and perform their assignments at a level that meets or exceeds expectations. All of us are expected to cooperate in providing the best possible operations and educational opportunities for boys and girls.

Support personnel provide important and necessary services to the district operations.

Maintenance/Custodial:

The primary duty of the maintenance staff is to keep the buildings/grounds/equipment in the best possible state of cleanliness and repair and ready for use the next day. We can best assist these personnel by assuring our rooms and offices are left in an orderly state, with all things picked up off the floor. Requests for specific repairs and/or maintenance services should be submitted to the head maintenance personnel.

Cafeteria:

The employees of the cafeteria are here to provide nutritious meals daily which are very important to the education of students. Please be considerate to them and help maintain a disciplined cafeteria.

Purchasing:

The district operates on a purchase order system. A purchase order must be filled out and approved before ordering merchandise. If this policy is not followed, the person ordering or purchasing unapproved merchandise may be held responsible for payment. No one is to order via the internet or expect reimbursement for purchases unless granted permission by the Superintendent.

Staff Development/Teacher Evaluation:

Teacher evaluation will be performed and carried forth in accordance with the Colorado Department of Education regulations and local board policy. Expect regular visits from the Superintendent/Principal, and remember that these visits are included in the formal evaluation process. Every attempt will be made to provide you with feedback after classroom visits. Teachers will have one formal observation during each semester of the year. These observations will be scheduled and will include pre and post observation conferences.

Salary/Pay Dates:

Teacher's salaries will be based upon the schedule adopted by the Board of Education.

Payroll will be on the 26th day of each month. If the 26th falls on a weekend, holiday, or vacation day, payroll will be released on the previous day. All Aguilar School District Re-6 employees and staff are required to be paid by direct deposit.

School Hours:

Regular School Year Duty hours 7:30 am – 4:15 pm.

Summer Duty hours (office 8:00 am – 1:00 pm) (Janitorial 7:00 – 3:00 pm)

Duty hours will be from 7:30 am to 4:15 pm. Teachers shall devote themselves to the duties of their respective assignments during school hours and will give careful attention to instruction, discipline, manner, and habits of their pupils.

Non certified personnel will be expected to carry out their duties and keep the school operating as problem free as possible. They also must follow their time schedules, as set for them.

Delegation of Authority:

Each staff member shall be under the immediate supervision of the Superintendent/Principal.
Coaches and athletic staff shall be under the general direction of the Athletic Director.

Meetings:

All employees will be required to attend all meetings called by the Superintendent/ Principal.

Announcements:

We will begin each day at 8:15 with the Pledge of Allegiance followed by a moment of silence. Announcements will follow, so be sure that your class is listening closely. If you need to have an announcement read, please submit it to the school secretary the day before the announcement is to be read.

Official School Calendar:

The official school calendar will be kept in the Secretary/Registrar's office. No one but she is authorized to write activities on the official calendar. If you have an item to schedule on the calendar please get it approved by the Superintendent and turn it in to the office to be put on the calendar as soon as possible. All activities must be posted on the calendar. This process helps conflicts in scheduling.

Change of Address:

Employees should report any change of address or telephone number to the Business Manager immediately.

Telephone Usage:

You are not allowed to use the phone during classroom time. Phone calls should be made before or after school or during your free period. Phone calls received during class time will be forwarded to the staff member's voice mail. No phone calls will be received by you during class time, unless it is an emergency. If you are expecting an emergency call that must be answered, please let the office know, so that they can make sure you receive the call.

Hall Supervision:

All teachers are expected to be outside their respective classrooms/class buildings during passing periods. Your supervision of students in the halls, restrooms, and school grounds during these periods is vital to good discipline. If on recess/noon duty, please see to it that

you are outdoors or in the hall or lunchroom on time and keep a look out for possible endangerments to the students.

Extra Duties:

Each teacher will be assigned duties for the school year, i.e. lunch, recess etc. Teachers are liable for events that occur during an assigned duty. Be sure you are there!!!!!!!

Classroom Supervision:

Teachers will remain in their classroom the entire class period. Plan accordingly. Remember, you can be held liable for incidents that occur in your classroom. Failure to perform duties as assigned can be considered negligence. Should you need to leave class, make sure you have an adult covering the class. Contact the office if you need assistance.

Student Dismissal:

Teachers are not allowed to dismiss students early from their classroom without prior approval of the administration. Students should be dismissed promptly at the bell.

Teachers will not hold students over or cause a student to be tardy for their next class or late for buses, without prior approval.

Hall Passes:

Teachers shall not allow students to leave the room unnecessarily. Under all circumstances the student will have a corridor pass from the teacher when out of the room. Please do not allow more than one student out of the classroom at a time unless you receive prior approval from the Superintendent/Principal.

Food and Beverages:

Students are allowed to bring only bottled water into the classroom. (No sport drinks, sodas, etc...). On special occasions, with the approval of the Superintendent/Principal, teachers may allow students to bring snacks or treats. At no time shall any liquids other than clear liquids be allowed in carpeted areas. Soda is not allowed in the cafeteria during lunch time.

Maintenance Requests:

It will be the duty of the teachers to see that pupils under their supervision do not damage the school buildings, furniture, apparatus or other school property. Please make a room check after each class. If maintenance is required, please send a request in writing to the head maintenance supervisor.

Discipline:

Teachers will be held responsible for the discipline of their respective classrooms or during playground duty. After a teacher has exhausted all disciplinary measures at their disposal (as documented on a behavior log) and the desired behavior change has not been achieved, students should be referred to the administration. Students will not be allowed to sit in or be sent to the main office without permission from the administration. The office is not to supervise a teacher's student(s), when the student is serving detention time. Detention time for students shall only be made up before or after school, or on week-ends as agreed upon by the teacher, parents and Superintendent/Principal. Only the Superintendent/Principal may place a child in ISS.

Lesson Plans:

Teachers will have lesson plans for the week available for review on Monday mornings. Lesson plans will be checked in the classroom and should be readily available. Lesson plans are necessary for effective and efficient teaching and will be used as a source of evaluation.

Substitute Folders:

Each teacher shall turn into the office an emergency substitute folder to be used in case of an unplanned absence. This folder should have generic work, which can be done at any time throughout the school year, and any other pertinent information. For planned absences, the following should be left on the teacher's desk: current week lesson plans, seating charts, discipline rules, classroom procedures, class schedule, class roster and extra activities if needed.

Textbooks:

All textbooks will be issued by the librarian. The condition of the book will be noted by the librarian. If the book is destroyed, defaced or lost by the student the, the librarian will inform the student as to the cost to replace the damaged or lost book. No student should receive an additional textbook during the year, unless they have paid for the lost or damaged one. Books should not be checked out to students by anyone other than the librarian, unless otherwise authorized to do so. At no time should a student be allowed to check in or out books.

Copy Machines:

Teachers, make sure that you plan ahead when making copies. Teaching staff please use the copier in the hallway outside of the office. If you need copies made please expect a 24 hour turn around from the secretary. Students are not allowed to use the copy machines for any reason. The copy machines in the office are for office and administration staff only.

Please do not ask office personnel to copy copyrighted materials. This is against the copyright laws. This includes workbooks, story books, music, textbooks etc. Copyright laws must be followed at all times.

Classes, Clubs, and Organizations:

Most teachers will be assigned a class, club or organization to sponsor. Sponsors will work together to insure a successful operation of activity they sponsor. Sponsors are to supervise meetings with the group the entire time. Care should be exercised that all funds, bills and materials are secure and processed in accordance with administrative directives. Minutes of meetings and treasure's reports shall be turned in to the business manager monthly for bookkeeping purposes.

Visitors:

All visitors are required to check in at the office. Please be sure that anyone visiting you has done so. They must have a visitor pass. At no time are student guests allowed to attend school without prior permission of the Superintendent/Principal. Parents/visitor will not be allowed to come to the classrooms without prior permission.

Dress Code Policy:

The Aguilar School District Re-6 Board of Education and administration believes that the teacher sets the tone for the classroom. In accordance with this, teacher attire needs to be untattered, clean and be appropriate for the specific teaching assignment and the business of education. Unacceptable dress for employees:

Sweat/Jogging/Wind Suits, except physical education teachers or special events.
Short shorts
Midriff Tops
Spaghetti Straps
Halter Tops
Inappropriate clothing that is revealing or disruptive to the educational process

Confidentiality:

Absolute confidentiality in all school related and student matters is a must. FERPA must be followed at all times. REMEMBER! "Loose Lips Sink Ships".

Planning Period:

Your planning period is just that!! Please use your time for school related matters only. Personal business should not take place during planning time, unless it is an emergency situation.

Admittance Slips and Attendance:

Do not admit any student to class that has been absent without an admit slip from the office. Teachers are to post absentees on Infinite Campus at the beginning of each class. No students shall be allowed to leave the building without authorization from the administration.

Delayed Start/School Closure:

At such time announcements will be broadcast on the following radio stations: KSPK, KCRT, KCSJ and KRDO channel 13 on television. Employees will also be notified by phone. Communication will also be made through the ALERT NOW system.

Assemblies:

Teachers are to accompany their individual classes to any school assembly. Teachers are expected to spread out among the students to help maintain discipline. All teachers are to attend all assemblies as they are on duty.

Public Relations:

The school is the community showcase in many aspects. It is expected that each employee will take an active interest in all phases of school activities and not be a time clock employee. Your attendance and interest in school events is expected. You should take an interest in what the students are doing besides just what goes on in your classroom.

Communications:

Please make sure you communicate on a regular basis with students and parents. Of course open, honest, professional communication with/among school personnel is a foundation for effective and efficient operation of the school and district. So please, if it is constructive and not destructive feel free to say it.

Tobacco Free School:

The Board believes that tobacco smoke in the school and work environment is not conductive to good health. As an educational organization, the district should provide both effective educational programs and a positive example to students concerning the use of tobacco. In order to promote the general health, welfare and well being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students and members of the public school shall be banned from all school properties. This includes offices, classrooms, cafeteria, gym, and the janitor shop. Anyone caught smoking will be documented as insubordinate and taken to the board.

For purposes of this policy, following definitions shall apply:

1. School property means all property owned, leased, rented or otherwise used by a school including but not limited to the following;
    a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term shall not apply to buildings used primarily for residence.
    b. All school grounds over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
    c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, pipe tobacco, cigars, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product. Signs shall be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and Board Policy.

Any member of the general public considered by the administration or designee to be violation of this policy shall be instructed to leave district property.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Drug Free Workplace:

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited in the district. The definition of a controlled substance shall be the same as that found in the policy regarding student alcohol use/drug abuse. Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action, which may include termination and referral for prosecution. The employee may be allowed to participate in an approved drug or alcohol abuse assistance or rehabilitation program in appropriate circumstances in accordance with Board policy.

An employee knowingly in the possession of or under the influence of alcohol or any controlled substance shall be suspended immediately by the administration if such use or possession is:

1. On School grounds, whether or not school is in session.

2. At any school-sponsored or sanctioned activity or event off school property or enroute thereto.
3. 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. After investigation, the administration may reinstate the employee if it appears to be in the best interests of the individual and the district. Pursuant to law, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the workplace shall notify the administration no later than five days after the conviction. The district has an obligation under federal law to notify the appropriate federal agency within ten 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 administration shall establish an awareness and prevention program to inform employees about:

1. The dangers of drug and alcohol abuse.
2. The Board's policy of maintaining a drug-free workplace.
3. Available drug and alcohol counseling, rehabilitation and employee assistance programs.
4. Penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the workplace.

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

Annual Notification of Employees:

Information about the standards of conduct required by this policy and a statement of disciplinary sanctions shall be communicated to employees in an appropriate manner on an annual basis. All acknowledge receipt of this policy and related information.

(8/15/05)

Legal Refs: 20 U.S.C. 7116 (Safe and Drug-Free Schools and Communities Act of 1994.)
21 U.S.C. 812 (Definition of controlled substance.)
41 U.S.C. 701 and 702

Aguilar School District Re-6 Coaching Policy:

1. All coaching positions shall be filled from qualified district employees first. Positions not filled within district staff shall be advertised and made available to outside interested and qualified parties.
2. All coaching staff must pass a background and drug test. The expense of the background and drug test is the responsibility of the applicant
3. A one year coaching position does not guarantee the position for the following year(s).Retention is based on coaching performance and the need of the district.
4. The Athletic Director shall recommend coaches to be hired, subject to approval by the Superintendent of Schools and Board of Education.
5. All coaches are at-will employees under the direction and supervision of the Athletic Director/Superintendent.
6. All coaches will be subject to random drug testing.

Adopted (8/16/05)

16.0 Vacation Leave:

16.1 Employees that have been employed full time for twelve (12) consecutive months shall receive vacation time in accordance with the following schedule, upon approval of the Superintendent of Schools.

16.1a Zero (0) years through each consecutive full year of continuous employment (August 1st through July 31st): 10 working days of vacation.

16.2 Vacation leave shall be awarded based on days actually worked by the employee. Earned vacation time is calculated for the period August 1st through July 31st. Employees new to the Aguilar School District Re-6 or those resigning from the Aguilar School District Re-6 who do not complete the time requirements of a twelve (12) month contract as established by the dates above, shall receive a prorated amount of vacation time.

16.2a at will employees working twelve (12) months shall be allowed to take a maximum of two (2) weeks of vacation time during the months of June or July.

16.2b other vacation time due the employee may be taken during the months of September through May.

16.2c no two at will employees in the same job classification will be allowed to take vacation time simultaneously.

16.2d all at will employees must request approval of vacation time, in writing, at least thirty (30) days prior to the requested vacation.

16.2e the Superintendent or his/her designee shall approve vacation time of at will employees.

16.2f the Superintendent may grant pay in lieu of vacation time for an at will employee, at the employee's request.

16.2g all janitorial staff shall be on site working during regularly scheduled school breaks, unless designated otherwise by the Superintendent.

Adopted (8/16/04)

Discipline, Suspension and Dismissal of Support Staff:

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

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

The superintendent also may suspend employees from their assignments as a disciplinary measure.

If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the dismissal. The district also shall notify the employee that information concerning the dismissal is being forwarded to CDE unless such notice would conflict with the confidentially requirements of the Child Protection Act.

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

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

(8/15/05)

Legal Refs: C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
C.R.S. 22-2-119 (duty to make inquires prior to hiring)
C.R.S. 22-32-109.7 (specific duties regarding hiring inquires and reporting)
C.R.S. 22-32-110 (1) (h) (power to discharge/terminate employment)
C.R.S. 22-32-126-(3) (principals recommend employment actions)
15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

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Discipline, Suspension and Dismissal of Professional Staff:
(And Contract Renewal)

The Board of Education shall follow procedures established by law for the suspension and dismissal of teachers.
Full time probationary teachers, currently employed by the Board, shall be reemployed for the succeeding academic year at the appropriate salary unless the Board does not renew the contract of such teacher pursuant to law.
The superintendent shall be authorized for good cause to suspend with pay or place on administrative leave a professional staff member as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The superintendent shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted.

A teacher shall not be subject to any disciplinary proceedings including dismissal for actions, which were in good faith and in compliance with the district's discipline code, nor shall a contract nonrenewal be based on such lawful actions.
The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act.

Mandatory Reporting Requirements:

If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by preponderance of evidence, the superintendent is delegated by responsibility for immediately notifying the Colorado Department of Education and for providing any information requested by the department concerning the circumstances of the dismissal. The district also shall notify the employee that information concerning the dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.
If the district learns that a current employee has been convicted of, plead nolo contendere to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall immediately report this information to CDE.
The superintendent shall notify CDE whenever a licensed employee is dismissed for any of the following reasons:

1. The employee has been determined by a court to be mentally incompetent.
2. The individual is convicted, pleads nolo contendere or receives a deferred sentence for sexual offenses against a child as specifically set forth in the State Board rules.
3. The individual pleads guilty or nolo contendere or is found guilty of a felony which renders the person unfit to be a licensed professional including but not limited to drug possession and sale, the use of firearms or deadly weapons,

theft or fraud, child exploitation or pornography, offenses against the person and sexual misconduct.

4. When the county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the district.
5. When the Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

(8/15/05)

Legal Refs: C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
C.R.S. 22-2-119 (duty to make inquiries prior to hiring)
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)
C.R.S. 22-32-109.7 (specific duties regarding hiring inquires and reporting.
C.R.S. 22-63-202 (3) (temporary suspension during contract period)
C.R.S. 22-63-202 (4) (disclosure of reasons why left employment)
C.R.S. 22-63-203 (renewal and non-renewal of probationary teacher contracts)
C.R.S. 22-63-301 et seq. (dismissal of licensed staff)
1 CCR 301-1, Rules 2202-R-15.05 (mandatory reporting of unlawful behavior)
15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

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Student Interrogations, Searches and Arrests:

The Board of Education seeks to maintain a climate in the schools, which is conductive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches conducted by school personnel:

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.
Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.
An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

Definitions:

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion is based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on personal experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy or state or federal laws. Reasonable suspicion requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

Search of school property:

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy.
Students shall assume full responsibility for the security of their lockers and/or other storage areas the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.
The principal or designee may search a particular desk, locker or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.
Random and/or routine searches of school property, which do not require reasonable grounds, may occur at any time.

Search of the student's person:

The principal or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.
Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or briefcase, and/or a "pat down" of the exterior of the student's clothing.

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search.
The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.
Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

Seizure of items:

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the administration until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

Appeals:

Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within 5 school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

Law Enforcement Officer's Involvement:

Search and Seizure:

The superintendent or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.
When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.
If law enforcement personnel seek permission from school authorities to search a student, the student's personal property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

1. There is uncoerced consent by the student.

2. There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
3. The search is incident to an arrest and is limited to the person and immediate surroundings.

Interrogation:

When law enforcement officials request permission to question students when students are in school or participating in school activities, the superintendent or designee shall be present. If the student is under 18, the student's parent/guardian shall be present unless the juvenile is emancipated as that term is defined in state law. Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

Custody and/or Arrest:

When custody and/or arrest by the police are involved, the principal shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required.

(8/15/05)

Legal Refs: C.R.S.19-2-511 et seq.
C.R.S.22-32-109.1 (2) (a) (VIII) (policy required as part of safe schools plan).

Parking Lot Searches:

The privilege of bringing a student operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.
Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. Refusal to submit to search may also result in disciplinary action and notification of law enforcement officials.

(8/15/05)

Legal Ref: C.R.S. 22-32-109.1 (2) (a) (VIII)

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Administering Medicines to Students:

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. No prescription or nonprescription medication shall be administered at school by the school nurse or other school designee without the following requirements being met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician, and current date shall be printed on the container.
2. The school shall have received written permission from the doctor or dentist to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.

(8/15/05)

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Workers Compensation:

If you are injured on the job, please contact the business manager for information concerning the Workman Compensation doctor and for filling out the necessary paperwork.

Acceptable Use Policy:

Aguilar School District is providing employees with a regional electronic communication system which includes Internet access. The following are guidelines for use of the system. Failure to follow these guidelines may result in disciplinary action.

- The system has limited educational purpose. The term "educational purpose" includes the use of this system for classroom activities, professional or career development, and limited high quality personal research activities.
- Users may not use the system for commercial purposes, defined as offering or providing goods or services.
- Users may not use the system for unauthorized political lobbying.
- Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- Users will not download software without prior permission from the administration.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on the Web pages.
- Users will not use obscene language, engage in personal attacks, harass another person, or knowingly or recklessly post false or defamatory information.
- Users will not plagiarize works that they find on the internet or break copy right laws.
- Users will not use this system to access material that is profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people.
- Aguilar Schools will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the system.
- Individual internet sites may be blocked as deemed necessary by district personnel.
- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- If user inadvertently accesses inappropriate information, administration should be notified immediately.

When using the Internet for classroom activities teachers will:

- Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
- Preview the materials and sites they require students' access to determine the appropriateness of the material contained on or accessed through the site.
- Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
- Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Aguilar Schools Handbook Signature Page

Name (printed):_____ Date:_____

Staff Handbook Verification

My signature verifies that I have received a copy of the Aguilar Schools Handbooks, and supplemental information. I have read it carefully, understand its content, and agree by its provisions.

Staff Signature:_____ Date: _____