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If conflicts exist between handbook rules and Board Policy/State Statutes, Board Policy/State Statutes will take precedence.

Updated August 10, 2010



ELBERT SCHOOL DISTRICT #200
BOARD OF EDUCATION MISSION STATEMENT

Elbert School District #200 has the responsibility to the community, our state and the nation to educate children, under the philosophy of education, to problem solve and to accept global responsibility in a safe, nurturing environment. Our future strength lies in a traditionally strong fundamental education and development of well-adjusted, socially responsible citizens who are able to secure employment, go to college, pursue careers, and communicate, as well as, compete in a technological and information based world.

PHILOSOPHY OF EDUCATION

It is the operating philosophy of Elbert School District #200 to provide the opportunity of academic excellence for every child in the District, to the best of the District's ability and available resources, so that their knowledge, wisdom, creativity, athleticism, and passion for learning will empower and reward their future.

DISTRICT FOCUS

- Increase academic performance
- Increase communication with key constituents
- Find, maintain and develop quality staff
- Enhance facility excellence
- Maintain financial excellence
- Increase governance team effectiveness

PAYDAY

Payday is the 25th of each month as per Board policy.

FACULTY CONTRACT DAY

The faculty contracted day extends from 7:30 a.m. until 4:30 P.M. Faculty seeking permission to leave during the contracted day should see the superintendent or, in his/her absence, the principal. Then the staff member must sign out in the main office.

SALARY SCHEDULE PLACEMENT

Prior to any change of placement on salary schedules for professional development the following regulations shall apply:

Application for horizontal movement on the salary schedule should be made to the Superintendent or designee on or before the first day of the month of the second month of a new contract. Schedule advancement granted shall be recognized as a full increment for the year.

Semester hours required for horizontal movement on the salary schedule must be graduate or undergraduate hours earned from an accredited institution of higher learning that directly relates to the staff members assignment and the State Standards and curriculum of their specifically assigned area.

Continuing Education Credits may only apply for salary schedule advancement when the following conditions are met:

- Work must be pre-approved,
- Course work will benefit the teacher's assignment and duties,
- Credits must be earned on the teacher's own time, and
- 1 credit will be received for every 15 hrs of seat work.

Licensed employees shall provide certified copies of all transcripts for proper placement on the salary schedule.

Only those college credits earned after the completion of an approved teacher training or degree program shall be recognized for placement on the salary schedule.

DUTIES AND RESPONSIBILITIES OF TEACHERS

1. **School Day Duties:**
 - a. **Bus Duty:** Outside from 7:45 – 7:50 & 4:06 – 4:15.
 - b. **Recess Duty:** Supervise and enforce playground rules during recess times. See recess schedule.
 - c. **Lunch Duty:** Supervise student conduct in the lunchroom.
2. **Textbooks:** All textbooks are the responsibility of the teacher. A complete textbook record of the student's name, book number, and the condition of the book will be kept by the teacher.
3. **Student Count:** Turn into the office the number of students in each grade by the end of the registration day. The office will also enter their count.
4. **Class Routine:** The first day of school should be utilized to explain briefly the course of study and what will be expected of the students in regard to lessons, grading, homework, and discipline.

5. Supplies: Supplies needed during the school year shall be ordered by following the purchase order procedures.
6. Working Hours: Teachers will be expected to be in the building at 7:30 A.M. and should remain until 4:30 P.M. unless involved in athletics, music, etc. Under no circumstances should a teacher leave the building during the school day without contacting the principal or superintendent first and sign out. Teachers should be in their classrooms at 7:50 A.M.
7. Signing Out: Teachers will be expected to follow the signing out procedures when leaving the building during the day.
8. Classroom Management: High standards should be established in regard to order, neatness, scholarship, and control of the classroom.
9. Discipline: A teacher is obligated to see that disciplinary measures are taken for any act of misconduct committed by any student at any time at any place in the school or on school property. Teachers are expected to handle their own disciplinary problems, however, serious or continued problems should be referred to the office. When a student appears in the office he/she will be called into a conference with the teacher.
10. Scheduled Events: All calendar dates for regularly scheduled school events should be submitted to the office for approval. Such events would include field trips, music programs, special meetings, contests, school plays, etc.
11. Class Sponsors: Are on a rotation basis and appointed by the principal. The sponsor should be present at all class meetings and all extra curricular activities sponsored by their class. No group is to meet without a sponsor or be left unsupervised at any time.
12. Class Meetings: Will be scheduled by the sponsor with prior permission by the principal. It will be the duty of the sponsor to see that meetings are conducted according to Roberts Rules of Order.
13. Class Functions: The class sponsor is responsible for all class functions. Before any event can be scheduled, the sponsor must see to it that the class has submitted an activity request to the principal at least one week in advance and that the plans have been approved. Any questions about who is allowed to attend these functions should be cleared by the principal.
14. Fairness: Each teacher is reminded that no special treatment is to be given any student without arrangement with the administration.
15. Hall Passes: Any student who is not in the classroom during class period must have a pass.
16. Eligibility: The state requires eligibility be kept on a semester basis; however we will keep weekly eligibility for participation in activities. If a student is failing in one class or has D's, he/she will be ineligible for the next week. Ineligible grades should be entered into Go.edustar no later than each Tuesday at 12:00 P.M.
17. Field Trips: Teachers are encouraged to take students on field trips that will contribute to the overall subject matter. A limit of three (3) field trips per year will help all classes be able to schedule trips and keep the scheduling of busses within a reasonable number of trips. All plans for excursions, field trips, and parties must be approved by the transportation director, principal, and the superintendent at least two weeks in advance. Field trips will not be approved within two weeks of finals. A permission slip signed by a parent or guardian must be presented by each student participating in the activity at least one day in advance of the activity. All field trips are taken in school busses, and a sponsor must be present as chaperone.

18. Confidential Information: Teachers are not to furnish to anyone other than school officials any list of names, addresses, or grades of students or staff members.
19. Supervision of Students: Teachers shall be responsible for the safety, conduct, and instructions of students in their charge. Teachers shall not leave unattended students assigned to their supervision. Leaving students unattended may be subject to disciplinary action and/or dismissal.
20. Hall Supervision: Between periods while students are passing from one class to another, all teachers who do not exchange rooms are to stand outside their classroom doors where they can supervise students in the halls.
21. Attendance Taken: **HS/JH Teachers**: During advisement and beginning of each period, teachers should check attendance and list the absentees on Go.edustar. Teachers are to turn in hourly attendance at the beginning of each period. Students who are excused from class for school activities should be listed on Go.edustar and in the grade book. Any student not in your classroom should be listed as absent. **Elementary Teachers**: Attendance should be taken at the beginning of each day and after lunch in the afternoon.
22. Accidents: Accidents of any kind are to be reported to the Superintendent or Principal promptly, and a written report is to be made by the teacher in charge. All teachers shall be alert for signs of communicable disease, including early stages of common colds. Students exhibiting such symptoms should be referred to the school office for possible exclusion from other students.
23. Students Leaving School: Teachers are not to excuse students from school or permit them to leave the school grounds at any time during the school day. Students may leave campus with administration permission only with a call or note from their parent or guardian.
24. Classroom Time: Teachers are not to dismiss their classes earlier than the regularly scheduled time without prior approval of the Superintendent or Principal. Classes should start at the bell and should continue until time for dismissal.

STAFF EVALUATION

All staff may be evaluated on an annual basis formally or informally according to District policy. Copies of the evaluation instruments are available from your immediate supervisor upon request.

PERSONNEL RECORDS AND FILES

The superintendent is authorized and directed to develop and implement comprehensive and efficient system of personnel records under the following guidelines:

A personnel folder for each employee, certificated and classified, shall be accurately maintained in the district administrative office. Personnel records shall include home address and telephone numbers, financial information, and other information maintained because of the employer-employee relationship.

All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The superintendent and his designees shall take the necessary steps to safeguard against unauthorized use of all confidential material. For this purpose files are never to leave the school office. The employee with the Superintendent's permission may inspect their file only.

Each employee shall have the right, upon request, to review the contents of his own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges or persons not connected with the district.

The following information in personnel records and files shall be available for public inspection:

- Applications of past or current employees

- Employment agreements

- Any amount paid or benefit provided incident to termination of employment

- Performance ratings except for teacher evaluations as noted below

- Any compensation including expense allowances and benefits

The evaluation report of certificated personnel, with the exception of the superintendent and all public records used in preparing the evaluation report, shall be confidential and available only to the evaluatee, to the administrators who supervise his work, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision.

A written evaluation or any other personnel record shall not reflect any good faith actions of any employee, which were in compliance with the district's discipline code.

Lists of district employee's names and address shall not be released for general public use.

Personnel records shall be available upon the request to members of the Board of Education.

PROFESSIONAL STAFF FRINGE BENEFITS

The district shall participate in a program health, life, vision, and dental, insurance benefits to eligible employees under a group plan or plans.

Meet needs: Any plan in which the District participates shall benefit the majority of the eligible employees, as certified and recommended by the employees and other representatives, and be formally approved by the Board of Education.

Participation: To participate in the program, an employee must work at least half-time under a regular specified schedule of work. Intermittent employees are not eligible to participate.

Cost: The District shall pay the cost of the employee's health, life, vision, and dental insurance premium in an amount not to exceed \$425 of the insurance premium for a "self only" plan for full time employees.

Participation by the employee may or may not be voluntary. All full time employees must take out the insurance plan if prescribed by our insurance plan.

School district employees must participate in PERA in which both the employee and the school district make monthly contributions.

Workmen's compensation: All district employees are covered under the Workmen's compensation Insurance Plan and will be entitled to all the prescribed benefits.

LEAVE POLICIES

Vacation Leave

Vacation leave is available to all twelve-month employees on a monthly basis based on the following years of service:

	4-day employees	5-day employees
Year 1-5	8 days	10 days
Year 6-10	12 days	15 days
Year 11-more		20 days

For the purpose of this regulation (vacation leave), a year is defined as a fiscal year (July 1 through June 30). Vacation granted through the current contract year must be used before December 31st of the following year unless specific approval of the employee’s supervisor grants otherwise. It is the philosophy of the district that time provided for vacations should be taken in the designated period allowed.

Vacation leave shall be scheduled at the convenience of the District and as nearly as possible at the convenience of the employee. All vacation schedules shall be reviewed and approved by the Superintendent or designee.

Prior to the employee’s scheduled absence, the employee shall complete and forward to the Superintendent the appropriate absentee form.

Upon resignation or termination employees will not be paid for any vacation days.

Staff Leave

All employees shall be granted leave days at the beginning of each fiscal year based on the number of months worked each year under their regular contract for certified employees or as set forth in salary schedules for classified employees, as follows:

- 9 month positions 9 days
- 10 month positions 10 days
- 11 month positions 11 days
- 12 month positions 12 days

The leave may be used for any purpose, subject to availability of substitutes.

Part-time employees and personnel employed after the beginning of the school year shall be granted leave credit for a number of days equal to one day for each 160 contract hours, or portion thereof, remaining in the school year at the time of employment, up to a maximum of 10, 11 or 12 leave days as appropriate.

A leave day may not be taken the day before or day following school holidays unless approved by the superintendent.

Elbert School District #200 will purchase personal leave of the employee that has accumulated in excess of twenty-five days. This transaction to be only in the month of December of each year and be for previous years of accumulated leave. This December payment not to exceed pay in

excess of five days, at the rate of pay substitute teachers are getting for the current year of the transaction.

Elbert employees may accumulate a maximum of 25 days. For those employees who had accumulated more than 25 days on the inception of this policy will retain those days for use. However, pay out for those days shall be in accordance with this policy. Upon re-adoption of this policy, the leave bank shall no longer be in existence. All fiscal responsibility and obligation of the District shall be eliminated.

Bereavement Leave

Three (3) days per year will be allowed for bereavement leave. This leave will be allowed for "immediate" family. "Immediate" family is restricted to spouse, children, parents, siblings, grandparents, grandchildren and in-laws. Leave days may also be taken for bereavement days if additional days are needed.

Family Medical Leave

This policy shall apply to all family and medical leaves of absence covered under the Family and Medical Leave Act of 1993 ("FMLA"). Terms used in this policy and its accompanying regulation, such as "serious health condition," "qualifying exigency," "contingency operation," and "serious injury or illness" shall be as defined by the FMLA and its implementing regulations.

Eligibility

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

Permitted reasons for FMLA leave

An eligible employee shall be entitled to a combined total of 12 weeks' leave per year for the following reasons:

1. The birth and care of the employee's newborn child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for an employee's spouse, parent or child with a serious health condition;
4. When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition; or
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member and is on active duty in support of a contingency operation or has been notified of an impending call or order to active duty.

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), (3) and/or (5) specified in the immediately preceding paragraph.

Entitlement for child care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person *in loco parentis*.

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious injury or illness sustained in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the service member.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave under this policy. Only 12 weeks of the 26 week total may be for a FMLA-qualifying reason other than to care for a covered service member.

Spouses who are both employed by the district shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered service member with a serious injury or illness, or a combination of caring for a covered service member and reasons (1), (2), (3) and/or (5) above.

Intermittent or reduced FMLA leave

Leave may be taken on an intermittent or reduced leave schedule. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. Teachers requesting intermittent or reduced leave involving greater than 20 percent of their working time during such period may, in the alternative, be required to take leave continuously for all or a specified part of the total period involved.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care for a newborn child, or because of the placement of a child with an employee for adoption or foster care.

Health insurance and benefits

The district shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Reinstatement after FMLA leave

Reinstatement shall be determined in accordance with applicable law and Board policies and/or negotiated agreements. If the employee on leave is a salaried employee and is among the highest paid 10 percent of district employees and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

Development of procedures

The superintendent shall develop procedures to require appropriate medical certifications, notification and reporting which are consistent with law. The procedures shall describe how the district will post notices concerning the FMLA and other steps the district shall take to inform employees of the FMLA's requirements.

Compliance with governing law

The district shall fully comply with the FMLA and shall be entitled to take all actions and exercise all options authorized under the FMLA consistent with this policy and its accompanying regulation. In the event that this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the FMLA, the mandatory provisions of the FMLA shall control.

Professional Leave

Two (2) days per year will be allowed for professional leave. This leave must be arranged in advanced with the superintendent of schools. A professional day may not be taken the day before or day following school holidays unless approved by the superintendent. This leave is non-accumulative.

The Board of Education believes that student achievement must drive all professional staff development efforts and that professional development is an indispensable part of overall school improvement. To support these beliefs, the Board is committed to allocating adequate resources, including people, time and facilities, to professional development that is effective.

The Superintendent shall develop a professional development program that:

- Is rigorous, results-based, data-driven and tied to student achievement
- Is ongoing and an integral part of each professional staff member's workday
- Uses a variety of approaches and professional development models
- Is collaborative, school-centered and involves teachers in its design
- Focuses on teachers as central to student learning, yet includes all other members of the school community
- Focuses on student learning
- Is rich in academic content, learning processes, current research, materials, and technologies
- Uses the systematic study of work to improve teaching and learning
- Occurs in environments of safety, trust and shared problem solving

Promotes equity

The professional development program shall be designed to support achievement of the district's educational objectives, including that all students meet or exceed state and district content standards.

The Superintendent shall evaluate the effectiveness of the professional development program on an on-going basis and modify the program accordingly.

Participation in the professional development program is required of teachers and administrators.

Military Leave

Annual military leave

An employee who as a member of a reserve or national guard unit or any other branch of the military organized under state or federal law who is required to take annual active duty during the school year shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 calendar days annually. All remaining leave to fulfill the annual military obligation shall be unpaid leave.

An employee who is required by the state or federal government to continue military service beyond the time for which leave with pay is allowed, shall be granted a leave of absence without pay for all such additional service.

Emergency military leave

Military leave of absence without pay shall be granted to any regular, full-time employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or United States. The employee shall be considered on a leave of absence during military service.

Notice of military service

An employee taking leave under this policy shall provide written or oral notice, as far in advance as possible, of pending military service. Employees on military leave resulting in absence of more than 30 days shall forward a copy of their military orders to the superintendent or designee.

Using paid leave in lieu of unpaid military leave

An employee taking leave under this policy may at his or her discretion, but is not required to, use accrued vacation or other paid leave during time of military service.

Hiring substitute

Where necessary to protect the public interest, a substitute employee may be hired by the school district to perform the duties of the employee on military leave until such time as the employee returns to work.

Reinstatement after service

Upon completion of military service, the employee shall be reinstated in the same or a similar position of like seniority, status and pay if such is available at the same salary and benefits which he or she would have received had leave not been taken, subject to the following conditions:

The school district's circumstances have not changed to such a degree that reinstatement would cause an undue hardship on the district or make reinstatement impossible or unreasonable, including that the position has been abolished.

The employee is not physically or mentally disabled from performing the duties of the position except that the school district shall make reasonable accommodations required under federal and state law, including for any disability incurred or aggravated during military service.

The employee submits an honorable discharge or other form of release indicating that military service was satisfactory.

The employee notifies the district of intent to return to work and returns to work within the time period set out in law.

Upon reinstatement, the employee shall have the same rights with respect to accrued and future vacation, leave, public retirement benefits and other benefits as if he or she had actually been employed during the time of such leave. Because non-probationary status for teachers is not attained merely through continuous employment, a probationary teacher shall be reinstated at the actual year of service (year one, year two or year three) as when he or she began military leave.

Jury Duty Leave

The District board recognizes the importance of the jury system in a democracy and the obligation of all citizens to serve on juries. Employees shall turn over their jury pay to the District for jury duty during the time for which they receive their regular District salary.

Employees shall notify the District office prior to 7:30 a.m. of each day of the employee's absence. Upon return of absence, the employee shall complete the appropriate absentee form.

Unauthorized Absences

Unauthorized absences will be penalized at the individual employee's daily rate.

RE-CERTIFICATION FUND POLICY

Budgets: The district shall budget an annual amount to help certified personnel pay for schooling required for re-certification. The following rules apply for assistance to be given:

1. **Eligible:** Each applicant is eligible for an amount of \$60.00 per credit hour of relative professional continuing education. College credit only and up to three credits per year.

2. Proof of Course: Applicants must provide proof of satisfactory completion of course work at time of request.
3. Courses During Employment: Only courses taken during the term of employment by the Elbert School District will be eligible for reimbursement.

INSERVICE TRAINING

In-service will be held as scheduled on the yearly calendar.

Because of the different needs and specialization of teachers, it is difficult to have organized in-service meetings. However, from time to time we will have a scheduled in-service that will be meaningful for all.

The superintendent shall have authority to approve released time for conferences and visitations including reimbursements for expenses, provided such activities are within budget allocations for the purpose.

The Board shall provide professional growth through such means as the following:

Planned in-service programs and workshops offered within the school system from time to time. The dates of all in-service programs shall be included in the district school calendar.

Released time for visits to other classrooms and schools and for attendance at conferences, workshops and other professional meetings.

REQUEST FOR WORKSHOPS OR CONFERENCES

Follow this procedure when you want to attend a workshop or conference:

Get prior approval from the superintendent.

Pick up a "Leave Form" from the main office.

Complete the applicable form as instructed. (Check Professional Leave)

Return the completed form to superintendent.

PURCHASE ORDER FOR SUPPLIES, MATERIALS, EQUIPMENT

Check to make sure adequate funds are in the account.

Get permission from the superintendent to place an order.

Get a Purchase Order form from front office for elementary or secondary.

Fill out Purchase Order completely (PO MUST have cost or estimated cost and account number before they can be presented to superintendent).

The superintendent must sign completed purchase order.

Turn in completed purchase order to front to be ordered.

REQUEST FOR REIMBURSEMENT

Follow this procedure when you have spent your own money to purchase items for the school and wish to be reimbursed:

1. DO NOT purchase anything and expect reimbursement unless you have FIRST received purchase approval from the superintendent.
2. Always use tax-exempt number when purchasing for the school, as you will not be reimbursed for tax you pay.

3. Get and complete a "Request for Payment" form from staff lounge or office.
4. ATTACH A RECEIPT TO THE FORM (NO receipt = NO reimbursement).
5. Give the completed form w/receipt to administration.

***IMPORTANT TO NOTE:** Reimbursements from general fund moneys will only be paid once a month (at the same time you get your paycheck). Therefore, DO NOT expect to be reimbursed immediately.

USE OF SCHOOL VEHICLES AND PROCEDURES

1. Any trip involving school transportation must have prior approval from Principal, Superintendent and Transportation Director 2 weeks prior to the event. If using a school van please sign-up for use in the main office.
2. The use of school vehicles will be encouraged and given preference over private transportation. At no time shall employees transport students in their personal vehicle.
3. When private transportation is used an expense sheet should be submitted to office for approval; transportation will be reimbursed at the approved rate.

NON-DISCRIMINATION

The policy of Elbert School District #200 shall be to select employees as needed on the basis of merit, training, and experience. There shall be no discrimination against an applicant or employee because of race, religion, color, national origin, sex, marital status, disability, or age; except when it is necessary to meet a bona fide occupational requirement.

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.

Rules of conduct

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

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

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

It is permissible for an employee to receive:

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

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

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

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 shall be 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, including the need to insure that students are appropriately supervised.

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

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 policy JLF.

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

Possession of deadly weapons

The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of the district.

However, the restrictions shall 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 shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency. Fingerprints must be submitted within 20 days of receipt of written notification. The fingerprints shall 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. Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information.

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

Unlawful behavior involving children

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

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 policy JLDAC. 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.

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.

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. Dresses, skirts or shorts shorter than length of fingertip extended down by side or having a slit shorter than that length.
2. Jeans unless worn with a dress shirt.
3. Sunglasses or hats inside the building.
4. Inappropriately sheer, tight, or low-cut clothing that expose undergarments or parts of the body including, but not limited to, the stomach, back or chest.
5. Any advertisement, symbol, word, slogan, or picture that:
 - a. Refers to drugs, tobacco, alcohol, or weapons
 - b. Are sexual in nature
 - c. Denote gang membership
6. Sleeveless shirts cannot expose undergarments and must cover the shoulder.

Exceptions

Appropriate athletic clothing may be worn when teaching physical education classes, or coaching athletic activities.

Staff may dress casual on teacher workdays (student non-contact days), or designated dress down days, not including Parent-Teacher Conferences.

DRUG AND ALCOHOL TESTING

I. Purpose

The Elbert School District also seeks to foster a safe, healthy and productive work environment for the employees of the district. To further these goals the district has implemented an Alcohol and Drug Policy and provides information about services for employee assistance. Our goal is to provide help for our employees who have substance abuse problems while at the same time ensuring that our workplace is operating safely and efficiently. The Alcohol and Drug Policy provides the district with reasonable measures to ensure that an employee problem does not jeopardize the successful operation of the workplace or otherwise negatively affect the district, our employees, the students or general public.

Finally, the Elbert School District seeks to operate an alcohol and drug-free workplace that is in compliance with Federal Drug-Free Workplace Act as well as Alcohol and Drug Testing Rules.

II. Coverage and Implementation

The Alcohol and Drug Policy covers all school employees.

III. Education and Training

To assist employees in understanding the problems associated with substance abuse, and in an on-going effort to prevent and eliminate substance abuse in the workplace, the district provides its employees with substance abuse and treatment resource information. In addition, supervisors receive training in the identification of actions, appearance or conduct of an employee, which may indicate drug use and or alcohol misuse.

IV. Support For Employees Who Voluntarily Seek Help

The Elbert School District supports early diagnosis and sound treatment efforts for substance abuse and encourages each employee to seek help voluntarily for him or herself.

To assist employees in obtaining treatment, the District offers a referral network to community based services that can be accessed by contacting the District Office.

Employees who undergo voluntary counseling or treatment and who continue to work are subject to the same job performance and behavior standards as other employees. As is the case with other employees, those employees seeking voluntary counseling or treatment who fail to meet performance standards will be subject to disciplinary action.

V. Prohibited Conduct

An employee knowingly in the possession of or under the influence of alcohol or any controlled substance shall be suspended immediately by his 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.

After investigation, the superintendent may reinstate the employee if it appears to be in the best interests of the individual and the district. The matter must be reported in full to the Board of Education.

If the investigation causes the superintendent to continue the suspension in excess of 10 school days, the employee may request a hearing by the superintendent or his designee to be conducted in a manner to insure that the individual suspended receives a fair, impartial hearing.

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 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

Prohibited Conduct Under the Elbert School Alcohol and Drug Policy

To ensure a safe, healthful and productive work environment for all employees, the Elbert School District has determined that the following employee conduct is also prohibited. An employee who engages in prohibited conduct will be disciplined up to and including termination, and may be subject to drug or alcohol testing under the Elbert School District's Alcohol and Drug Policy:

Use, possession, manufacture, distribution, dispensation, sale or storage (including in a desk, locker, motor vehicle or other repository) of a drug or controlled substance, illegally used drug or drug paraphernalia on district property, on district business, in district supplied vehicles, in vehicles being used for district purposed, or during working hours;

Consumption, possession, manufacture, distribution, dispensation, sale or storage (including in a desk, locker, motor vehicle or other repository) of alcohol on district property, on district business, in district supplied vehicles, in vehicles being used for district purpose, or during working hours is prohibited.

Note: On-Call Employees: If an on-call employee is contracted to report for duty and the employee believes that he/she may be under the influence, as defined below, the employee must notify his/her designated supervisor who shall determine if the employee shall report to work;

Being under the influence of a drug, illegally used drug or alcohol on district property, on district business, in district supplied vehicles or vehicles being used for district business or during work hours:

Being under the influence of alcohol is defined as a blood alcohol content (BAC) of .02% or higher;

Being under the influence of a drug or illegally used drug is defined as a verified positive drug test result.

Possession, use, manufacture, distribution, dispensation or sale of drugs or illegally used drugs off district premises that adversely affect the employee's work performance or his/her own or others

Switching, adulterating or committing any misconduct pertaining to any breath, urine or blood sample;

Refusing to consent to testing or refusing to submit a breath, urine, or blood sample for testing as required by Alcohol and Drug Policy;

Refusing to submit to an inspection when required under the Alcohol and Drug Policy;

Disclosure of information to individuals, other than on a need to know basis, pertaining to alcohol and or drug testing referrals, results of such testing, or treatment referrals;

For those employees referred to treatment by the district failing to adhere to any of the requirements of the rehabilitation agreement;

Conviction under any criminal drug or alcohol statute for a violation occurring in the workplace of occurring while conducting district business and failure to notify the district of such a conviction within five (5) days of the conviction for a violation;

Failure to notify a supervisor of the use of a prescription drug, which may adversely effect the employee's safe performance of a safety-sensitive function.

Refusing to sign the:

- a. Certificate of Receipt -Alcohol and Drug Policy;
- b. Certificate of Receipt -Post-Accident/Driver's Responsibility Information;
- c. Substance Abuse Testing Consent Form;
- d. Laboratory's Chain of Custody Form; or
- e. Rehabilitation Agreement; or
- f. Post-Accident Hospital Authorization Form

VI. Testing

The methods used to determine the presence of alcohol and/or drugs in the system may include a urine and/or breath test. For the safety of our employees, the district is required to test for drugs and/or alcohol in the following circumstances.

Important: All urinalysis tests for drugs will use the split sample method of collection. The employee's urine sample will be split into two specimen bottles. One will contain the primary specimen and the other will be used as a back-up. The specimen will be preserved under stringent laboratory conditions. Whenever an employee receives notification of a positive drug test, the employee may request that the split sample be tested in a different certified laboratory. This request must be made within 72 hours after the employee received the notification of the positive drug test.

Pre-employment Alcohol and Drug Testing: Pre-employment testing applies to individuals whom the district intends to hire or use, on a permanent or temporary basis.

"Applicants" may be prospective employees or current employees who have served in other capacities.

All applicants shall be advised in connection with their application for employment that they will be required to submit to an alcohol and drug screen at any time prior to the first time the employee performs their duties.

An applicant's failure to consent to a screen or a verified positive drug test result will disqualify an applicant for employment.

Reasonable Suspicion of Drug and/or Alcohol Use Testing: An employee shall be sent for an alcohol and/or drug test whenever a supervisor(s) has reasonable suspicion to believe the employee has: violated the prohibitions of the policy, or if the employee's behavior and appearance indicate drug use and/or alcohol misuse.

Post-Accident Drug and/or Alcohol Testing: Employees who are involved in a reportable accident will be subject to an alcohol and or drug test following the accident whenever: the accident involved a fatality; or the employee received a citation under state and local law for a moving traffic violation arising from the accident; or a bodily injury of an individual who immediately receives medical treatment away from the scene of the accident;

Although testing will never delay the necessary and immediate medical treatment, testing should be performed as immediately as possible following the accident, and the employee shall not

consume any alcohol for 8 hours following the accident. Likewise, an employee must submit to a drug test within 32 hours following the accident.

Return-to-Duty Alcohol Testing: An employee who has violated the alcohol misuse policy, has been evaluated and treated will be tested for alcohol before returning to their duties. An employee's refusal to submit to a return-to-duty alcohol test will be subject to district disciplinary action up to and including termination.

Return-to-Duty Drug Testing: An employee who has violated the drug misuse policy, has been evaluated and treated will be tested for drugs and must have a negative test result before returning to their duties. An employee's refusal to submit to a return-to-duty drug test will be subject to district disciplinary action up to and including termination.

Random Alcohol and Drug Testing: All employees may be subject to unannounced alcohol and drug testing. All employees will have equal probability of being selected for testing and will remain in the pool throughout the process. An employee's refusal to submit to a random alcohol and/or drug test will be subject to district disciplinary action up to and including termination.

Follow-up Drug and/or Alcohol Testing: All employees referred by the district to treatment, and who undergo a treatment program for drug or alcohol abuse, will be subject to unannounced alcohol and drug testing upon returning to duty. An employee's refusal to submit to an alcohol and/or drug test will be subject to district disciplinary action up to and including termination.

VII. Consequences if testing indicates drug or alcohol misuse

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be immediately placed on leave. Before an employee is reinstated, if at all, the employee shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified test results. The Board retains the authority, consistent with state and federal law, to discipline or discharge any employee who is an alcoholic or chemically dependent and whose current use of alcohol or drugs effects the employee's qualifications for and performance of his/her job.

The district is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment or to reinstate the employee. All employment decisions involving reinstatement, termination or dismissal shall be made in accordance with applicable district policies.

VIII. Inspections:

The district respects the privacy of individuals. However, in cases where the district has reasonable suspicion to believe that an employee may be in possession of alcohol in violation of district policy, drugs or drug paraphernalia on district property, the district reserves the option to inspect all district property (including individual offices, desks and lockers). In addition the district may request that the employee empty the contents of his/her personal effects on district property. Such an inspection may be performed by the Superintendent.

IX. Reservation of Rights:

The district reserves the right to interpret, change, or rescind the Alcohol and Drug Policy in whole or in part with the district or without notice, subject to any state and federal laws. In addition, changes to applicable federal or state laws or regulations may require to modify or supplement the Alcohol and Drug Policy. The Alcohol and Drug Policy does not create a binding employment contract or modify an existing contract.

FACULTY SMOKING POLICY

A state law, (1994 Legislature) states that there can be no smoking on the school grounds or in the buildings at any time.

Staff Use of the Internet/Electronic Mail **Acceptable Use Agreement**

Terms and Conditions

All computers belonging to Elbert School District #200 having Internet and electronic mail access will be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Agreement will result in the revocation of access privileges, possible disciplinary and/or legal action.

1. **Acceptable Use:** The use of the Internet or email must be consistent with the educational objectives of Elbert School District #200. The transmission or access of material in violation of any U.S. or state regulation is prohibited. Because technology is constantly evolving, every unacceptable use of the district computers and computer systems cannot be specifically described. Therefore, examples of unacceptable uses include, but are not limited to, the following: *{Note: The Board has the discretion to determine which uses are unacceptable. The following list provides examples the Board may wish to consider.}*
 - The use of your user account must be consistent with the educational objectives of Elbert School District #200. Transmission of any material in violation of any U.S. or state regulation is prohibited.
 - Violating copyright or intellectual property rights. Staff members should assume all materials on the Internet are subject to copyright protection unless the material expressly grants permission to copy or use them.
 - Threatening, harassing or insulting others.
 - Sending or displaying offensive messages or pictures.
 - Promoting violence or advocating destruction of property including access to information concerning the manufacture or purchase of destructive devices or weapons.
 - Inappropriate or profane language.
 - Commercial advertising, or other commercial purposes, such as purchasing products or services.
 - Gambling, access to social networking or chat rooms, instant messaging, other forms of direct electronic communication, streaming other than for educational purposes and online games.
 - Use of an electronic mail system for which the district could incur expenses or use of the Internet through a carrier not selected by the district while students are present.
 - Accessing email accounts on district computers that are not assigned to the staff member by the district or school.
 - Downloading software, programs, music files, ect.

- Impersonating another or transmitting through an anonymous re-mailer.
 - Gaining or attempting to gain unauthorized access to district computers or computer systems, unauthorized access, including so-called hacking and other unlawful activities.
 - Damaging or using another's folder, work or files.
2. **Security:** Security on district computer systems is of high priority. Staff who identify a security problem while using the Internet or electronic communications must notify a system administrator. Staff should not demonstrate the problem to other users. Logging on to the computer network, Internet or email as a system administrator is prohibited. Any user identified as a security risk, or as having a history of problems with the computer systems, may be denied access to the district computers.
 3. **Vandalism:** Vandalism will result in cancellation of privileges and may result in 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 net-work connected to the Internet, operation of any form of electronic communications, the data contained on any network, 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.
 4. **Privilege:** Staff use of the Internet and electronic communication is a privilege, not a right. Failure to follow the use procedures will result in the loss of privileges. The school district may deny, revoke or suspend access to district technology at any time.
 5. **Privacy:** District computers and computer systems are owned by the district and are intended for educational purposes only. Staff shall have no expectation of privacy. The district reserves the right to monitor, inspect, copy, review and store all usage of district computers and computer systems at any time without prior notice.
 6. **Safety and Confidentiality:** Staff shall not reveal personal information about themselves or a student, such as home address or phone number, while using the Internet or electronic communications. Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians or district employees that is protected by confidentiality laws. 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.
 7. **Warranty:** The Elbert School District #200 makes no warranties of any kind, whether expressed or implied, for the access it is providing. The school district will not be responsible for any damages you suffer in using the Internet and email system. This includes loss of data resulting from delays, non-deliveries, and mis-deliveries or service interruptions. Use of any information obtained through the Internet and electronic communications is at the staff member's own risk. The school district does not imply endorsement of the content, nor does the district make any guarantee as to the accuracy or quality of the information received.
 8. **Software:** The illegal use of copyrighted software is prohibited. Any data uploaded, downloaded, or copied from disk shall be subject to "fair use" guidelines.

STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

The Internet can provide sources of information and collaboration helpful to intellectual inquiry. The Internet is considered an extension of the school library with a purpose of promoting the

sharing of resources, research and communication. The Board of Education supports the use of the Internet and electronic communications by staff to improve teaching and learning.

While it is impossible to control all of the materials on a worldwide network, the Board believes that the valuable information and interaction available on the Internet outweighs the possibility that users may procure information that is not consistent with the educational goals of the district. The use of this educational resource demands personal responsibility and an understanding of the acceptable use procedures. Staff members will be required to read and sign an Acceptable Use Contract annually that legally binds them to ethical procedures on the Internet. In accordance with the Neighborhood Children's Internet Protection Act, the school district shall provide a specific technology protection measure to block access to visual depictions deemed obscene, child pornography or material that is considered harmful. Staff members will be expected to monitor online activities of all minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes by district appointed network administrators.

Staff use of the school district computer systems, the Internet and electronic communications is a privilege, not a right. The school district computer systems are the property of the district and are for district business and educational use only. Staff members shall not expect privacy when using the electronic mail or Internet. The school district reserves the right to monitor, inspect, copy, review and store all usage of district computers including all Internet and electronic communications access at any time and without prior notice. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to the district's technology or close accounts at any time.

The school district makes no warranties related to the use of the district computers and computer systems. Providing access to these services does not imply endorsement by the district of 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.

KEYS AND SCHOOL SECURITY

Keys are an important responsibility because they represent the security of our school.

1. Prior to receiving your key(s) every employee will be required to sign an authorization form.
2. Do not give your keys to a student or any person not employed by the District.
3. Do not leave your keys lying where someone may pick them up.
4. If your keys are lost (or may be lost) tell administration immediately!
5. You may be charged for the replacement of the key(s) and/or locks.
6. Do not duplicate a school key. They are each numbered and specifically checked out to you.

7. You will be required to check in your key(s) to the office prior to checking out at the end of the school year. Under pre-approved circumstances you may be allowed to keep your key(s) during the summer.

Your door must remain open during the day, however your classroom door is to remain locked in case a lock down may be required.

Close and lock your door at the end of the day. Do not leave your door open for the custodian to close and lock! If you are in the building at night or on the weekends, lock all doors and turn out the lights when you leave. Look around the building and see if there are other areas which might need taken care of.

CARE OF BUILDING AND EQUIPMENT

Teachers are responsible for the care of equipment in their rooms. A frequent check will help assure that equipment will be in good working condition when someone is ready to use it. Please report any damage or malfunctioning of equipment immediately.

Defacing of school property such as marking or cutting on desks and walls, spilling ink, or sticking gum to furniture should be reported to the office.

Lights are to be used when necessary, turned off when they are not needed.

Teachers are responsible to keep rooms neat, safe, and clean at all times. Teachers are responsible to report to administration any irregularities.

SCHOOL CLOSURE

In case of bad weather, or for some reason we need to close school, the following TV and Radio stations will be announcing Elbert School District closings:

KCNC-TV Channel 4	KRDO-TV Channel 13	KMGH-TV Channel 7
KKTV-TV Channel 11	KWGN-TV Channel 2	KDVR-TV Channel 31
KOA-Radio 850 AM	KUSA-TV Channel 9	

Staff will be notified via Global Connect.

SUBSTITUTE TEACHERS

To request a substitute, call THE SUB CALL LINE 648-3030 ext. 100 **BEFORE 9:00 PM** the night before or **BY 5:45 AM** the morning you need a sub. If you have not called by 5:45 a.m., you will be expected to be at work. When you return to work, **YOU** are responsible for filling out a "School Employee Absence Report" and giving it to the superintendent for approval. To request a sub in advance, you must fill out the Absence Report and give it to the superintendent for approval.

Teacher's plans and rolls must be made available at all times. Please plan ahead as much as possible and let us know as far in advance as you can.

Leave an outline of the work assigned in the office mailbox.

Leave written instructions for special work or extra-curricular work.

Be sure your records and roll books are in order and up to date.

Make note of any students in your room with severe physical or emotional handicaps or students with health problems.

Do not leave any substitute without a seating chart or class roster, or without some meaningful instructions as to what each class is to do.

Teachers are to keep lesson plans sufficiently detailed for substitute teachers to follow easily one week in advance. A sheet giving step-by-step routine for the day should be included in the front of the plan book for the use by a substitute teacher. Failure to provide adequate lesson plans in case of absence will be considered a violation of School Board policy and therefore may be subject to disciplinary actions and/or dismissal.

STAFF INVOLVEMENT IN DECISION MAKING

The Board shall encourage employee participation in decision making for the school district in accordance with the following statements.

Staff Advisory Functions

In the development of regulations and arrangements for the operation of the school system, the Superintendent shall include at the planning stage, whenever feasible, those employees who will be affected by such provisions.

Staff Advisory Committees

To the end that joint advice may be readily available for the purpose described above, the staff shall be encouraged to elect advisory committees to work with the Principal and the Superintendent in the areas of concern to the staff. Furthermore, the Superintendent and Principal shall, at their own discretion, appoint additional committees for such functions as are not being performed by existing groups.

Each elected staff committee shall act in an advisory capacity to the administrative officer responsible for the area in which the committee was elected to operate.

HS/JH CLASS SCHEDULE

THE TIME SCHEDULE IS AS FOLLOWS:

Period 1	7:55 -8:57	Advisement JH	11:00-11:27
Period 2	9:00 -9:57	Lunch JH	11:30-11:57
Period 3	10:00 -10:57	Period 4	12:00-12:57
Lunch HS	11:00 -11:27	Period 5	1:00-1:57
Advisement HS	11:30-11:57	Period 6	2:00-2:57
		Period 7	3:00-4:06

1. Students are expected to follow the example of their teachers in meeting classes on time.
2. IT IS THE TEACHER'S RESPONSIBILITY TO START CLASSES PROMPTLY AND INSIST THAT STUDENTS BE PUNCTUAL.
3. TEACHERS ARE TO SUPERVISE HALLS DURING PASSING PERIODS. ALL STAFF MEMBERS SHOULD PLAN TO ACCEPT THIS RESPONSIBILITY.

LUNCHES AND SNACKS

Teachers eating a school lunch need to pay in the cafeteria prior to eating. There will be NO charges for meals by staff members. Hot lunch price is \$3.00 (milk is included).

Morning snacks will be provided to Preschool – 3rd grades. Because of sanitary reasons, any left over juice, milk, etc. or opened packages of any food item cannot be returned to the kitchen.

H.S. GRADUATION REQUIREMENTS

A. Graduation Requirements

25 credits

The Classes of 2008-2010 may choose to meet the more rigorous graduation requirements for the Classes of 2011 and beyond, however if an individual chooses this option they must fully abide by those requirements and no exceptions will be allowed. Approval must be obtained from both administration and a parent/guardian.

Graduation requirements are based on the units of credit earned in grades 9 through 12. Half credits will be given for completing successfully one-half of a full year's course.

Required Credits:

Classes of 2011 & Beyond

English	4 Units
Social Studies	3 Units
Mathematics	3 Units
Science	3 Units
Physical Ed.	1/2 Unit
Health	1/2 Unit
Foreign Language	<u>2 Units</u>
	16 Units

Suggested For College Bound

English	4 Units
Social Studies	3 Units
Mathematics	4 Units
Science	3 Units
Physical Ed.	1/2 Unit
Health	1/2 Unit
Foreign Language	<u>3 Units</u>
	18 Units

***Required Social Studies Courses: Geography (1 unit), World History or American History (1 unit), Civics (1/2 unit).**

***Required English Courses: English 9 (1 unit), English 10 (1 unit), English 11-12 or College Prep. English (2 units).**

*** Physical Education: 1/3 credit will be granted for the successful completion of each sports season if needed to fulfill the physical education credit**

College Courses, with the approval of the administration, may be approved for high school credit and/or may take the place of required courses.

Correspondence Courses, with the approval of the administration may be taken for credit and/or may take the place of required courses.

B. Transferred Credits: Transferred credits from other accredited school districts will be accepted upon enrollment of the student in the Elbert School District.

C. Schedule Change: No schedule changes will be permitted after the first week of the semester. All changes must be approved by the administration, the counselor, the teacher involved, and the student's parents. A request to change class schedule must be obtained from

the administration or counselor. Any semester class dropped after the first week of a semester will be recorded as withdraw failing and will be listed on the students transcript as such. Exceptions can be made for the above policy by the administration if deemed appropriate.

D. Failure of Course: Any student failing a required course must repeat the course the following year or as soon as schedule permits. Any student failing only a semester must repeat that semester as soon as the schedule permits or the following year.

E. Completion of Requirements: Only those students completing all requirements for graduation as set by law and the school will receive diplomas and participate in graduation ceremonies.

F. Failure to Meet Requirements: All students not meeting those requirements may receive a certificate of participation that states which requirements were not met for graduation.

G. Valedictorian/Salutatorian: Valedictorian of the class shall have a grade point average of no less than 3.6. Salutatorian shall have a grade point average of 3.4 or above. Valedictorian and Salutatorian grade point averages will be figured to the nearest tenth. In case of a tie in grade point average for either Valedictorian and/or Salutatorian, the school will recognize co-winners. On years that no one meets these requirements, graduation will proceed without that position being filled. A student must have attended Elbert High School their junior and senior years to be eligible for valedictorian or salutatorian. (If at any time during their senior year, the valedictorian or salutatorian violates a school rule/policy, they will be put on probation. A second offense would result in the removal of the student from valedictorian/salutatorian eligibility. Violation of a state statute involving alcohol, drugs, weapons, and/or physical assault will be immediate removal. If a student is removed from either of these honors, the student next in line will be moved up if qualified).

H. Weighted Classes /Grade Point Average: The 4.00 method will be used to determine grade point averages. A weighted grading system will be used in conjunction with the 4.00 method to determine grade point average and class rank. Weighted grading is used when the curriculum is deemed more difficult to obtain an “A” to encourage students to take more difficult classes and for class ranking. Off campus, correspondence, and online classes will warrant weighted grading if they are transferable for college credit to any accredited 4-year college. The classes to be included are: Calculus, Trigonometry, Physics, Chemistry, College Prep English and Spanish IV. Prerequisites are required. The Principal and Superintendent will together determine if the college class is an advanced class and to be weighted. The classes on the weighted grading system will be worth- A=5, B=4, C=3, D=1, F=0.

I. Handicapped/Special Ed. Students: Handicapped / Special Ed. Students who successfully complete an individualized course of study, but who have not completed the graduation requirements set by the local school board, may be granted a diploma, which certifies the completion of that course of study. This course of study is probably best outlined in the Individualized Education Plan (IEP), which is developed for individual students.

J. Foreign Exchange Students: Foreign Exchange Students and other students attending Elbert Schools from another country other than the U S A, will be classified as eleventh graders and will not be eligible for graduation.

K. Promotion Policy for Grades 7-8: Students must pass English, Math, Social Studies and Science, and will be allowed only one failure of another subject during grades 7 and 8. They must be competent on an achievement test in English and Math with a level of 6.7 or greater when the 8th grade achievement tests are given. No student may be promoted from the 8th grade whose reading level is below 6.7 without administrative approval. Any student who fails two classes during the 7th and 8th grade will not be promoted. If a student fails only one class, then they must repeat the class before or during the ninth (9th) grade year. The Board must approve any exceptions.

Independent Study, work experience and experience-based programs, approved by the administration, may be taken for high school credit upon presentation of an instructional outline and objectives to be monitored by a faculty member.

L. Elementary Promotion for Grades K-6

Students in grades K-6, who can demonstrate the knowledge and skills to be successful in the next grade level and have met the attendance policy regulations, will be recommended for promotion by the teacher.

GRADES

Student Grades:

All grades will be determined as objectively as possible, using data such as test scores, records of assignments completed, classroom participation, and other observable performance. No grading system can be entirely objective, however. Professional judgment is necessary to recognize factors such as student effort, motivation, learning styles, and other individual differences. No effort will be made to make grades conform to any predetermined distribution, and no grades on tests will be placed on a bell curve. Before testing students will place cell phones in your designated area.

As the relative importance of each type of performance will vary from subject to subject, individual teachers will determine each and communicate to students and parents the standards to be used in each class to determine grades. **Teachers will use a total points system for cumulative student grades rather than weighted categories.**

All grades will be based on teachers' records of student performance. Such records will be kept biweekly throughout the grading period and will reflect all aspects of student classroom performance.

Academic grades for students in grades 3 through 12 will be A, B, C, D, and F. A pass/fail system may be used for students when course content standards are not met due to modifications.

Guidelines for students

Students should keep a daily assignment log.

Students should specify to their parents the time and place to complete their homework.

Students should ask their teacher and parents for assistance in completing homework.

Consistent lack of achievement resulting in a probable grade of D or F will be brought to the attention of the student and his or her parents in time for action to be taken before the end of the grading period.

It should be recognized by students, parents and teachers that standards of performance are neither raised nor lowered by percent scales. Standards are determined by instructional objectives and teacher expectations, which should be challenging but realistic.

Some aspects of student performances cannot be rated precisely on a scale of points or percentages. In those areas, teacher observation and professional judgment must be used to evaluate student progress. Each teacher will establish and communicate to students and parents the criteria to be used and performance standards.

Grades 3 through 12 will use the following percentage scale:

- 90 - 100% - A
- 80 - 89% - B
- 70 - 79% - C
- 65 - 69% - D
- 0 - 64% - F

Note: Grading bell curves will not be allowed

Grades K through 2 will use the following;

The grading system will be as follows:

1. Grading system for K-2nd:
 - A Advanced
 - P Proficient
 - PP Partially Proficient
 - U Unsatisfactory

Number of Grades: There will be no less than two grades per week taken for each student to provide a good basis on which to compute an average.

Report Cards K-12: Report cards will be available on-line at the end of each nine-week period or a hard copy may be requested.

Incompletes: Students may be given an incomplete for work unfinished at the end of the nine-week period because of sickness or other reasons. However, incompletes must be made up in the next two-week period or a failing grade should be given.

Grade books: One book will be issued to each teacher. Classes are to be recorded in this book. Grades to be considered final are to be recorded in ink and all blanks for specific information are to be filled in. Students are not to handle grade books in any respect.

Alphabetized: Class enrollments are to be alphabetized, boys and girls together, under subject designation.

Grade Books Collected: Grade books will be collected at the close of school and filed for future reference.

Go.edustar

The organizational software for curriculum and academic reporting called Go.edustar. This program includes a grade book module and will be used to take attendance and lunch count. Report cards and progress reports will be generated using this program. This program has the capacity to align curriculum with state standards, generate reports for the Colorado Department of Education, help align lesson plans, etc.

TAKING STUDENTS FROM OTHER TEACHERS' CLASSES

We recognize the need for students to miss class occasionally to participate in school activities of various kinds. However, no activity causing students to miss classes of other instructors will be permitted without prior administrative approval for the activity.

Only as a part of an approved school activity should an instructor cause students to miss classes of other instructors. Other than in emergency situations, students are not to be taken out of another teacher's class without that teacher's permission.

MANAGEMENT GUIDELINES FOR HOMEWORK

SECTION I: Definition, Objectives and Responsibilities

Definition: The extension of learning beyond the classroom

Objectives

- A. To extend the concept of learning beyond the classroom
- B. To nurture the development of good study habits
- C. To encourage the use of independent research skills
- D. To promote student independence, responsibility and self-discipline

Responsibilities for achieving objectives

A. Student responsibilities

1. Completes assigned work on time and to the best of his/her ability
2. Assumes responsibility for making up work when absent
3. Communicates with the teacher when extenuating circumstances prevent the completion of assigned homework
4. Schedules school activities and outside employment to allow for successful completion of homework

B. Parent responsibilities

1. Establishes with the student a specific agreement concerning an appropriate time and place to complete homework
2. Allows little deviation from the mutually established routine
3. Provides an appropriate physical and psychological climate to complete homework
4. Monitors but does not do the child's homework
5. Initiates communication **first with the teacher** when concerns arise

C. Teacher responsibilities

1. Informs students of the district's guidelines as well as his/her own guidelines
2. Provides meaningful tasks that support and supplement work introduced during class time

3. Prepares an outline of assignments both on a weekly and long-term basis
4. Evaluates and returns all assigned homework
5. Initiates communication with students and parents when concerns arise
6. Accepts the fact that extenuating circumstances do arise that prevent the completion of homework

D. Counselor responsibilities

1. Serves as liaison among student, teacher and parent whenever a homework problem arises
2. Helps the student and his/her parents to establish priorities and realistic goals
3. Upon request, provides a progress checklist to aid in monitoring a student's homework
4. Seeks an opportunity for selected students to participate in a study-skills group

E. Principal responsibilities

1. Oversees the implementation of the district's homework guidelines
2. Interprets guidelines to students, teachers, and parents
3. Individualizes the guidelines according to the school's need

SECTION II: Guidelines for Students, Parents, and Teachers

Guidelines for teachers in assigning homework

Students should be taught study skills and techniques that include the wise scheduling and use of time. They should learn to incorporate long-term assignments into their daily study schedules.

Teachers should first determine the purpose of an assignment

Practice assignments should help students master basic skills that have already been presented in class.

Preparation assignments should help students benefit from subsequent lessons; for example, define vocabulary terms that will be used in the next lesson.

Extension assignments should require students to use a new skill or concept in a new situation.

Creative assignments should require students to integrate many skills and concepts; for example, a book report or research project.

Allocation of time

In the senior high school (grade 9-12) the amount of homework will vary from day to day as the following factors are considered:

The subject matter

The varying abilities of the students

The student's total workload, including other classes and out-of-school activities and responsibilities.

Students should be taught study techniques that include not only the wise scheduling and use of time but also the need to incorporate long-term assignments into their daily study schedule.

Although it is impossible to establish a rigid line in completing homework, teachers should consider the time element. A suggested guideline for the maximum amount of time, which a student should be expected to spend in out-of-class study, is 1 hour per day or 4 hours per week per class or subject.

Homework assignments should meet the following criteria:

Assignments should be related to learning outcomes that students perceive as meaningful.

Assignments should minimize demands on student and teacher time, but yield maximum benefits.

Assignments should be clearly and thoroughly explained.

Assignments should be within the ability range of most students in the class.

Lesson plans: Teachers are to keep lesson plans sufficiently detailed for substitute teachers to follow easily one week in advance. A sheet giving step-by-step routine for the day should be included in the front of the plan book for the use by a substitute teacher. Failure to provide adequate lesson plans in case of absence will be considered a violation of School Board policy and therefore may be subject to disciplinary actions and/or dismissal.

INDEPENDENT STUDY

Who's Responsible: High School principal is responsible to authorize and approve independent study.

Guidelines & Considerations: Independent study is recommended only for junior and senior students. A student is to earn no more than two (2) courses of independent study (including correspondence course work) each semester. A student should be taking five courses in addition to the independent study. An Elbert certified teacher must be assigned to monitor the independent study and preferably at a time other than when the teacher is teaching a regular class. Application for independent study should occur by the second Friday of the semester in which it is requested. Independent study is a viable option if considered in the best educational interest of the student. It is best used for un-resolvable conflicts, for courses not offered on the schedule, student hardship and occasionally for enrichment.

Process:

- * Determine if independent study is warranted
- * Conduct interview with student, teacher, principal and parent
- * Document student progress
- * Indicate course/credit on transcript
- * Place copy of all documentation, including the signature of the principal, in the student's cumulative folder

REPORTING TO PARENTS

Standard report forms will be used as described in district administrative procedures, and available to parents as needed for all students in grades K-12. Parents will be notified whenever a student is not doing satisfactory work. This notification may be by personal conferences, mail or telephone. Any report of unsatisfactory work will be specific about the nature of the unsatisfactory performance and will include suggestions for improvement. The report will also note areas of satisfactory performance.

At least two parent-teacher conferences will be available annually for each student. Time will be made available for parent-teacher conferences. Additional conferences may be scheduled by teachers, parents or students whenever needed.

DISCIPLINE

Good discipline is a way of achieving teamwork toward goals, the development of group and individual standards rather than imposing of rules and regulations. Some rules and regulations are necessary for any group of people to meet and work together.

We believe that discipline is most conspicuous by its invisibility. It works best in schools where pupils are so involved in learning and participating that they have no time or inclination for unsatisfactory behavior.

Teachers are expected to follow a reasonable approach in administering student control. When preventative measures fail, punishment may be in order, and it should be swift, certain, unerring, and consistent for all similar infractions. The offender must always know why he/she is being punished. His/her penalty should be in accordance with the gravity of his/her offense, and it must never be excessive. Teachers, in dealing with student discipline problems, should feel secure in the fact that the administrators will support them in all reasonable actions.

PLAYGROUND SAFETY RULES

Rules of conduct for the playground include:

Ball and frisbee throwing may be done west of playground equipment.

Use equipment as it is designed to be used:

Go up the slide by way of the steps.

Slide down the slide in a sitting position.

Running or walking up or down the slide is not allowed.

Use swings properly.

Sticks and boards are NOT to be used on the playground.

Dirt and rock throwing are NOT allowed.

Get permission from the playground teacher before going in to use the restroom.

Piggyback riding is NOT allowed.

Stay inside the fence at all times.

Sliding on ice is NOT allowed.

Tackle games on the playground are NOT allowed.

You are responsible to bring in the equipment you take out.

Code of Conduct

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, on district property, when being transported in vehicles dispatched by the district or one of its schools, off of school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.

4. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon *to* a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free schools policy.
10. Violation of the district's policy on sexual harassment.
11. Violation of the district's policy on discrimination by engaging in any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, religion, sex, age, or disability that: (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent, or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school.
12. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
14. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
15. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
19. Behavior on or off school property, which is detrimental to the welfare or safety of other students or school personnel.
20. Repeated interference with the school's ability to provide educational opportunities to other students.
21. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
22. Violation of the district's dress code policy.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

Student Interrogations, Searches and Arrests

The Board of Education seeks to maintain a climate in the schools, which is conducive 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

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 accordance with this policy and may seize any illegal, unauthorized or contraband materials.

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.

4. 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.

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. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy. The school has the right to conduct random locker searches, which could include the use of a trained drug dog.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.

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 suspect that the search will uncover:

- a. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.
- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

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.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one of the same sex as the student being searched shall witness but not participate in the search.

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, 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. School personnel shall not participate in such searches.

Use of Trained Dogs

The District may use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of contraband. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described within.

At the beginning of the school year, the District shall inform students of the District's policy on searches and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If contraband of any kind is found, the responsible student shall be subject to appropriate disciplinary action in accordance with appropriate Board Policy.
5. The student's parent or guardian shall be notified if any prohibited articles or materials are found or alerted on in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with

the appropriate policy.

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. Such material shall be kept in a secure place by the principal 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 five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

Law enforcement officers' involvement Search and seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

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.

Interrogation

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse of a student where the suspected perpetrator is a member of the student's family. However, whether or not to postpone the interview or interrogation until the parent arrives is the law enforcement officer's decision.

Custody and/or Arrest

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff is not responsible for an officer's legal compliance when arresting a student.

Student Absences and Excuses

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

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

Each year the Board establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance 1,080 hours and elementary students 990 hours during each school year.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused.

The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence. If a student walks out of a class without permission, they are considered Truant.

In accordance with law, the district may impose academic penalties, which relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension.

Students and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceeding are initiated to enforce compulsory attendance is 5 days or 5 classes for High School students during any calendar year or school year. According to law, absences for suspension or expulsion shall be considered as unexcused.

Make up work may be allowed for absences. Make-up work shall be provided for any class in which a student has an absence unless otherwise determined by the building; administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day he returns to the class. There shall be one day allowed for make-up work for each day of absence.

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding three (3) or more tardies.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy. However, late for any other reason will be considered a tardy. The first three (3) within a semester are for unavoidable circumstances.

The following consequences will be used if a student has four (4) tardies or more within a semester:

4th tardy to a class in a semester= 30 minutes after school

5th tardy to a class in a semester= 45 minutes after school

6th tardy to a class in a semester= 1 hr detention on Monday
7th+ tardy to a class in a semester= 2 hr detention on Monday

Misleading School Personnel:

Any attempt to mislead school personnel, regarding violations of the attendance policy, whether it is for themselves or for someone else, will result in a 3 day suspension from school with "0" credit for classes missed. Such violations include but are not limited to:

1. Lying to school personnel
2. Writing, or having others write for you, false notes
3. Making, or having made for you, false phone calls
4. Altering, or having altered for you, passes, attendance sheets, or other school records or documents.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance, as required by law, and including those students who are 18 years of age and older.

EXTRACURRICULAR ACTIVITY PARTICIPATION

1. **Rationale and Purpose:** Students who participate in extracurricular activities have a responsibility to themselves, their parents, school, and community. It is a privilege and an honor to be involved in extracurricular activities at Elbert Schools. Participation is not a right. These students are expected to conduct themselves in a manner that will reflect the high ideals and standards of students in our community. This code of conduct will require the student participants to follow a more stringent code of conduct than other students.

The following activities are considered extracurricular:

All Athletic Teams	FBLA	Chorus
Cheerleader	Student Council	Marching Band
Knowledge Bowl	Match Wits	Class Groups
Spanish Clubs	Pep Band	

Any other newly chartered school group or club.

2. **Eligibility To Hold Office:** To hold any school office, a student must:
 - a. Be in good standing in the school.
 - b. Have no failing grades for the most recent quarter.
 - c. The Principal, and or his designee, has full authority to remove a student from office or place a student on probation.

Activity attendance

A student must be in full attendance the day of an activity in order to participate in that activity, unless pre-approved by the administration. (example: Dr. appt., funeral, etc.)

PARTICIPATING IN CHSAA SANCTIONED ACTIVITIES

For a student to participate in CHSAA sanctioned activities they must meet the following eligibility requirements:

1. A physical examination statement must be turned into the school before being allowed to participate in a sport or activity.
2. Has emergency treatment form, district parent permission, athletic insurance waiver, and acknowledgment of this policy and contract forms filled out, signed and on file with the school before being allowed to practice in a sport or activity.
3. Each participant must have passed a minimum of five subjects (or 2.5 Carnegie Units per semester) the proceeding semester.
4. The student must be enrolled in a minimum of five classes (or be able to earn 2.5 Carnegie units) when participating in a sport or activity.

Elbert Schools Additional Eligibility Requirements: For all student activities in addition to the above CHSAA sanctioned activity requirements, the following additional requirements for eligibility of all extracurricular activities are required.

A student **may not have failed any class and/or have more than two (2) D grades** the previous semester or he/she is not eligible for the next quarter. At this time the student's grades, (a cumulative average for the semester), will be evaluated again by the above criteria and if they do not meet this, criteria they are not eligible for the remainder of the semester.

A student **may not have failed any class and/or have more than two (2) D grades** the previous quarter or he/she is not eligible for the next 4 weeks. At this time the student's grades, (a cumulative average for the semester), will be evaluated again by the above criteria and if they do not meet this, criteria they are not eligible for the remainder of the quarter.

In any **one week a student may not be failing any class and/or have more than two (2) D grades** in any of their classes or he/ she is not eligible for that week. (Tuesday to Tuesday)

Rules of Conduct for All Extracurricular Activities

The following rules of conduct will be expected of all students participating in the above-defined list of extracurricular activities of page one of this policy:

The following conduct, regardless of whether it constitutes a single incident or a pattern of activity, shall be grounds for disciplinary action.

Use, *possession, sale, and/or exchange, regardless of the quantity, of alcoholic beverages, illegal controlled substances, or illegal drug (e.g. Hallucinogens, marijuana, anabolic steroids, etc.) and tobacco (in any form). *Possession shall mean to have acquired, or to have in their possession--individually-- an alcoholic beverage, illegal controlled substance, or illegal drug.

Willful disobedience or open defiance of authority.

Willful destruction, damage, or defacing of any school property or equipment.

Behavior, which is detrimental to the welfare, safety, or morals of others.

PENALTIES for infractions of Rules of Conduct will be as follows: Violations of A. 1.

Above will be subject to provisions regarding tobacco, alcohol, and drugs in other part of handbook in addition to the following:

First Offense:

Category One (Athletics)

Students participating in athletics will forfeit 15 percent of the actual scheduled events in that particular activity. (counting tournaments as 2 activities, rounding to nearest whole number, with a minimum of one (1).

This policy will take effect on the first official day of the practice for any sport and continue until the last official game or practice of that sport.

The student may attend practice during the time of suspension if he/she wishes to continue in the activity. Restrictions from games will carry over from one season or sport to another using the number of scheduled events in the season the offense occurred.

Category Two (Clubs or Organizations)

Students who are members of clubs or organizations that do not fall under category one (athletics) will forfeit 15 percent of their scheduled extracurricular activities or events of that club or organization. (minimum of 1)

The student will forfeit the privilege of participating in the first activity (ies) occurring following the infraction.

This policy will take effect on the first official meeting day for any club or organization and continue until the last official meeting day of the club or organization for that school year. The student will be allowed to attend meetings during the time of suspension.

If the student is an officer in a club or organization, they may not hold that office for the next 15 percent of the total extracurricular meetings of that club or organization during the school year. (a count of the total meeting held the previous year will be used for total number of meetings of a club or organization)

Second Offense:

All Categories

Students participating in athletics, clubs or organizations will forfeit the privilege of participation in all activities and meetings for the remainder of the school year.

Drug and Alcohol Policy Offenders:

Should the student, at the expense of the parents of the student, complete a drug or alcohol treatment program at a certified drug or alcohol treatment facility within the school year of the suspension the student may be considered for reinstatement. The school must be notified by the treatment center, in writing, as to the condition of the individual involved before a decision for reinstatement will be considered.

A reinstatement will not be considered for at least 2 months after the suspension has occurred.

Open Defiance of Authority, Willful destruction of Property, and Detrimental Behavior Offenders:

Should the student, at the expense of the parents of the student, complete a counseling program at a certified counseling or treatment center within the school year of the suspension the student may be considered for reinstatement. The school must be notified by the treatment center, in writing, as to the condition of the individual involved before a decision for reinstatement will be considered.

A reinstatement will not be considered for at least 2 months after the suspension has occurred.

Any violation of the rules of conduct may result in the revoking of any awards for which the participant might otherwise be eligible.

The administration reserves the right to bypass any or all of the levels of penalties and impose any or all of the more serious levels of penalties if the seriousness of the offense, in the view of the administration, warrants such action. The administration reserves the right to make all final decisions in regard to penalties for violations.

All observed incidences must be reported to school authorities within ten (10) calendar days of the incident to be considered a valid and legitimate charge. The Principal will check out any reported charge.

Further rules and guides of participation in extracurricular activities will be handled as prescribed by CHSAA, Elbert Public Schools, Individual Club Charters or Bylaws, Coaches of each Sport, and the Elbert Schools Student Handbook.

Notification of Policy:

Category One (Athletics)

The Activities Director and coaches will conduct three meetings throughout the school year; one before the fall sports season, one before the winter sports season, and one before the spring sports season at which time the Activities Director and coaches will notify the athletes and parents or guardian of the rules of the policy. **Each athlete and parent or guardian will be given a copy of this policy acknowledgment to be signed and kept on file in the Activities Director's office. No athlete will be allowed to practice until this process is complete.

Category Two (Clubs and Organizations)

The Activities Director will meet with all club or organization participants to explain the policy before their first meeting and have the students sign the policy acknowledgment form. **This form and policy will be taken home for a signature by a parent or guardian and returned to the Athletic Director to be retained in his/her office. No student will be allowed to attend meetings until this process is complete.

Miscellaneous Items

Nothing contained herein shall be deemed to prohibit a coach or sponsor from establishing and enforcing with Principal approval additional rules applicable to the particular activity.

There should be an adult chaperone in the hotel when Elbert students are on any overnight school related trip or excursion.

These rules are to be provided to participants in writing with a copy on file with the Activities Director and Principal. Violations of these rules may be handled directly by the coach or sponsor involved after conferring with the Athletic Director or appropriate building administrator.

A student may not participate in practices, meetings, scrimmage or contests during the time of any suspension from school.

Students permanently suspended from a sport will not letter in that sport.

Discipline and Appeal Procedures

The Principal or designee shall be responsible for the application of this policy and for imposing penalties and sanctions for violations of the Rules of Conduct set forth in this policy.

Prior to the imposition of any sanctions set forth in this policy the student shall be advised by the coach or sponsor of the evidence against him/her and student shall be entitled to respond thereto.

STEP 1

The Principal will notify the student and parent or guardian of the policy violation by the most immediate accessible means of communication. The notice may be oral or in writing at the discretion of the Principal or designee and shall, as a minimum, inform the student and parent/guardian of the nature of the alleged violation, the nature of the penalty which may be imposed, and the availability of the Principal or designee to meet with the student and parent/guardian to discuss the matter.

If desired by the parent/guardian, the informal meeting will be set up at a mutually convenient time. At the informal hearing, the student shall be given an opportunity to deny or affirm the alleged violation or to provide his/her version of the incident. The principal or designee may at his/her discretion, depending upon the circumstances, allow the student to present witnesses or hold a more extensive hearing in order to make a proper decision on the contemplated action. Written notice of the penalties shall be made promptly by the building administrator to the participant and his/her parent/guardian.

STEP 2

The parent/guardian may request that the principal review the decision by making such request in writing within eight (8) school days of the date of the written notice of penalty. Such request shall include a statement of what result or action is requested and shall set forth the evidence supporting the request. If no request is received by the principal within eight (8) school days of the notification to the student, the appeal process is forfeited. If a request is timely made, the principal shall respond in writing to the request within four (4) school days.

STEP 3

The parent/guardian may appeal the decision of the principal to the superintendent of schools in writing within four (4) school days after the written response has been made by the principal as set forth in step 2. The superintendent shall review the written record and evidence available, and may make such further investigation as deemed necessary. The superintendent shall respond in writing to the appeal request within four (4) school days of receipt of the appeal.

STEP 4

The superintendent's decision may be appealed in writing within fourteen (14) calendar days after the notification of the Superintendent's decision by the student or parent/guardian to the Board. The appeal to the Board shall contain an explicit statement of what is being appealed, the action being requested, and evidence supporting the appeal. The Board may investigate and review the written information available, and may make such further investigation as deemed necessary in its sole discretion. A written decision will be given by the Board within thirty (30) days after the appeal to the Board.

COMPLAINTS AND CONCERNS

Constructive Criticism motivated by a sincere desire to improve the quality of the educational program or to equip the school to do its tasks more effectively is welcomed by the Board of Education.

Close to Origin: The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

Staff Members
Principal
Superintendent
Board of Education

Referred Back: Any complaint about school personnel shall always be referred back through proper administrative channels before it is presented to the Board for consideration and action.

Complaint to Board Member: When a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. Staff Member Involved: If a staff member is involved, the Board member shall refer the person making the complaint to the staff member involved. If the staff member involved has been contacted, then the complaint will be referred to the Principal.
2. Written and Signed: If the person will not personally present his complaint to the Principal, the Board member shall then ask that the complaint be written and signed. The Board member may then refer the complaint to the Superintendent for investigation.
3. Complaint Heard by Board: If at any time the person making a complaint feels that he/she has not been given a satisfactory reply from the Superintendent, he/she may request that the complaint be heard by the Board of Education.
4. Request to Board: The request that the complaint be heard by the Board of Education shall be written, signed and delivered to the Board president at least seven days before the next scheduled Board meeting.

REPORTING CHILD ABUSE

Child Abuse

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if he receives information from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such

information shall remain confidential except that the superintendent shall notify the Colorado Department of Education of the child abuse investigation.

Any school employee who has reasonable cause to suspect that any child is subjected to abuse or to conditions that might result in abuse (for example, malnutrition, dangerous conditions, and neglect) should immediately report the situation to the principal and to the superintendent. This oral report should be followed at once by a written report sent by the employee through the principal to the superintendent.

The written report should include:

- Name, age, address, sex and race of the child

- Name and address of the child's parents, guardians and/or persons with whom he is living

- Name and address of the person, if known, believed responsible for the suspected abuse or neglect

- The nature and extent of the child's injury or condition as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child's siblings—all with date as appropriate

- The family composition, if known

- Any action taken by the person making the report

- Any other information that might be helpful in establishing the cause of the injuries or the condition observed

The superintendent shall be responsible for immediately contacting the Elbert County Department of Social Services or Elbert County Sheriff, using such procedures and forms as may be required by that agency. The administrator shall promptly inform the staff person initiating the report that a written report has been made to the appropriate agency.

After the report is made to the agency, district and school staff members will make themselves available for meetings with the agency's representative to facilitate communication. The school will report any further incidents of abuse to the agency's representative.

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

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

- Make home visits for investigative purposes.

- Take the child for medical treatment. (This does not preclude taking action in an emergency situation)

- Convey messages between the agency and the parents/guardian.

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

SAFETY/CRISIS DRILLS AND PROCEDURES

See the Crisis Manual for requirements and procedures.

WORKERS' COMPENSATION

An employee is eligible for workers' compensation leave from the district during the period of time he is temporarily disabled as the result of any injury arising out of and in the course of his employment which qualifies for an indemnity payment from the workers' compensation division of the Colorado Department of Labor and Employment.

Workers' compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the district while disabled.

It is the intent of the Board of Education that temporarily disabled full time employees receive a payment from the school district in addition to any temporary disability payment for which the employee is eligible under the Workers Compensation Act so that the employee does not suffer a financial hardship while disabled.

An employee shall be entitled to supplement the indemnity payment made by the workers' compensation insurance by district wages computed so that the combination of indemnity payment and district-paid wages equals 100 percent of the employee's weekly wage or equivalent.

Such payments by the district shall continue until the employee is no longer eligible for temporary total disability benefits, but in no event shall the district wage compensation exceed one month from the date of the application for benefits.

During this one month period of district wage compensation, the district shall not charge any earned vacation leave, accrued sick leave or other similar benefits to the employee nor shall such benefits be available to the employee during this one month period.

In the event temporary disability exceeds the one month for which district wage compensation payments are available from the district and the employee is still eligible for indemnity payments of workers' compensation, those payments shall be made to the employee from the workers' compensation division or insurance carrier only.

An employee shall be entitled to supplement the indemnity payment by using earned sick leave and vacation time computed so that the combination of indemnity payment and district-paid benefits equals no more than 100 percent of the employee's weekly wage or equivalent.

Employees shall continue to have school district insurance coverage while on workers compensation leave. The administration is directed to establish necessary procedures to implement this policy.

Safety Policy

It is the policy of Elbert School District #200 that the safety of its employees and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. Elbert School District #200 requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the District policy manual.

The designated safety coordinator for Elbert School District #200 is the primary contact for safety-related matters. All employees will receive an orientation to the Elbert School District #200 safety rules and policy upon initial employment, and are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. Supervisors will communicate these concerns to the safety coordinator, who will respond to this concern within 24 hours.

Return-to-Work Policy

Elbert School District #200 has elected to adopt a return-to-work policy with the intent to utilize eligible injured workers in a productive capacity while they are recovering from an injury. The goal of temporary modified duty is to provide a progression of job duties that will return the injured worker to their regular job.

The Business Manager will be responsible for coordinating the return-to-work program. The designated alternate/back coordinator will be Employers Unity.

The attached return-to-work program should be followed when a worker sustains a work-related injury or illness.

1. All injuries will be reported immediately to the worker's direct supervisor who will notify the designated coordinator. Injuries will be filed via the Internet, phone or fax to Pinnacol Assurance within 24 hours.

2. The injured worker will seek medical attention from the designated medical provider (see return to work action plan) Castle Rock Family Physicians.

In case of an emergency, the injured worker is to seek medical attention from the nearest facility. Follow-up care must be coordinated through the designated medical provider. Pinnacol Assurance may not pay for medical expenses incurred by the injured worker, if he or she seeks unauthorized treatment from a non-designated medical provider. When possible, follow-up medical appointments are to be made before or after work hours. Time off for medical appointments will be treated consistently with other personnel policies.

3. The designated coordinator will maintain regular contact with the medical provider and injured worker, be kept informed of recovery status and obtain updated work restrictions.

4. The designated coordinator will maintain a list of modified duty tasks.

5. The injured worker will be paid based on the value of the tasks performed, as determined by management. If the injured worker is being paid less than pre-injury wages during modified duty, Pinnacol Assurance may pay Temporary Partial Disability (TPD) benefits.

6. During the modified duty period, the designated coordinator will provide to Pinnacol Assurance records of wages paid to the injured worker. If the injured worker is receiving full

wages during the modified duty period, the designated coordinator will provide Pinnacol Assurance a statement to that effect; no ongoing provision of pay records is then required.

7. Modified duty will be allowed as long as it is realistic for the job to continue, or until the injured worker receives a release to full duty or reaches maximum medical improvement (MMI).

8. The designated coordinator will monitor and document the injured worker's performance while on modified duty.

While on modified duty, the injured worker will be held to all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment.

Modified duty assignments are designed to be temporary and transitional in nature. The supervisor, injured worker and relevant staff will review them jointly to address increasing work duties and overall performance. This will be completed at least once a month.