

# **Salida del Sol Academy**

## **Dual Language Education**

**2016-2017**

## **STAFF HANDBOOK**

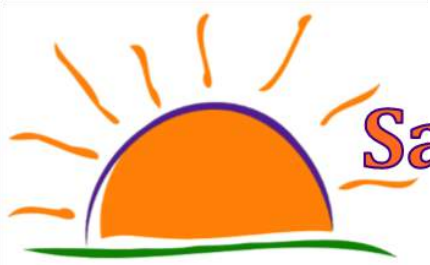
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# Salida del Sol Academy

## Dual Language Education

### MISSION STATEMENT

SDSA will provide a supportive and challenging, personalized bilingual, multicultural education for students from kindergarten through eighth grade. Our students will demonstrate pride, self-confidence, and mutual respect and acquire an academic foundation necessary to become successful leaders.

### Core Values

In order to accomplish our mission and realize our vision to prepare students for success in high school, post-secondary education, the bilingual workforce, and to build a strong bilingual community, we are committed to:

- Establishing a school that will serve the Greeley-Evans communities well
- The belief that every child is special
- Providing a learning environment where students become literate in two languages ensuring that all students become fluent in English and Spanish
- The belief that students and parents will make our school a success
- The belief that parents will be a vital part of our school community
- The belief that all students will achieve to their greatest potential
- A trusting family environment where faculty, students, and parents will learn from and support each other
- Treating all people with respect, dignity, and courtesy
- SDSA becoming a caring and supportive partner in the local community

**SCHOOL MOTTO:** "Where Students Rise!"

**SCHOOL MASCOT:** Phoenix

**SCHOOL COLORS:** Purple & Orange

### Equal Educational Opportunities for Students

It is the policy of SDSA that every student be afforded equal educational opportunities regardless of race, color, ancestry, creed, sex, sexual orientation, religion, national origin, marital status, disability or need for special education services. As prescribed by law, the School shall not illegally discriminate regarding access to or participation in any educational program or activity conducted by the School.



# Salida del Sol Academy

## Dual Language Education

### Executive Director's Message

WELCOME to Salida del Sol Academy where our goal is to provide a safe and supportive environment for our students. We will promote multiculturalism and bilingual education for our K – 8 students following the Gómez & Gómez Dual Language Immersion model. We must remain faithful to our model to ensure the success of our students.

As we move forward, we will take on challenges together and it will be together that we will overcome obstacles and succeed in our goals. It is my expectation that each and every one of you will step up and meet these challenges head on. Our success is dependent on us working as one team, one family. We are a team of professional highly trained, skilled and diverse employees here to serve the needs of our students and parents. We are expected to observe the highest ethical standards as we perform our jobs and serve our school community.

This employee handbook is our guide of policies, practices and procedures. It is imperative we remain consistent in abiding and enforcing the policies of Salida del Sol Academy for the benefit of our staff and students. I believe we add to our success with input from you as well-informed employees. Use this handbook to guide you and learn how we can improve our work life and personal life.

On behalf of our Salida del Sol Academy school board and myself, we warmly welcome you to a year where we are focused on achieving greater successes. Salida del Sol Academy is not only a place “Where students rise”: It’s where “WE ALL RISE”!

Respectfully,

Joseph Melendez  
Executive Director

## **SECTION I : Scope of the handbook**

This employee handbook is provided to explain practices, policies and benefits in effect at the time of publication and supersedes all previously published handbooks. The handbook does not constitute a contractual arrangement or agreement of any kind between SDSA and its employees, including, but not limited to, duration of the employment relationship or terms and conditions of employment.

Differences may be noted between this handbook and employment contracts for certain employees, Board policies, and administrative rules of SDSA as authorized by the Executive Director. In the event such differences exist, the SDSA School Board policies, shall govern respectively, unless such document specifically states that it is subordinate to this handbook. This handbook sets forth personnel rules and policies for:

- Salida del Sol Academy employees;
- The Executive Director, Principal and Chief Financial Officer serve at the discretion of the SDSA School Board.

Wherever the words “Executive Director” are used, they apply to the Executive Director or the Executive Director’s designee. Wherever the words “Principal” are used, they apply to the Principal or the Principal’s designee. Wherever the acronym “SDSA” is used, it represents Salida del Sol Academy.

If there are any questions concerning any policy or benefit explained in this handbook, please contact the Executive Director.

### **Leadership Team**

- Joseph Melendez – Executive Director
- Francis Schneeweiss – Principal
- Judith Morales – Assistant Principal
- Nidia Dobson – Assistant Principal
- David Sanchez – Chief Financial Officer

### **Administrative Team**

- Latisha Dominguez – Psychologist
- TBA – Counselor
- Anthony Antuna – Security Director
- Carlos Quintana – Facilities Manager
- Claudia Gutierrez – Administrative Asst.
- Ana Suris – Attendance Clerk
- TBA – Office Manager
- April Abbey - VISTA
- Angela Erdmann – Nurse Consultant
- Anadine Tapia – Health Clerk

## SECTION II : Roles & Responsibilities

### Board of Directors

➤ The Board of Directors is the highest authority in the school. The board is composed of 9 individuals with a diverse set of skills who are committed both to the success of the school and the school community. The Board will bear responsibility for oversight of the school and general management of the affairs, property and business of the school. The Board will serve as the final authority in matters affecting staffing, budget, curriculum, calendar decisions and setting of policy. The Board will meet on a regular schedule. The Board will establish and receive reports from various committees to advise the Board about relevant topics that will be comprised of parents, employees, community members, and, when appropriate, students. The school administrative team or the Board of Directors may create additional, temporary, or permanent committees as the need arises. These committees may include but are not limited to the following: Accountability Committee, Finance and Property Committee, Marketing, Recruitment and Enrollment Committee, Hiring Committee, Curriculum Committee, Safety Committee, Technology Committee, Benefits Committee, and Fundraising and Community Outreach Committee. The committees will report directly to the Board of Directors.

#### ○ Board Responsibilities & Duties

- Implementing the vision and mission statements as well as the school's values, philosophy and objectives.
- Establishing policies for the Executive Director's operation of SDSA as well as ensuring that the provisions of the corporation's Articles of Incorporation, Bylaws, the charter contract, and other contracts or agreements with Weld Greeley SD6 are being followed.
- Establishing fiscal policy and boundaries, including but not limited to, budgets and financial controls for the schools.
- Selecting a new Executive Director and Chief Financial Officer, when necessary.
- Establishing necessary working committees and ensuring that all directors are actively involved in appropriate committee assignments. All directors are expected to actively serve on at least one such committee.
- Periodic evaluations of the school, taking into consideration the school's philosophy and goals as stated in the vision and mission statements.
- Conducting a written annual evaluation of the performance of the Executive Director and Chief Financial Officer and establishing his/her performance goals for the following year.



- Conducting a written annual self-evaluation, including consideration of whether the Board and its committees are independently knowledgeable concerning school matters or are relying too heavily upon the Executive Director and other school personnel for guidance in establishing and maintaining policies.
- Keeping full and accurate minutes of Board meetings.
- Maintaining a policy repository so that governing decisions made over a period of years may be readily available to subsequent directors and administrators.
- Developing and maintaining a communication link to the community.

***It is important to remember that each director has no individual authority; it is only as a collective Board that there is authority.***

## **Leadership Team**

The leadership team at SDSA will be made up of at least five individuals who will fill different roles.

- |                           |                       |
|---------------------------|-----------------------|
| • Executive Director      | • Assistant Principal |
| • Chief Financial Officer | • Assistant Principal |
| • Principal               |                       |

## **Executive Director**

- |  |   |
|--|---|
| • Reports directly to the Board of Directors               | • Make final determinations on termination actions involving staff and faculty, except administration |
| • Serves as the director of human resources                | • Maintains and Updates the School Charter Agreement  |
| • Maintains Community Relations                            | • Supervises and Evaluates the Principal  |
| • Makes reports to stakeholders                            | • Develops/Negotiates Contracts with outside agencies   |
| • Oversees School Accountability Reporting                 | • Custodial & Maintenance   |
| • Oversees Day-to-Day Operations of the School             | • Food Services   |
| • Oversees Parent Organizations and Volunteers             | • Transportation / Busing   |
| • Assists with Fundraising Activities                      | • Landscaping   |
| • Communicates with the Colorado League of Charter Schools | • Trash Service   |
| • Communicates with the Charter Authorizer                 | • High Plains Library District  |
|  | • Aims Community College  |
|  | • UNC   |

- District 6 Special Education Oversee School Safety and Development of Safety Procedures and Drills
- All other duties as assigned

## **Chief Financial Officer**

- Reports to the Board of Directors
- Oversee school finances including the SDSA Foundation Board and SDSA Building Corporation
- Must have a working knowledge of Colorado School Finance Act
- Must have the ability to manipulate financial software
- Must handle payroll, PERA, and tax withholding
- Assist the Director with school and employee insurance policies and issues
- Prepare and assist with the annual audit
- Make monthly financial reports to the Board of Directors
- Handle banking and deposits on behalf of the school
- Ensure monthly bills are paid
- Track the school financing/bonding agreement and file necessary reports
- Serve on the Finance Committee and on the Benefits Committee
  - Negotiate Contracts with outside agencies for telephone/internet service and copier service
- Assist with the hiring and supervision of office staff
- Financial grant management
- All other duties as assigned

## **Principal**

- Reports to the Director
- Curriculum Development
- Staff Development
- Student Achievement
- Faculty/Staff Evaluation
- Program Evaluation
- Recruitment and Retention of Quality Faculty and Staff
- Oversees Special Education
- Monitors school data, oversees testing, ensures students are on target to meet growth and status goals
- All other duties as assigned

## **Assistant Principal**

- Reports to the Principal
- Faculty and Staff Evaluation
- Provides Discipline Support to Teachers
- Student Personnel Issues
- RTL Coordinator
- Monitors/Evaluates Counseling Services
- School Assessment Coordinator (SAC)
- READ Act/READ Plan Coordinator
- Hires and Supervises Classroom Aides, Playground and Lunchroom Monitors
- All other duties as assigned

## **Assistant Principal**

- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students
- Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.
- Assists the Principal in providing Principalship to the school
- Supervises and evaluates the performance of designated certificated and/or classified personnel; assigns duties to faculty and staff as appropriate to meet school objectives; assists with the recruiting, interviewing, and selection of new faculty and staff
- Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned
- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines
- Monitors and organizes attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts
- All other duties as assigned

## **Faculty**

### **Classroom and Specials Teachers**

- Classroom and Specials Teachers will report to and be evaluated by the Principal or the Assistant Principal. Teachers will be responsible for the day-to-day instruction of the students in the school. Classroom teachers will provide primary supervision of classroom assistants (aides). The Assistant Principal will oversee that supervision, participate in evaluations, and take the lead on any disciplinary or termination actions. Classroom and Specials Teachers will be expected to participate in various committees and take on responsibilities involving enrollment, community relations, and family involvement. SDSA is a K-8 school and will employ elementary and middle school teachers. Specials taught at SDSA will include art, music and physical education.

### **Special Education Teachers**

- SDSA will contract with Greeley-Evans School District 6 (SD6) for special education services in accordance with the contract with SD6. Every attempt will be made to ensure that Special Education Teachers comply with the background requirements for faculty hired by SDSA.

### **Instructional Support Staff**

- Instructional Support Staff will report to and be evaluated by the Principal (or Director of Interventions when hired). Instructional Support Staff will be responsible for meeting the special needs of our diverse population.

### **Educational Assistants**

- Educational Assistants will report to the Classroom Teachers, but they will be jointly evaluated by the Classroom Teacher and the Assistant Principal. Educational Assistants will be responsible for aiding the Classroom Teacher by providing support for academic, operational, and behavioral aspects of the classroom environment.

### **Office Staff**

- The office staff will report to the Administrative Lead which reports directly to the Executive Director. The Leadership team will evaluate office personnel.

### **Safety & Security Staff**

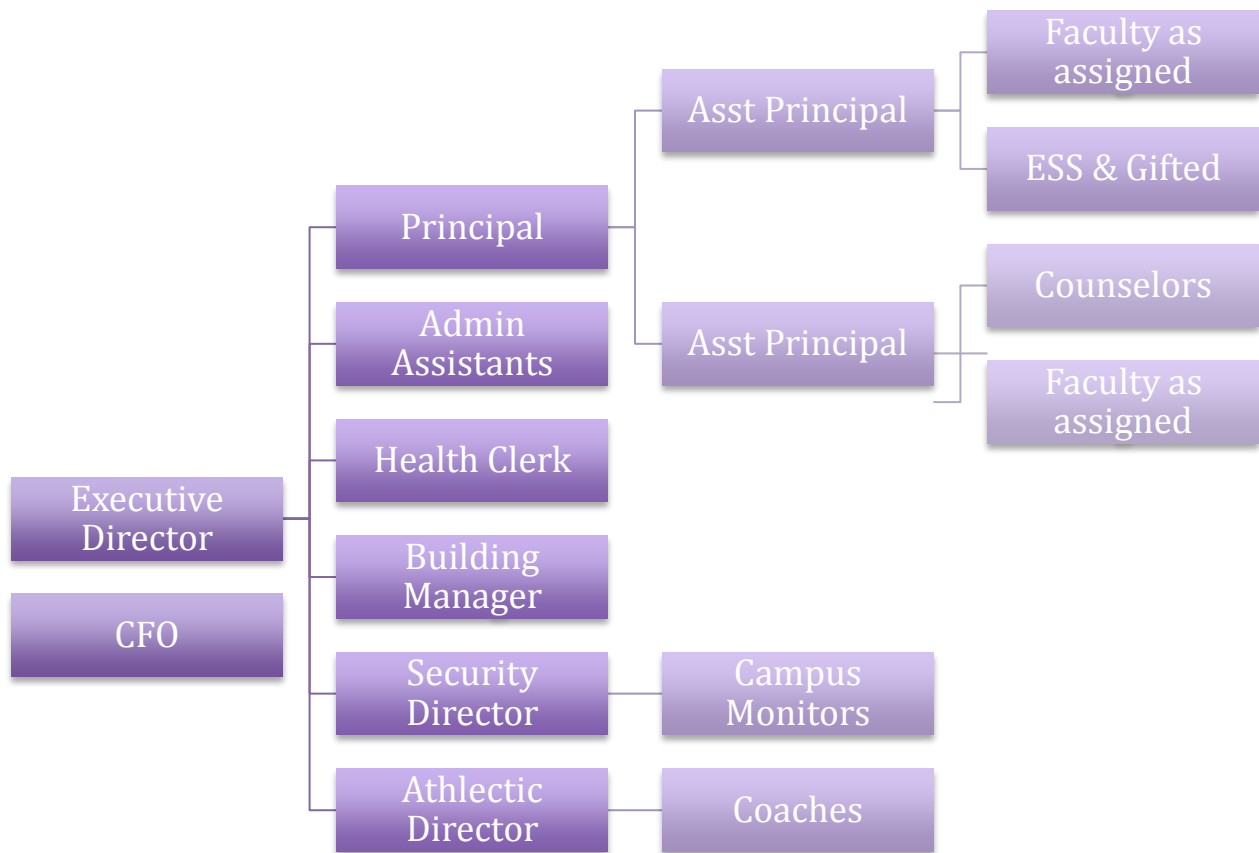
- The safety and security staff will report and be evaluated by the Executive Director

**Facilities Staff**

- The facilities staff will report to and be evaluated by the Executive Director.

**All Other Non-instructional Staff**

- All of the non-instructional staff will report to and be evaluated by the Executive Director.



≈ END OF SECTION II ≈

## **SECTION III : Employee Standards of Conduct**

### **Purpose**

Salida del Sol Academy employment carries with it a special obligation of trust that imposes responsibility to protect the integrity of our profession. SDSA also requires the adherence to high moral and ethical standards in order to gain and to maintain the confidence and respect of the community.

This section is intended to be a general statement of those standards of conduct which shall govern the conduct of all SDSA employees in meeting their obligation of trust to the community. SDSA personnel policies, procedures, and guidelines are also in place to provide employees with additional details related to these general standards of conduct.

### **Standards of Conduct**

The work rules and standards of conduct for SDSA are important, and SDSA regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting SDSA business. Any employee who fails to comply will be subject to corrective action, up to and including termination of employment.

Each staff member shall observe rules of conduct established in the law and policy, which specify that an employee of SDSA shall not:

- Report for duty under the influence of any narcotic, alcoholic beverage, illegal drug, or intoxicant.
- Participate in the unlawful manufacture, distribution, dispensing, possession, or use of narcotics, alcoholic beverages, illegal drugs, marijuana, intoxicants, controlled substances, or drug-related paraphernalia on school property or at any official school function.
- Report for duty under the influence of any substance, including legally prescribed drugs and medicines that will adversely affect his /her working ability, alertness, coordination, or jeopardize the safety of others.
- Accept a gift or reward of substantial value or economic benefit which would tend to improperly influence a reasonable person with respect to SDSA.
- Perform any action on behalf of the school that would create an economic benefit for the staff member and/or associates.

- Sell to the school goods or services of any kind for personal gain without the express prior written consent of the Board of Directors.
- Supervise or evaluate a member of his or her immediate family.
- Conduct his or her personal commercial business on school property without prior specific written approval of the Board of Directors. Further, an employee shall not pressure or obligate any other staff member, student or parent to purchase goods or services.
- Test or require a test for a child's behavior without prior written permission from the parents or the guardians of the child and prior written disclosure as to the disposition of the results of the testing.

***Failure to notify the Executive Director of listed criminal offenses:***

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Willful, reckless, or improper conduct leading to damage of school property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome advances
- Excessive absenteeism or any absence without notice;
- Unauthorized use of school equipment
- Using school equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

***Any employee of SDSA who is arrested or charged with one of the following offenses must notify the Executive Director as soon as possible, but within three days:***

- Any felony offense;
- A misdemeanor or municipal violation involving unlawful sexual behavior;
- A misdemeanor or municipal violation involving children;
- A misdemeanor or municipal violation involving indecent exposure, as defined in C.R.S. 18-7-302(2);

- Driving under the influence or driving while ability impaired, as defined in C.R.S. 42-4-1301,
- Misdemeanor domestic violence, as defined in C.R.S. 18-6-800.3 (1);
- Misdemeanor sexual assault, as defined in C.R.S. 18-3-402;
- Misdemeanor unlawful sexual contact, as defined in C.R.S. 18-3-404;
- Misdemeanor child abuse, as defined in C.R.S. 18-6-401;
- Misdemeanor sexual exploitation of children, as defined in C.R.S. 18-6-403;
- Misdemeanor or municipal violation involving the illegal sale or possession of controlled substances, as defined by C.R.S. 12-22-303(7), excluding an arrest or charge for simple marijuana possession;
- A crime of violence, as defined in C.R.S. 18-1.3-406; and
- Any felony offense in another state, the elements of which are substantially similar to the elements of the offenses described above.

*It is permissible for a staff member to:*

- Receive an occasional gift or benefit which is insignificant in value.
- Receive an award presented by an organization in recognition of public service.
- Receive payment for speeches, appearances, or publications reported as honoraria as long as such activities were not conducted on work time.
- Use school facilities and equipment (for example, school phones for local calls or school rooms for meetings), to communicate or correspond or meet with parents, patrons, family members, or business associates on an occasional basis, so long as such use is reasonable and does not violate any other school policy or state statute, e.g. the Fair Campaign Practices Act.

## **Physical Contact with Students and Other Staff Members**

Under Colorado Law, a touching is a battery, and illegal, if there is an intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. To establish battery, Colorado courts have held that it is sufficient if the actor intends to inflict an offensive contact without the other's consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical contact, whether injurious or merely offensive, and a battery may be committed by touching another through the clothing. It is the policy of SDSA that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member



must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Hugs initiated by the student
- Hugs given with permission
- Pats on the shoulder or back
- Hand-shakes
- “High fives” and hand slapping
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes
- Patting a student on the knee (grades K through 5)
- Sitting students on one’s lap (grades K-2 ) for purposes of comforting the student
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property

***Except as discussed above, the following forms of touching are never appropriate:***

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Corporal punishment
- Sitting students on one’s lap (grades 3-8)
- Touching buttocks, chests or genital areas
- Pushing a person or another person’s body part (other than in self-defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-members
- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection

- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

## **Corrective Action**

SDSA holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, SDSA expects the employee's supervisor to take corrective action. Corrective action is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected. The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, SDSA considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, any misconduct concerning any child, vandalism or destruction of company property, the use of school equipment without prior authorization by the Executive Director or designee, untruthfulness about personal work history, skills, or training, divulging business practices, and misrepresentations of SDSA to another employee, a prospective employee, or the general public.

## **Discipline**

All employees are expected to meet Salida de Sol Academy standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with SDSA policies and procedures.

If an employee does not meet these standards, SDSA may or may not, at sole discretion, take corrective action, other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with SDSA policies and procedures and/or other disciplinary problems.

- **Warnings:** The supervisor should discuss any problem and present a warning to the employee that clearly identifies the problem and outlines a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (*i.e.*, termination) if the problem is not corrected or recurs. The employee should acknowledge receipt of the warning and include any additional comments of his or her own before signing it. A record of the discussion and the employee's comments should be placed in the employee's file. Employees who have had formal written warnings may not be eligible for salary increases, bonus awards, promotions, leaves of absence or transfers during the warning period. Corrective action may include any of a variety of actions depending upon the circumstances and severity of the particular situation.

Corrective actions may be taken at the discretion of management and include **any** of the following:

- Verbal counseling with the employee, which will be confirmed in writing by the supervisor for the personnel file.
- Written warning, which will be placed in the personnel file.
- Suspension, which will be confirmed in writing for the employee's personnel file.
- Suspension is a disciplinary action. This may be paid or unpaid. If an employee is suspended, it will be documented in their personnel file.
- Discharge, which will be documented in the personnel file.

The corrective action process will not always commence with a verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, the intent and motivation to change the performance, and the environment in which the offense took place.

## **Conflict of Interest & Outside Employment Statement**

Just as SDSA expects the highest personal conduct from our students, it is an expectation that employees conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of SDSA. Business dealings that appear to create a conflict between the interests of SDSA and an employee are unacceptable. SDSA recognizes your right to engage in activities outside of your employment which are of a private nature and unrelated to our business; however, you must disclose any possible conflicts so that SDSA may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to your supervisor. A potential or actual conflict of interest occurs whenever an employee is in

a position to influence a decision that may result in a personal gain for the employee or an immediate family member (*i.e.*, spouse or significant other, children, parents, siblings) as a result of the SDSA business dealings.

All employment outside of SDSA is only permitted with permission from the employee's supervisor. Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If you have any question whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact your supervisor to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

## **Work Product Ownership**

Please be aware that SDSA retains legal ownership of the product of your work. No work product created while employed by SDSA can be claimed, construed, or presented as property of the individual, even after employment by SDSA has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for SDSA, regardless of whether the intellectual property is actually used by SDSA. Although it is acceptable for you to display and/or discuss a portion or the whole of certain work product as an example in certain situations (*e.g.*, on a resume), please bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of SDSA.

## **Whistleblower Policy**

SDSA is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the business practices, specifically:

1. Reporting suspected violations of law, including but not limited to federal laws and regulations;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and

3. Identifying potential violations of SDSA policy. An employee who wishes to report a suspected violation of law or SDSA policy may do so confidentially by contacting the Executive Director or Principal.

SDSA expressly prohibits a form of retaliation including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of SDSA. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to either: the employee's immediate supervisor or the Executive Director. Supervisors, managers and staff who receive complaints of retaliation must immediately inform the Executive Director.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Executive Director and a member of the SDSA administrative team will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly.

*≈ END OF SECTION III ≈*

## **SECTION IV : General Employment Polices**

### **Equal Employment Opportunity**

Equal Employment Opportunity is a fundamental principle at SDSA, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation or belief or any beneficiary of any program financially assisted under Title 1 of the Workforce Investment Act of 1998 (WIA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any Colorado Department of Labor program or activity veteran status, genetic predisposition or carrier status, pregnancy or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Executive Director has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to their supervisor or the Executive Director.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

### **Harassment and Grievance Process**

#### **Harassment**

It is the policy of SDSA to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law. SDSA prohibits any such discrimination or harassment. It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity and respect for all. It shall be a violation of this policy for any student, teacher, administrator or other employee of SDSA to harass a student, teacher, administrator, or other employee through conduct or communication, including social media. This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to SDSA (e.g., an outside vendor, consultant or customer). Conduct prohibited

by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Grievance Procedure**

The grievance procedure is a process by which an employee of SDSA can bring workplace concerns to upper levels of management. This is a formal process and requires rules be strictly followed. Failure to follow procedures will forfeit your right to this process. In the event of a dispute involving employment practices or the enforcement of the personnel policies contained in this Employee Handbook, and after a good faith effort with the supervisor to thoroughly resolve the dispute, all employees may submit their grievance following the procedures outlined below. The good faith effort shall be documented, including problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. This documentation will be included in the personnel file. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to grieve.

### **Safety**

The management of SDSA is committed to providing the resources and manpower necessary to develop, implement, and administer a safety program for the protection of its employees. All management personnel and employees are expected to meet their responsibilities to make the safety program effective and productive. Periodic reviews of our safety program will be conducted by management to maintain its effectiveness.

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the Executive Director. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employer Report of Injury/Illness Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

### **Violence in the Workplace**

SDSA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect SDSA or which occur on SDSA property will not be tolerated. Acts or threats of violence include conduct which

is sufficiently severe, offensive, or intimidating to alter the employment conditions at SDSA or to create a hostile, abusive, or intimidating work environment for one or several employees.

Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on SDSA premises, regardless of the relationship between SDSA and the parties involved.
- All threats or acts of violence occurring off SDSA premises involving someone who is acting in the capacity of a representative of SDSA.
- Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:
  - Hitting or shoving an individual.
  - Threatening an individual or his/her family, friends, associates, or property with harm.
  - Intentional destruction or threatening to destroy SDSA property.
  - Making harassing or threatening phone calls.
  - Harassing surveillance or stalking (following or watching someone).
  - Unauthorized possession or inappropriate use of firearms or weapons.

SDSA's prohibition against threats and acts of violence applies to all persons involved in SDSA operation, including but not limited to personnel, contract, and temporary workers and anyone else on SDSA property. Violations of this policy by any individual on SDSA property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors.

## **Substance Abuse Policy**

SDSA is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of substance abuse have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to all employees of SDSA while they are on school premises or elsewhere on SDSA business. The use of tobacco products is not permitted anywhere on the SDSA premises.

- The manufacture, distribution, possession, sale, or purchase of controlled substances and/or including alcohol and marijuana, on SDSA property is prohibited.
- Being under the influence of drugs, alcohol substance, or substances of abuse including marijuana and prescription drugs that impair work performance on SDSA property is prohibited.



So that there is no question about what these rules signify, please note the following definitions:

- Company property / SDSA
  - a. Property: All Company owned or leased property used by employees.
- Controlled substance: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.
- Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user including alcohol and marijuana
- Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.
- Illegal drug:
  - a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
  - b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
  - c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the SDSA policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing alcohol, marijuana, an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment. Working or reporting to work, conducting business or being on SDSA property while under the influence of an illegal drug, marijuana or alcohol substance, or in an impaired condition.

## **Employment of Relatives of Employees/Nepotism**

SDSA permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of SDSA, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member

of the employee's household. SDSA will use sound judgment in the placement of related employees in accordance with the following guidelines:

Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of SDSA, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

## **Criminal History and Educational History**

As a condition of employment, all employees are required to submit to a criminal history review. The criminal history review shall include a fingerprint check and simultaneous FBI check. Individuals who refuse to submit to a criminal history review or whose criminal history review reveals that they have been convicted of a crime or have violated the law may not be offered employment and/or may be subject to termination. Individuals whose criminal history review reveals that they have been convicted of a felony, a domestic violence offense, or a crime against a child or any other offense identified by the legislature of Colorado as grounds to revoke licensure will not be offered employment and/or will be terminated. No person employed or otherwise associated with a charter school, including members of the Board of Directors, who has been convicted of or has pleaded nolo-contendere to a crime related to misappropriation of funds or theft shall be engaged in direct processing of charter school funds.

Employees are required to provide official transcripts or submit to an educational verification search to verify units earned/degree received or in-service hours. These requirements must be completed prior to beginning employment, and the information must be submitted to the Chief Financial Officer. To the extent permitted by law, SDSA may require that these costs be borne by the employee. Individuals whose educational background differs from that of the job description may not be considered for employment.

## **Internal Investigations and Searches**

From time to time SDSA may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, in SDSA discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) and personal belongings (i.e. brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for SDSA property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to SDSA.

SDSA will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so.

## **Recruitment, Hiring and Retention Policies**

### **Recruitment and Retention of Quality Faculty**

SDSA knows it is critical to the success of our school to recruit bilingual and biliterate faculty members. We will target universities that have noted bilingual teaching education programs. The search for faculty will include all in-state colleges and universities as well as universities in neighboring states. We will make a concerted effort to create a salary model that will be attractive to candidates with teaching experience.

### **Employment Applications**

SDSA relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **Teacher Hiring Process**

Prospective teachers at SDSA will undergo a hiring process conducted in both Spanish and English to evaluate each candidate's bilingual abilities. The hiring process will include, but may not be limited to, the following steps:

1. An application form must be completed
2. A letter of interest must be submitted
3. Three letters of reference must be on file
4. A resume must be submitted
5. Official transcripts from the candidate's college or university must be on file
6. A copy of the candidate's current teaching license is required
7. All candidates who interview will be asked to teach a demonstration lesson
8. Reference and background checks will be performed
9. Formal interview with school administrators and an interview committee
10. Receive final approval from SDSA's Board of Directors

## **General Employee Hiring Process**

The determination of hiring for vacant positions not related to faculty or leadership positions, the executive director and chief financial officer will make a determination in support of filling a vacant authorized position. Prospective employees will follow the procedure as outlined.

- Hiring Process:
  - Complete and submit an application
  - Submit a resume
  - Provide supporting documents, certifications, certificates in support of minimum job requirements
  - Interview for position
  - Reference and background check
  - Receive final approval from SDSA's Board of Directors

## **Filling Open Vacancies**

When vacancies occur SDSA will provide an opportunity for current employees to consider the open position. SDSA will notify current employees via email of the opening and requirements for the open position. Employees who meet the minimum requirements may apply for the position. The employee will be given 3 days to notify the executive director of their interest with a letter of interest. Any and all employees will be interviewed as a part of the process. The executive director will take into

consideration the employee's qualifications, performance evaluation and the overall affect on SDSA's personnel structure.

1. Should there be no internal interest, the open position will be posted for outside applicants utilizing SDSA's website and other outlets commonly used for posting employment opportunities.

### **Immigration Law Compliance**

SDSA employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with SDSA within the past three years or if their previous I-9 is no longer retained or valid.

### **At-Will Employment**

All employment at SDSA is "at will." This means that SDSA has the right to terminate employment at any time, with or without advance notice, and with or without cause subject to certain statutory requirements. Employees may also terminate employment subject to contract provisions as established by contract with the Board of Directors.

In addition, SDSA maintains a highly flexible culture. Given the entrepreneurial nature of SDSA, an employee's position and/or position description may be changed at any given time by his or her supervisor. Nothing in this manual is intended to change this policy. However, SDSA will not discharge an employee who has legitimately invoked the Whistleblower Protection policy; for exercising their right to vote or to their political affiliation; answering the call for military duty; for filing a workers' compensation claim; or for receiving an order for wage garnishment.

### **New Employee On-Boarding**

The on-boarding program is designed to help employees feel welcome, comfortable, prepared and supported in their new job. Employees will attend a general orientation and learn more about the culture, values and expectations. Employees will also receive an orientation that is specific to their job.

Orientations are great opportunities to listen, ask questions and get acquainted with people and the new environment. Employees are responsible for becoming aware of and following SDSA policies and procedures. A copy of the staff handbook will also be provided to the new employee which outlines the necessary procedures and policies for SDSA

As a new member for SDSA, the Chief Financial Officer will provide an overview of compensation, benefits, tax, and legal issues and assist in the completion of any necessary paperwork. It is the employee's obligation to provide any required documentation.

New employees are presented with a prox card for building access, keys, and procedures needed to navigate within the workplace. A member of the administrative team will then introduce the new hire to staff at the weekly all-staff meeting.

## **Policy for Supporting Breastfeeding Employees**

In recognition of the well documented health advantages of breastfeeding for infants and mothers, SDSA provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by the school administration.

SDSA subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

### **School Responsibilities**

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- **Milk Expression Breaks:** Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. The parent must approve the times with the school's supervisor. The parent must give a written feeding schedule to the supervisor. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.
- **A Place to Express Milk:** A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own

private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in general company refrigerators or in the employee's personal refrigerator/cooler kept in her office

- **Breastfeeding Equipment:** SDSA expects employees to bring electric breast pumps to assist with milk expression during work hours and throughout the course of breastfeeding for the employee. SDSA also allows designated family contact person to bring the parent baby to school for breastfeeding. The times need to be pre-approved by the parent supervisor, and a written schedule should be provided by the parent to the supervisor of the times that the baby will be breastfeeding at school.
- **Staff Support:** Supervisors are responsible for alerting pregnant and breastfeeding employees about the school's worksite lactation support program, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

### **Employee Responsibilities**

- **Communication with Supervisors:** Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.
- **Maintenance of Milk Expression Areas:** Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.
- **Milk Storage:** Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using in the school's refrigerator or in the personal storage coolers.
- **Use of Break Times to Express Milk:** When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

## Separation of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Termination – involuntary employment termination initiated by SDSA.
- Layoff/Non-Retention – involuntary employment termination initiated by SDSA for non-disciplinary reasons.
- Surplus-involuntary employment termination initiated by SDSA for budgetary reasons.
- When a non-exempt employee intends to terminate his/her employment, he/she shall give SDSA at least two (2) weeks written notice.

Any employee who terminates employment with SDSA shall return all files, records, keys, and any other materials that are property of SDSA. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to SDSA will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

### **Non-Renewal and Renewal : *Non-Renewal of Offer Letter***

At the time designated by School Calendar, a supervisor may recommend Non-Renewal of an employment offer, effective at the end of the current school year. The reasons for non-renewal cannot be based on an employee's exercise of Constitutional rights, or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. Reasons for a recommendation of Non-Renewal may be based on one or more of the following:

- Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication.
- Failure to fulfill duties or responsibilities.
- Incompetency or inefficiency in the performance of required or assigned duties.
- Inability to maintain discipline in the classroom or at assigned school-related functions.
- Insubordination or failure to comply with official directives.



- Failure to comply with policies or administrative regulations.
- Conducting personal business during school hours when it results in neglect of duties.
- Reduction in Force (RIF) because of financial exigency or program change.
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
- The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property, working in the scope of the employee's duties, or attending any school or school sponsored activity.
- Conviction of a felony or any crime involving moral turpitude.
- Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy.
- Failure to meet the Associations standards of professional conduct.
- Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth.
- Disability, not otherwise protected by law, which impairs performance of required duties. Immorality which is conduct the Association determines is not in conformity with the accepted moral standards of the community. Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
- Any activity, school-connected or otherwise, because of the publicity given it, or knowledge of it among students, faculty, community, impairs or diminishes the employee's effectiveness in the Association.
- Reasons specified in individual employment offer letters reflecting special conditions of employment such as but not limited to failure to fulfill requirements for certification.
- Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- A significant lack of student progress.
- Assault on an employee or student.
- Falsification of records or other documents related to Academy activities.
- Falsification of required information on an employment application. Misrepresentation of facts to a supervisor.
- Any attempt to encourage or coerce a child to withhold information from the child's parent.
- Budgetary reasons as determined by the Board

## **Exit Interview**

In a termination or voluntary resignation situation, SDSA will conduct an exit interview to discuss an employee's reasons for leaving and any other impressions that the employee may have about SDSA. Every attempt will be made to keep all information confidential.

## **Post-Employment Inquiries**

SDSA does not respond to oral requests for references. In the event an employee's employment with SDSA is terminated, either voluntarily or involuntarily, SDSA may be able to provide a reference to potential employers only if the employee has completed and signed a release form. Employees of SDSA should not under any circumstances respond to any requests for information regarding another employee unless it is part of their assigned job responsibilities. Employees who receive requests for information regarding other employees should forward those requests to their supervisor who should then forward them to the Executive Director.

## **Disability Accommodation**

SDSA is committed to complying with all applicable provisions of federal, state and local laws prohibiting discrimination on the basis of disability. It is SDSA policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, SDSA will provide reasonable accommodations to a qualified individual with a disability who has made SDSA aware of his or her disability, provided that such accommodation does not constitute an undue hardship on SDSA. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Executive Director. SDSA encourages individuals with disabilities to come forward and request reasonable accommodation. Consistent with the non-discrimination in employment policy, all students of SDSA are admitted, are accorded rights and privileges, and have access to programs and activities made available to them at SDSA in a non-discriminatory manner. SDSA does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. All testing and evaluation materials and procedures used for the purpose of evaluation, testing, assessments and/or for placement of children with disabilities are selected and administered so as not to be discriminating.

## **Performance Evaluation & Planning Sessions**

Supervisors will conduct annual performance reviews with all regular full-time and regular part-time employees. Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose. Performance reviews are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor may discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement. SDSA directly links wage and salary increases as well as continued employment with performance. Performance reviews and goal setting sessions may or may not have a direct effect on any changes in compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

### **Teacher Evaluation Process:**

Teachers at SDSA will participate in an annual evaluation process, in addition to on-going coaching, mentoring and feedback throughout the school year. SDSA will develop its own teacher evaluation process in accordance with the new CDE State Model Evaluation System that will include internal performance standards based on Gomez & Gomez as well as other measures determined by the Board of Directors and Administrators, including the following components:

- A concise and clear rubric of key teacher evaluation indicators that demonstrate areas of mastery
- Annual goal setting with input from the teacher and the administrative supervisor
- Professional development that is individualized and aligned to annual goals, key evaluation indicators, and a school-wide initiative to increase the quality of instruction and student achievement
- Monthly informal observations and prompt feedback
- Teacher self-evaluation
- Two formal evaluation conferences to review performance and offer feedback with the administrative supervisor
- Informal Mentor teacher observations and conferences
- Student academic progress

## **Fiscal Management Policy**

No staff member, other than specifically authorized individuals, is permitted to contract or obligate SDSA for any financial matters except as set out in the Fiscal Management policy. No staff member, other than specifically authorized individuals, is permitted to accept cash and/or checks. All school events, for which money is collected, must be approved by the Chief Financial Officer. The Chief Financial Officer will supervise the collection of all fees and will be responsible for managing the receipts. Cash and/or checks should not be stored or locked in staff offices or desks but instead given to the Chief Financial Officer or designee for storage. Teaching staff and students are not permitted to do fundraising or fee collection without the prior approval and coordination with the Executive Director. Failure to comply with this policy may be grounds for employment sanctions.

### **Expense Reimbursement**

Expenses incurred by an employee are discouraged and must have prior approval by a supervisor. Reimbursement requests need to be submitted to the Chief Financial Officer and will be processed within two weeks.

### **Grant Requests**

SDSA encourages the application for grants by staff and faculty. However, in order to avoid conflict with the fundraising that must occur by SDSA and the SDSA Foundation, a grant coordination committee has been established. Any requests for grants must proceed through this process. A copy of the policy is available from the Executive Director.

### **Fiscal Responsibility**

Any money received by any staff member MUST be deposited with the Chief Financial Officer daily. Failure to do so could result in an adverse employment determination.

*≈ END OF SECTION IV ≈*

## SECTION V : Work & Pay

### Basis for Determining Pay

Several factors may influence employee rate of pay. Some of the items SDSA considers are the nature and scope of the job, what other employers pay their employees for comparable jobs (external equity), what SDSA pays their employees in comparable positions (internal equity), and individual as well as SDSA performance. It is SDSA's goal to have a current Job Description on hand that broadly defines your job responsibilities.

### Timekeeping

**Non-Exempt Employees:** Accurately recording time worked is the responsibility of every nonexempt employee. Time worked is the time actually spent on a job(s) performing assigned duties. SDSA does not pay for extended breaks or time spent on personal matters. Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to the appropriate person.

**Time Sheets:** Non-exempt employees will be issued a time sheet. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.

**Exempt Employees:** Exempt employees are responsible for following the school procedure for signing in and out.

**Overtime:** Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action. The supervisor's signature on a timesheet authorizes pay for overtime hours worked.

**Payday:** All employees are paid the last business day of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the prior day of operation.

For salaried employees, salary payments are made on a monthly basis for base salary due up to the pay date. SDSA pays all salaried employees on a twelve (12) month year, regardless of whether work is completed during the summer. Hourly employees are paid monthly on the same schedule as salaried employees. Regular business hours are 7:30am to 4:15pm. For more information on pay periods, please contact the Chief Financial Officer.

Employees will be paid through direct deposit of funds to savings or checking accounts at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a *Direct Deposit Authorization* form may be obtained from the Chief Financial Officer. Due to banking requirements it may take several weeks for activation of the Direct Deposit. In the event of a lost paycheck please see the Chief Financial Officer.. In the event the lost paycheck is recovered and SDSA identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to SDSA within 24 hours of the time it is demanded.

A statement of earnings is available and can be obtained by contacting the Chief Financial Officer. The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted. It is the employee's responsibility to update these forms by contacting the Chief Financial Officer.

### **Salary Deductions**

SDSA will pay exempt employees a salary rather than an hourly rate. Once an employee's PTO (paid time off) days have been exhausted or are otherwise unavailable, SDSA will deduct pay from an exempt employee's salary under the following circumstances: (i) one or more full days absences for personal reasons; (ii) one or more full day absences for illness, injury, or sickness, (iii) one or more full day disciplinary suspensions; and (iv) partial or full day absences during an approved family or medical leave. SDSA will not deduct pay from an exempt employee's salary if the employee has a partial day absence. Exempt employees who believe that SDSA made an incorrect or improper salary deduction should promptly report the deduction to their supervisors or the Chief Financial Officer. If SDSA incorrectly or improperly made a deduction from an exempt employee's salary, it will reimburse the employee for the deducted pay. SDSA reserves the right to terminate employment once absenteeism exceeds paid or unpaid leave available.

## **Effective Date of Compensation Changes**

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change.

## **Error in Pay**

Every effort is made to avoid errors in your paycheck. Employees who believe an error has been made should tell the Chief Financial Officer immediately. He will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day.

## **Wage Garnishment**

SDSA hopes that its employees will manage their financial affairs so that it will not be obligated to execute any court-ordered wage garnishments. However, when an employee's wages are garnished by court order, Salida de Sol Academy is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. SDSA will, however, honor the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck. A \$3.00 service fee may be charged per check written to cover the administration of the above, if permitted by the judgment of garnishment.

## **Contracts and Salary Model for Teachers**

- A. Salaries are based on teacher services necessary for the operation of the school for the regular school term, including all scheduled days on the officially adopted school calendar. Make up of days when school is closed due to snow or other natural causes are part of the regular school term. Such services include days scheduled for teacher activities when pupils are not in attendance, as well as generally recognized and accepted services incidental to the operation of the school.
- B. Employees are hired based on the current salary model. Steps are awarded for up to eight years of teaching experience on a one-to-one ratio. Credit for columns past the bachelor's degree is given for graduate level coursework only upon hire.
- C. Teachers must present evidence of college work completed for salary schedule placement in the form of official transcripts from the institution(s) where the work was completed. These transcripts become a part of the permanent personnel file of the teacher in the administrative office.

- D. Step and column placement adjustments will be made once each year effective with the August 31 payroll.
  - 1) Please see the sections pertaining to the horizontal and vertical advancement on the salary schedule.
- E. Vertical (step) advancement on the Salary Schedule – in order to be eligible for vertical step advancement in August, a teacher must have been under contract a minimum of one semester of the previous year and received an acceptable evaluation.
- F. Column Moves/Advancement. Column moves are based on the following:
  - 1) Graduate level courses. The model is based on semester hours; quarter hours are converted to semester at the rate of 2/3 credit for each hour earned.
  - 2) Classes/workshops for CDE credit that are approved by the Executive Director before the class begins. Employees must submit a pre-approved Request for Consideration of Non-Graduate Level Coursework for Column Movement and a copy of the CDE certificate for the column movement to occur. (It is important to note that many districts will not accept the transfer of CDE workshop credits for their salary schedules. So, it may be to the employee's advantage to pay for graduate credits rather than CDE recertification credits.)
  - 3) Column movements for the school year are based on any classes taken through the spring semester of the previous school year.
  - 4) Each year, employees are asked to submit information regarding their column movement for the upcoming year. This information must be submitted by the deadline to be included in the budget and for the contract amount to be adjusted. Adjustments will take place with the first payroll in August, provided all documentation (official transcripts / CDE certificates) has been submitted by August 15.
  - 5) Teachers are responsible for verifying their own placement on the salary schedule. On occasion a teacher may be improperly placed resulting in an overpayment or underpayment of compensation. The school or the teacher will immediately notify the other if either becomes aware of the misplacement. An adjustment or repayment may be made, as determined by the Executive Director, but only for amounts accrued or overpaid during the current school year. In no event shall any claim by the teacher or the school for overpayment or underpayment be recognized for prior school or contract years.

### **Wage or Salary Increases**

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the end of the school or fiscal year. Such reviews may be conducted more frequently for a newly created position, or based on a recent



promotion. Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals.

### **Full Time and Part Time Determination**

Full time and part time status will be determined by the Board of Directors when the length of the school day and school year is established.

### **Workday**

The workday begins at 7:30 a.m. and ends at 4:15 p.m. Be certain that your room is locked when you leave. If a deviation from this schedule is necessary, please contact an administrator. Please use the Teacher Check-out Sheet available in the main office in the event that an emergency arises which necessitates your leaving the building during school hours. A duty-free 30 minute lunchtime is provided for all teachers. Teachers may leave campus during the designated lunchtime block or, if necessary, during other parts of the day. However, teachers must notify an administrator and sign out using the Teacher Check-Out sheet in the main office.

### **Building Entry**

Prox cards will be issued to each teacher. Teachers are responsible for the safekeeping of prox cards assigned to him or her. **At no time should keys be loaned to a student.** In the event of a loss notify the Director of Security and Safety. A charge may be incurred for replacement.

### **Employer Information and Property**

The protection of SDSA business information, property and all other SDSA assets are vital to the interests and success of SDSA. No SDSA related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of SDSA may, therefore, be removed from SDSA premises or disclosed to without permission from the Executive Director. In addition, when an employee leaves SDSA, the employee must return to SDSA all SDSA related information and property that the employee has in his/her possession, including without limitation, documents, roll books, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary or legal action.

## School Closures and Inclement Weather

It is the responsibility of the Executive Director or the Principal to use their best judgment to determine if students will remain inside due to poor weather conditions. Students will report to the gym and sit quietly in the event of inclement weather before school. During the lunch hour, students will report back to their classroom or the gym after they have eaten and be supervised by their teacher. Support staff will move throughout the building to provide coverage for teachers to accommodate short breaks as needed.

In the event of bad weather and to check if school has been cancelled, information will be available through:

- Salida del Sol website, [www.salidadelsolacademy.org](http://www.salidadelsolacademy.org);
- Greeley/Evans District website [www.greeleyschools.org](http://www.greeleyschools.org)
- tuning into K99, Tri102 or KFKA1310
- watching Channel 9 News, or
- School App

≈ END OF SECTION V ≈

## **SECTION VI : Benefits**

### **Benefits and Time Off**

#### **Group Benefits**

SDSA offers a benefits program for its regular full-time employees. All regular employees of SDSA will participate in the Public Employees' Retirement Association of Colorado under the provisions set by Colorado statutes. Employees also have the opportunity to sign up for health, dental, prescription and vision insurance for themselves and their dependents through contracts between SDSA and the insurance carriers. The benefits committee will review and provide input on an annual basis. The existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

#### **COBRA Benefits**

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the UnitedCare health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at SDSA group rates plus an administration fee. SDSA or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under SDSA health insurance plan. The notice contains important information about the employee's rights and obligations.

#### **Social Security/Medicare**

If you are a full time regular employee contributing to Teachers Retirement System of Colorado, your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit

you receive. Your Medicare benefits, however, will not be affected. Under the Social Security Law, there are two ways your Social Security benefit may be affected.

1. Windfall Elimination Provision
2. Government Pension Offset

For further information, please contact the Social Security office.

SDSA withholds income tax from all employees' earnings and participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

## **Leave Policies**

### **Paid Time off (PTO)**

SDSA provides Paid Time Off (PTO) for regular full time employees. PTO, or discretionary days may be used for vacation, personal time, illness or time off to care for family or dependents. PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency please contact your immediate supervisor as soon as possible so a replacement may be scheduled. Employees using extended PTO time (in excess of 3 days) must submit a request at least two weeks before the extended PTO or if used as sick time the employee must submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Temporary employees, part time employees, workers being paid short or long-term disability insurance, and workers being paid workers' compensation are not eligible to receive or accrue PTO. PTO may not be taken the first week of the school year, last week of the school year, on scheduled in-service and/or training days, or immediately before or after holidays. In extreme and/or unusual circumstances, PTO may be approved during these times by the supervisor. See your supervisor for specific school blackout dates.

Teachers and staff who are contracted for the school year are entitled to the number of days off approved annually by the Board of Directors. This is usually one day per month of employment.. Any unused days will be reimbursed at the daily rate of pay for a substitute. All 12-month employees are entitled to PTO as agreed upon in their employment contract.

## **Faculty and Leave Request**

Teachers and staff are given identified holidays plus breaks as set out in the school calendar. In addition, full time teachers and staff are awarded PTO or discretionary days (the number of days is established annually by the Board of Directors) that can be used for any non-school related absence, e.g. illness, funerals, personal business and emergencies. Part-time faculty and staff are given that percentage of days (e.g., .80 FTE = .8 x discretionary days = discretionary leave). Jury duty or any school- related court appearance is not considered discretionary leave. Any unused leave time will be paid out in the June paycheck at the rate of daily substitute teacher pay for a full day. No leave can be accrued. In extenuating circumstances, staff may request that other staff be allowed to donate one day (maximum) of their leave to help cover any absences they might have beyond their allotted leave days. If approved, staff must complete a form to designate their donation. Any staff qualifying for short term or long-term disability must exhaust that leave rather than donated leave first. Short-term disability is provided by the school and begins on the eighth consecutive day of absence. Pay is at a rate of 2/3 of the normal rate of pay. All payments are determined and paid by the insurance carrier.

## **Donation of PTO**

SDSA recognizes that employees may have a family emergency or a personal crisis that causes a severe impact resulting in a need for additional time off in excess of their available paid time off. To address this need all eligible employees will be allowed to donate PTO time from their unused balance to their co-workers in need in accordance with the policy outlined. Any donation is strictly voluntary.

## **Absence without Notice**

From time to time, it may be necessary for employees to be absent from work. SDSA is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Paid time off (PTO) has been provided for this purpose. Employees who are unable to report to work, or who will arrive late, should contact their Supervisor and inform him/her of their situation. Employees who know in advance that they will need to be absent should request this time off directly from their supervisor. Employees who are unable to call in themselves because of an illness, emergency or for some other reason, should be sure to have someone call for them.

Employees who are absent because of an illness for three or more consecutive days may be asked by the Principal or your supervisor to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work. A note from the doctor is also required for an absence prior to or after a weekend. A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or

leaving early without informing administration will be considered a “lateness pattern” and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Three consecutive days of no call/no show is considered a voluntary termination. Supervisors will make a note of any employee’s absence or lateness, and his or her reasons, and have it placed in the employee’s personnel file. Employees should be aware that excessive absences, lateness or leaving early may lead to disciplinary action, up to and including termination. Note: Please see section 4.3 Discipline for SDSA discipline procedure.

### **Record Keeping**

The Chief Financial Officer will keep a record of PTO days accrued, used and donated. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

### **Holiday**

Unless otherwise provided in this policy, all SDSA employees will receive time off with pay at their normal base rate for each observed holiday. Employees on a leave of absence are ineligible for holiday benefits that accrue while on leave. Temporary and part time employees are not eligible to receive holiday pay.

### **Bereavement**

SDSA provides full-time employees up to three days paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five days with prior approval from your supervisor.

### **Jury Duty**

SDSA encourages and expects all employees to fulfill their civic responsibility by serving jury duty when required. SDSA employees summoned for jury duty will be granted a leave of absence for the period of time required for such jury duty. The leave of absence will be granted without loss of PTO or any other benefit. If an employee is present at court and has not been selected to serve at trial he or she must turn in hours served from the clerk of court to their supervisor on a daily basis. If an employee has been selected to serve at trial, he or she will be paid the difference between his or her regular salary or

wage and the amount he or she receives as a juror. Any employee summoned for jury duty must provide his or her supervisor with an authentic summons, subpoena, or notice for such duty and upon returning to work must present proof of jury duty service, including the dates of the employee's service. Employees are expected to return to work immediately if they are excused from jury duty during their regular working hours.

### **Military Duty**

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Leave and Re-employment Act and applicable state regulations. The policy covers those employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training.

### **Family Medical Leave Act (FMLA)**

Eligible employees may take up to 12 workweeks of unpaid, job protected leave under the Family and Medical Leave Act ("FMLA") in a 12-month period for specified family and medical reasons. A 12-month period is defined as July 1<sup>st</sup> – Jun 30<sup>th</sup>. Additional information regarding this policy may be obtained from the Chief Financial Officer.

### **Employee Eligibility**

To be eligible for FMLA leave, you must have:

- Worked for SDSA for at least 12 months; and
- Worked at least 1250 hours for SDSA during those 12 months.

FMLA leave may be taken for any of the following reasons:

- The birth of an employee's child and to care for the newborn child;
- The placement and care for a newly adopted or recently placed foster child;
- To care for a spouse, child, or parent (but not parent-in-law) who has a serious health condition; or
- An employee's own serious health condition that renders the employee unable to perform one or more of the essential functions of his or her job

## **Worker's Compensation**

Under Colorado statutes, SDSA carries workers' compensation insurance. Should any employee be injured as a result of an injury arising out of and in the course of his or her employment as a SDSA employee, benefits will be provided as specified in the workers' compensation law.

## **Professional Development**

SDSA expects all employees to maintain necessary certifications and encourages all employees to attend meetings, conferences, and other educational sessions that provide training and ideas helpful to the development or operation of the school.

The request shall consist of a written memorandum outlining the course material, how the course will add to your professional development and any printed course materials. Professional development requests should be submitted at least 10 days in advance for in-town events and at least 30 days in advance for out-of-town events. Requests to attend professional development opportunities not sponsored by SDSA are subject to the approval of the Executive Director.

*≈ END OF SECTION VI ≈*



## **SECTION VII : Employee Responsibilities**

### **Employees Conduct and Responsibilities**

All employees of SDSA are expected to carry out their assigned responsibilities with due diligence.

In conduct and interpersonal relationships, all staff members must recognize that they are in a position of trust and are being continuously observed by students and the community. The Board of Directors expects all employees to be exemplary models for the students of SDSA. Staff members' manner, dress, courtesy, actions, and attitudes serve as models that influence the development of young people.

Staff is responsible for the education of and safety of all students. Additional responsibilities that shall be required of all personnel include but are not limited to:

- Consistent and prompt attendance at work.
- Enforcement of and adherence to the policies of the Board of Directors of SDSA.
- Attention to the safety and welfare of students, including the need to ensure that students are under supervision at all times.
- Diligence in submitting required reports in accordance with guidelines and at the times specified.
- Care and protection of school property.

Disclosure or use of confidential information acquired in the course of an employee's employment only to staff who are authorized to know such information, and only for lawful purposes.

### **Employee Dress Code and Public Image**

Staff members project an image to the community and to students about the professionalism of SDSA. The example set by staff is a significant teaching opportunity. During the workday and at all work-related activities, staff shall adhere to a professional standard of dress and shall be neat and clean in appearance.

Staff is not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. The following items are deemed disruptive to the classroom environment and therefore staff shall not wear the following in the school building, on school grounds, or at school activities:

- Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the school Administration, including but not limited to items that:
  - Refer to drugs, tobacco, or alcohol
  - Are obscene, profane, vulgar or defamatory in design or message
  - Advocate drug use, violence, or disruptive behavior
  - Threaten the safety or welfare of any person
  
- Clothing that:
  - Is inappropriately reveals all or part of the stomach, buttocks, or chest, or
  - Is backless, or
  - Is inappropriately sheer, short, tight, or low-cut, or
  - Is torn, tattered, or soiled

Staff in specialized roles, such as art teachers, physical education teachers, coaches, field trip chaperones, custodians, occupational therapists, et al., may wear attire appropriate and reasonable to performing their functions.

Clothing worn on “school spirit days” or their equivalent must conform to items one and two above.

A professional appearance is important anytime that you come in contact with parents and visitors. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are considered inappropriate working attire for SDSA:

- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short mini skirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising

If administration occasionally designates "casual days," appropriate guidelines will be provided to you. Consult your supervisor if you have any questions about appropriate attire.

## **Attendance & Punctuality**

The presence or absence of each employee is of critical importance to the successful operation of the SDSA. Therefore, SDSA expects all of its employees to be on time, ready to begin work at the beginning

of their day, and to work the full allotted time they are assigned each day. SDSA reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Employees are not allowed to perform work (for pay) at home or away from the SDSA unless specifically authorized for each occurrence by their Supervisor. Faculty are to work within the parameters of their contracts. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not allowed to perform work while on scheduled nonpaid lunch break, unless specifically assigned by the supervisor. Attendance at SDSA sponsored functions is not compensated unless the supervisor has required you to attend and work at the function and has written approval from the Executive Director to provide the additional compensation. Employees violating these rules may be subject to disciplinary action up to and including, termination.

## **Substitute Requests & Covering another class**

### **Substitute Requests**

To request a substitute, teachers must contact the designated building **Substitute Administrative Assistant, presently Claudia Gutierrez at 371-3907**. If the need for a sub occurs the morning of your absence (for sick and emergency discretionary only), call and leave a message at the designated number as soon as you determine that you need to be absent. It is recommended that you call between the hours of 5:30 and 6:00 a.m, in order to ensure that there is adequate coverage for your classroom. For all other upcoming sub needs, assistance finding a substitute will be available between 7:00 a.m. and 4:00 p.m.

### **Covering another Class**

Teachers may be asked to cover a class for another teacher. Teachers will be paid for coverage at the assigned rate per hour. Specific rate will be determined on a yearly basis; visit the Chief Financial Officer for more information.

## **Attendance of Staff Meeting or Professional Development**

Attendance of scheduled staff meetings and professional development opportunities are mandatory for all faculty. Professional development opportunities will be provided to support and enhance teacher effectiveness. Sessions are scheduled on designated Mondays from 2:00 – 4:00 p.m..

Notification of professional development (PD) sessions will be communicated through e-mail the week prior to the training. Should an emergency or illness occur, notify the Principal immediately.

Staff members who are unable to attend a Staff Meeting or PD session will be expected to meet with their Department Unit Leader to obtain information within a two day period.

## **Video Surveillance Policy**

SDSA makes limited use of video surveillance systems inside and outside the SDSA building. Video surveillance systems are primarily used to record areas or activities where there are public and/or hidden areas, i.e. stairwells. Video surveillance cameras are generally not used to observe employee work areas, and are never used in areas where employees would have an expectation of privacy, such as restrooms or locker rooms.

The primary purpose of the video surveillance system is to allow the after-the-fact investigation of crimes committed or to assist in the investigation of certain types of student or employee misconduct and safety violations. The video surveillance system is not intended to be used as a method of tracking the work habits or productivity of individual employees.

The video surveillance systems are monitored on a periodic basis or in response to a specific incident. Video surveillance cameras are generally capable of being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents and not for other purposes. SDSA is responsible for the management of the video surveillance system and has exclusive control of the release of video recordings produced by this system.

Recorded video is not made available to all employees or the general public except as required by Colorado law. In the event that a security incident occurs, employees should report the incident to the security director. If the event occurred in an area where video surveillance coverage is available, the security director will review the recorded video and make a determination if any video relevant to the incident is available.

Employees should be aware that cameras are not monitored on a continuous basis and employees should not have an expectation that they are under continuous surveillance when they are in the range of a camera.

Employees should also be aware that the video surveillance system has cameras that cover only a small fraction of the total work areas, and even when camera coverage exists, it may not provide the level of detail necessary to spot suspicious activity or identify criminals.

## **Use of Technology by Staff**

### **Internet**

The Internet and the SDSA local area and wide area networks are available to staff. Information accessed using SDSA equipment or networks should reflect the educational mission and goals of the school. The school supports the use of Internet and electronic communications to improve teaching and learning. The Internet

environment is constantly changing. The school will make every reasonable effort to ensure that this educational resource is used appropriately and responsibly. Staff and students should work together so that students learn the necessary skills to be successful in the 21<sup>st</sup> century. Employees are responsible for their own use of school computers and computer networks.

- Exercise good judgment.
- Do not reply to or follow links in e-mail solicitations from unknown sources.
- Only communicate via e-mail in a manner that would be appropriate in a face-to-face conversation. Do not e-mail sensitive information (social security numbers, bank account information, credit card numbers, student information covered under FERPA, staff information of a sensitive nature, etc.).

#### Accounts and Passwords:

- Create and use a secure password.
- Do not divulge or allow another person to use your password.
- Do not leave a computer unattended while you are logged in, or allow another user to use your computer while you are logged in.

#### Employee Use and Privileges:

- The use of SDSA property and technology services is a privilege and not a right.
- Inappropriate use may result in cancellation of technology privileges or other action, up to and including termination of employment.
- An account may be closed at any time should inappropriate activity occur, or if directed by the school administration.
- Each employee shall comply with federal and state law and school policy.

#### No Expectation of Privacy:

- The school reserves the right to monitor activity on the school network.
- E-mail and other electronic messages sent or received over the school network may be considered public records and may be subject to disclosure under the Colorado Open Records Act.

#### Prohibited Uses Include:

- Publishing, accessing, downloading, storing, reviewing and/or distributing any content (text, graphic, photo, audio) that contains material that is defamatory, abusive, obscene, profane, threatening, or sexually explicit;
- Using school technology in any fashion that violates federal law (e.g. copyright violations), state law, or school policy;

- Using school technology to send unsolicited bulk e-mail;
- Using school technology to link to personal business advertisements and/or personal fundraising sites;
- Using school technology to conduct political campaign activities in violation of the Fair Campaign Practices Act (C.R.S. 1-45-101, et seq.);
- Using software without appropriate registration and payment of fees to the software owner; and
- Possessing or using malicious software, hacking software, proxy software, or devices used for those purposes on school property.

### **Collaborative Technologies:**

The school supports the use of collaborative technologies such as blogs, wikis and podcasts for educational or official purposes. Employees are responsible for content shared with and by students. Collaborative technologies are considered an extension of the classroom and should be used to:

- Communicate with students, parents and community members;
- Convey information about educational programs;
- Encourage collaborative educational opportunities for students; and
- Maintain appropriate professional avenues of communication with students.

Any communications posted to these types of collaborative technologies are school communications, and may be subject to disclosure under the Colorado Open Records Act.

Staff members who use school network services understand that their failure to abide by the standards outlined in this policy could make them subject to disciplinary action up to and including dismissal.

### **Social Media**

Staff members may use social media for instructional purposes, including promoting communication with students, parents/guardians and the community concerning school related activities and for purposes of supplementing classroom activities. The application and content shall be appropriate to the student's age, understanding and range of knowledge. Staff members are discouraged from communicating with students through personal social media platforms, applications, and texting. Staff members are expected to protect the health, safety, and emotional wellbeing of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other inappropriate conduct may be subject to disciplinary action up to and including termination.

## **Cell Phones and Other Communication Devices**

Students may carry electronic communication devices, but these devices must be turned off in class. It is the student's responsibility to ensure that the device is turned off and out of sight during the school day. Violation of this policy shall result in confiscation and a communication or meeting with the parent prior to the return of the confiscated electronic device to the student. Subsequent violations may involve a meeting with the student, parent and a school administrator to determine other disciplinary measures. **It is the responsibility of each staff member to appropriately use cell phones during the school day.**

## **Email**

Communication will be sent to update staff with current and future information as needed. Staff members are responsible for staying current with e-mail correspondence. All e-mails sent and received through the SDSA e-mail server must be directly related to school business. Electronic communication using the SDSA e-mail system is considered public information and can be made available to the public through open record requests and subpoenas. Therefore, it is important that staff carefully assess the communications that they have and observe confidentiality requirements.

## **School Letterhead**

Stationary is available to teachers from the office for school business only. All correspondence officially representing the school must bear the signature of the Executive Director, Principal or Assistant Principal or the appropriate designated representative.

## **Phone/Fax**

The faculty and staff are assigned a phone number in their designated office. During school hours, incoming calls from outside the building will go directly to voicemail. Staff members are expected to return phone calls, e-mails and messages within a 24 hour period unless on vacation or leave. An appropriate message advising of an absence should be provided.

All fax messages received will be put in your mailbox as soon as reasonably possible. It is recommended that if you are expecting a confidential fax, that you make arrangements to retrieve it yourself by designating a specific time to receive it. SDSA will have a fax machine that can send or receive your school business fax correspondence. Personal fax messages are not to be sent or received on these machines.

## **Truancy**

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator, the student shall be considered truant. In accordance with law, a student is deemed “habitually truant” when he/she is of compulsory attendance age and has four or more unexcused absences from school in any month or 10 unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

When the school is aware that criteria exist to designate a student as habitually truant, the school shall refer the student and his/her parent/guardian to the Weld County Judicial System, the Youth and Family Corrections Program and/or the Weld County District Attorney’s Juvenile Diversion Unit as may be appropriate. Teachers and staff are an integral part of this process and should bring this issue to the attention of the Executive Director when it becomes known. When a student is found to be “habitually truant” an individualized attendance plan will be written for that student. In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of the school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone. A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the student’s parent, guardian, or legal custodian shall participate with school personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian, or legal custodian to review and evaluate the reasons for the student’s truancy.

## **Classroom Management**

### **Classroom and Office Care**

It is important that each teacher assume the responsibility of keeping the classroom neat and clean by encouraging students to maintain the cleanliness of their work space. When leaving the room at any



time, all lights should be turned off and the door must be locked. Offices and storerooms should generally be off limits to students and locked when not in use. Please notify the custodial staff as soon as possible in the event of a liquid spill in order to minimize damage.

### **Work Room Care**

Upkeep and cleanliness of the work room is everyone's responsibility. Work room accessibility is available at both levels. Copy paper will be provided. However, this requires that all staff members use copy paper responsibly. Recycle paper as much as possible. This policy is subject to change should copy paper usage become excessive.

### **Student Dress Code**

A safe and disciplined learning environment is essential to a quality educational program. Standards on student attire are intended to encourage school pride and unity, and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. SDSA will require students to dress in a uniform manner. It is our desire to solicit input from the school Accountability Committee and from parents before making a decision on the type of uniform to be worn by our students. This decision will be made several months prior to the opening of the school, thus allowing parents advance notice regarding school wear.

### **Breakfast, Food and Drink**

Food and drink are not appropriate items during instruction. Breakfast will be served in the classrooms in the morning and will be returned to the kitchen via the designated procedures established by district policies. Breakfast clean-up will be completed by 8:30 a.m.

### **Parties**

Parties within your classroom are permissible if they are school-wide celebrations (i.e., holidays, El Día de los Niños). Classroom birthday parties will be celebrated on the last Friday of the month from 3:15 – 4:00. Other parties within your classroom are permissible if the activity is important to the successful accomplishment of the instructional objectives or are an extension of the curriculum. These celebrations require prior approval from administration. Be sure to inform the Facilities Manager ahead of time if you are having a party or special event so that you are provided with supplies that will make clean up easier (i.e., large trash bags or waste receptacles).

## **Attendance**

Attendance will be taken in the morning and the afternoon and entered into Infinite Campus by 8:30 a.m. and within a half hour of lunch recess. Phone calls regarding student absences will be made by Cicilia Cardenas, the School Secretary.

## **Tardiness**

All students are expected to report to class by 8:00 a.m. If s/he arrives late, the student must have a pass from the main office. If s/he does not have a pass, send the child to the office for a pass and to verify that the child has arrived safely to the school.

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 the next class. Teachers shall honor passes presented in accordance with this policy. Those students, who arrive 5 minutes late to class, will be admitted to class and marked as “tardy” unless they have a pass from a staff member.

## **Homework Practices**

The goal of homework is to assist with student learning that is relevant to instruction. Homework will provide additional practice to support classroom instruction. The homework shall be work that the student is able to do independently. Students will be provided with strategies and resources from teachers that will allow them to complete homework.

## **Middle School Make-up Work**

Make-up work shall be provided for any class in which a student has an excused 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/she returns to class. There shall be two days allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.

## **Daily Announcements in the Language of the Day (LOD)**

Notifications of the day’s activities and upcoming events will be read aloud in the Language of the Day as a means of promoting bilingualism and emphasizing the equal importance of both languages. All

activities, besides subject matter instruction, are conducted in Spanish and English on alternating days (Monday, Wednesday, and Friday in Spanish; Tuesday and Thursday in English). Turn in announcements to the Administrative Assistant at the end of each day so that information is shared school wide on the following day.

### **Report Cards/Progress Reports**

It is essential for parents/guardians to be kept fully informed of their child's progress in school. This process informs students and their parents in order to provide a basis for bringing about change if deemed necessary. Parents shall be informed at regular intervals of the progress of their students. Teachers in grades 6-8 grades are required to enter updated grades in Infinite Campus on a weekly basis.

### **Supplies and Equipment**

Teachers are expected to anticipate their supply needs in advance. No purchases or commitment to purchase may be made without an approved requisition or an approved payment voucher. **DO NOT ORDER MATERIALS WITHOUT A PURCHASE ORDER.**

### **Use of films & supplemental materials/copyright rules**

#### **Procedure for selecting age-appropriate supplementary materials and copy righted material**

When supplemental instructional materials are selected, they shall support curriculum standards. From time to time, some materials that contribute to the curricular goals may contain content subject matter that is objectionable to some parents or students. In balancing academic freedom with the individual's freedom of choice, use these guidelines:

1. All rated movies and videos must be previewed by the teacher and must comply with applicable copyright laws\*. Administrator approval need not be provided for films specifically produced for educational purposes, such as for example, resources included in *Discovery Streaming* or programming such as *NOVA*, *Reading Rainbow*, and *Bill Nye the Science Guy*, among others. Administrative approval of rated movies may be required as specified below in paragraphs 4 and 5.

2. All materials must be **clearly** related to and supportive of the standards/goals of the course curriculum. They must also be of equal educational value as other alternatives. The use of film resources solely for entertainment purposes during instructional time is not appropriate.
3. When using film resources, teachers shall be prepared to respond to the following:
  - a. What is the rating of the film?
  - b. Will this film resource enrich and support the educational objectives of the curriculum, taking into consideration the varied interests, abilities, intellectual development and maturity levels of the pupils, and the standards of the community?
  - c. Does the film resource contain any violence, nudity, or language which may be offensive or profane? If so, can those parts be edited out?
  - d. What are the connections between the film, content standards and the curriculum?
  - e. What are the instructional goals?
  - f. What alternative activities will be assigned for those students who do not have permission to view the film?
  - g. How will classroom discussion of the material include students who participated in the alternative activity?
4. At the elementary level, only G and PG movies may be shown. PG movies may only be shown with prior administrative approval and parent permission slips which include the rationale for showing the movie or video and the reason for rating. PG-13, NC-17, R and X rated movies may not be shown.
5. At the middle school level, G, PG, and PG-13 movies may be shown. PG and PG-13 movies may only be shown with prior administrative approval and parent permission slips which include the rationale for showing the movie or video and the reason for the rating. R, NC-17, and X rated movies may not be shown.
6. When seeking approval to show a movie or video, teachers should submit a Request for Administrative Approval to Show A Film. (Appendix to this policy.)
7. The administrator shall retain a copy of the request.

8. The Director and Principal should be informed in advance when a teacher plans to use any materials or resources that contain potentially problematic topics.

\*According to copyright law, any gathering of people outside of a normal circle of family or social acquaintances to view a program (videos or DVDs included) would constitute a public performance of that program. Public performance rights are protected by copyright law, and royalties must be paid or permission must be obtained from the copyright holder to conduct a public performance. (NOTE: It is possible to purchase public performance rights for individual videos or a set of videos. Check with the school librarian to find out if this has been done.)

Exceptions to the law are when an educator invokes the “fair use” exemption for performance or display of works in schools. To do this, all four of the following requirements must be met:

1. The performance must be presented by instructors or pupils.
2. The performance must occur in the course of face-to-face teaching activities.
3. The performance must take place in a classroom or similar place of instruction (including the library) in a nonprofit education institution.
4. The performance must be legally acquired or legally copied.

Reference: Simpson, Carol. (2001). (3<sup>rd</sup> ed.) *Copyright for Schools*. Worthington, OH: Linworth Publishing

The following are examples of what would be inappropriate use of videos and DVDs and do not constitute a complete listing of inappropriate uses:

1. The program is an off-air recording the teacher had made over a year ago to show students in last year’s class. (Off-air recordings have their own set of rules about when they must be erased – usually one year. (illegal copy)
2. Rent a movie from Red Box and make a copy to use in class. (illegal copy)
3. A film is shown as a “Movie Night.” (royalties must be paid and permission must be obtained from the copyright owner in advance)

4. Disney videos are shown as a part of the curriculum in a SPED classroom because the teacher says it is in a student's IEP. (An IEP cannot stipulate that federal law be violated.)
5. A class wins the contest to collect the most canned goods for a food drive. They watch **Finding Nemo** as a reward. (Violation – not in the course of face-to-face teaching activities)

## **Lockers & Hall duty**

### **Student Lockers**

Middle School Students in grades fifth through eight will be assigned student lockers. Students will only be able to access their locker before and after school, during lunch time or as determined necessary by the classroom teacher (please issue a pass to the student). Teachers will remind students of the importance of cleanliness and orderliness. Students will be informed that the school administration has the right to do locker searches when deemed necessary.

### **Hall Duty**

Safety of students and campus supervision is everyone's responsibility.

- **During morning arrival and afterschool dismissal times, teachers will develop a daily rotation schedule so that there is sufficient coverage in key traffic areas.** If a teacher is unable to be at their designated supervisory position, s/he will be responsible for trading this supervisory time within the grade level unit.
- **All teachers are expected to be outside their classroom doors actively monitoring students during passing periods.**

## **Positive Behavior Intervention Support (PBIS)**

### **Creating a Safe-Learning Environment**

We believe that children learn through positive reinforcement. We strive in finding the strengths of each student and using these as a base to teach him/her. When students act in ways that align to our school values, **Safety, Ownership, Leadership, Attitude and Respect**, students will get verbally recognized for their behavior and will be rewarded at times with our PBIS system. The PBIS methodology ensures that students are recognized and rewarded for their good actions.

### **Behavior at School**

School is a special place for children. It is our mission to make **every** child feel valued, to develop good relationships with peers and staff members, to use self-control, and to experience success. For these reasons, our faculty and students also follow **Restorative Justice** Practices.

The restorative approach is a set of guiding principles for the school community, which sees relationships as central to learning, growth and an inclusive, respectful school culture. It is a paradigm shift from traditional rule-based, punitive discipline systems. Restorative Practices focuses on building, maintaining, and when necessary, repairing relationships among all members of the school community. These practices include: Language that invites and encourages curiosity, empathy, respect, trust, honesty, compassion, accountability, inclusion, collaboration and repairing harm; and Tools for community building and harm repair, such as:

- 1) Connection Circles
- 2) Restorative Conversations
- 3) Restorative Agreement Meetings
- 4) Solution Circles
- 5) Restorative Mediations
- 6) Community Group Conferencing
- 5) Restorative Mediations
- 6) Community Group Conferencing

PHOENIX	Classrooms	Hallways	Outdoors	Restrooms	Cafeteria
<b>S</b>  <b>Safety</b>	<ul style="list-style-type: none"> <li>★ Always walk</li> <li>★ Maintain a safe space between myself and others</li> <li>★ Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>★ Always walk</li> <li>★ Keep hands and feet to myself</li> <li>★ Walk on the right hand side of the hallway</li> <li>★ Watch where I am going</li> </ul>	<ul style="list-style-type: none"> <li>★ Use the playground equipment appropriately</li> <li>★ Be aware of my surroundings</li> <li>★ Stay in approved areas</li> </ul>	<ul style="list-style-type: none"> <li>★ Throw used toilet paper in the toilet</li> <li>★ Flush toilet</li> <li>★ Wash hands with soap and water</li> <li>★ Keep hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>★ Always walk</li> <li>★ Touch and eat only my food</li> <li>★ Stay in my seat</li> <li>★ Keep my hands and feet to myself</li> </ul>
<b>O</b>  <b>Ownership</b>	<ul style="list-style-type: none"> <li>★ Accept consequences for behavior without arguing or complaining</li> <li>★ Choose not to steal or cheat</li> <li>★ Come to class prepared</li> <li>★ Know when to report and when I may be tattling</li> </ul>	<ul style="list-style-type: none"> <li>★ Accept consequences for behavior without arguing or complaining</li> <li>★ Walk quietly down the hall</li> <li>★ Carry a hall pass when walking individually</li> <li>★ Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>★ Accept consequences for behavior without arguing or complaining</li> <li>★ Strive to work out problems independently</li> <li>★ Report honestly</li> <li>★ Pick up my belongings</li> </ul>	<ul style="list-style-type: none"> <li>★ Accept consequences for behavior without arguing or complaining</li> <li>★ Use the nearest restroom</li> <li>★ Clean up after myself</li> <li>★ Use bathroom quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>★ Accept consequences for behavior without arguing or complaining</li> <li>★ Keep my space clean</li> <li>★ Say lunch number clearly</li> <li>★ Wait patiently</li> </ul>
<b>L</b>  <b>Leadership</b>	<ul style="list-style-type: none"> <li>★ Work cooperatively by including others</li> <li>★ Complete work efficiently</li> <li>★ Actively participate</li> <li>★ Help others</li> </ul>	<ul style="list-style-type: none"> <li>★ Be courteous and helpful</li> <li>★ Model how to walk quietly and in single file</li> </ul>	<ul style="list-style-type: none"> <li>★ Play with everyone</li> <li>★ Hustle to line up when the whistle blows</li> <li>★ Pick up equipment</li> </ul>	<ul style="list-style-type: none"> <li>★ Return to class promptly</li> <li>★ Report all vandalism and problems</li> <li>★ Use only 2 squirts of soap</li> <li>★ Use the hand drier quickly</li> </ul>	<ul style="list-style-type: none"> <li>★ Report spills and unsafe conditions</li> <li>★ Listen for directions</li> <li>★ Help others</li> </ul>
<b>A</b>  <b>Attitude</b>	<ul style="list-style-type: none"> <li>★ Take pride in my work</li> <li>★ Be accepting of others</li> <li>★ Accept working with others in a positive manner</li> <li>★ Demonstrate SDSA pride by wearing uniform</li> </ul>	<ul style="list-style-type: none"> <li>★ Smile!</li> <li>★ Greet others when appropriate</li> <li>★ Demonstrate SDSA pride by wearing uniform</li> </ul>	<ul style="list-style-type: none"> <li>★ Encourage others</li> <li>★ Use appropriate language</li> <li>★ Agree on rules before a game</li> </ul>	<ul style="list-style-type: none"> <li>★ Wait your turn patiently</li> <li>★ Say, "excuse me"</li> <li>★ Allow for privacy</li> <li>★ Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>★ Say "please" and "thank you"</li> <li>★ Complement the menu</li> <li>★ Use good table manners</li> <li>★ Demonstrate SDSA pride by wearing uniform</li> </ul>
<b>R</b>	<ul style="list-style-type: none"> <li>★ Give appropriate responses and use a respectful tone when speaking with others</li> <li>★ Take care of supplies and furniture</li> </ul>	<ul style="list-style-type: none"> <li>★ Do not touch decorations or work displayed</li> <li>★ Hold doors for others</li> <li>★ Remain quiet</li> </ul>	<ul style="list-style-type: none"> <li>★ Practice good sportsmanship</li> <li>★ Be gossip-free</li> <li>★ Take turns</li> <li>★ Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep eyes, hands, and feet in your own stall</li> <li>★ Use a quiet voice and appropriate language</li> <li>★ Knock on door before entering a stall</li> </ul>	<ul style="list-style-type: none"> <li>★ Give appropriate responses and use a respectful tone when speaking with others</li> <li>★ Recognize others' space</li> <li>★ Be courteous of others' food</li> </ul>



<b>Respect</b>	<ul style="list-style-type: none"> <li>★ Respect your own and other's space</li> <li>★ Follow directions</li> </ul>				choices
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## **Bullying Prevention and Education**

Teachers need to be aware of the climate in their classrooms. Teachers should intervene immediately if a student is being harassed, bullied or threatened. Harassment can be verbal, physical or sexual. Sexual comments between students will not be tolerated. **Teachers should never put themselves in a situation where harassment can be claimed against them.**

## **Child Abuse Reporting**

At the start of every school year, all faculty and staff are required to complete training on reporting child abuse and neglect. If you suspect a child is abused or neglected, **YOU ARE LEGALLY BOUND TO REPORT YOUR SUSPICIONS TO SOCIAL SERVICES.**

Failure to report as required could affect your employment status as well as your licensure.

**REPORTING FLOWCHART ON NEXT PAGE....**

## CHILD ABUSE AND NEGLECT REPORTING FLOWCHART

### ABUSE/NEGLECT SUSPECTED

- Notify CART member for support (building administrator, school psychologist, counselor, nurse)
- Do not investigate
- Review definitions of abuse in section 4 of the Weld County Protocol for Child Abuse and Neglect



### Locate and Complete CART Written Reports

File written report within three (3) days

Mail to: Department of Human Services, Attention: Child Protection Intake Worker  
315 N. 11<sup>th</sup> Avenue P.O. Box A Greeley, CO 80632

**OR** Fax to DHS at 970-346-7698

Do NOT send to law enforcement. Keep a copy in a locked file in the health office in building.  
Send a copy of the report to the records department at the administrator building.



### Call DHS

If you are not sure...  
Then it is "suspected" abuse/neglect  
Call DHS for advice  
970- 352-1551, ext. 6211 or 6214



### Call the Communicator Center

If the perpetrator is:

- Not a relative
  - Not someone living in the home
  - A non-relative who is over 10 years old
- 970-350-9600

### Call DHS

If the perpetrator is:

- A relative
  - Someone living at home
  - A non-relative who is 10 years old or younger
- 970-352-1551, ext. 6211 or 6214



### Investigation Agency

- Can investigate at the school
- Will not have district employees present unless absolutely necessary and mutually agreed to by both parties

### Critical Consideration and Concerns

**IF**

Caseworker has not investigated

**AND**

The child would be in danger if sent home at the end of school day

**AND**

School in near dismissal

**CALL** the Communication Center to have law enforcement investigate 970-350-9600

## **Confidentiality**

When communicating about a student, confidentiality must be protected. Therefore, if you send an e-mail about a student, identify the student with a first name and last initial. Do not discuss students with other teachers in front of or within hearing distance of parents, students, or other adults.

All information contained in student's records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act. These records are the property of SDSA, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons.

Please do not speak about children in hallways or public areas. The information about children is confidential and must not be discussed in the outside community. No child's files are to be taken off premises unless granted permission by the Executive Director. Only teachers, administrative and office personnel are permitted to review the children's files. When a file is requested from the main office, it must be signed out and returned the same day. Files may not be copied without express authorization from the Executive Director or their designee. If a file is needed by 8:00 a.m. the following morning, you must request this file the day before, not later than 2:30 p.m. and that file will be pulled and ready for you when you arrive the following day. Please do not remove any materials from any student's file. Files may not leave the building without specific written authorization from Executive Director or their designee. If you request a student's file, you will be responsible for its contents.

## **I.E.P ELL Reporting**

### **English Language Learners (ELL)**

You will receive a list of all identified ELL students in your classes. It is your legal obligation to modify and accommodate for their language needs. If you need assistance or have a concern about any ELL student, please contact a member of the ELL team.

### **Students with an I.E.P.**

You will be informed which of your students are on IEP's. You MUST follow all modifications on the modification sheet that is given to you by the Special Education (SPED) team. This includes, but is not limited to, administration of assessments, assignments and other preferences. This is your legal obligation and the student's right. When you are notified of a staffing meeting, you MUST attend and

provide feedback. If you have any questions regarding special education students, please contact the student's SPED teacher.

Communication

*≈ END OF SECTION VII ≈*

## SECTION VIII : Grievance Process

### Grievance Procedures

SDSA strives to be proactive in promoting positive working relationships between all members of the school's community including staff members, administration, the Board, students, family members and visitors.

The following policies apply to grievances of any type that may include, but are not limited to: Equal Employment Opportunity (EEO) violations; harassment claims; conflict with staff members, students, family members, and/or visitors, etc. The grievance procedures detail how adult members of the school community (all faculty, family members, administrators, Board members) are expected to express grievances about other members of the community.

The administration and Board are committed to addressing and resolving conflict in a timely manner while following the fewest steps of the procedures below. However, if the conflict is not resolved at the lowest faculty or administrative level, guidelines below provide a process for resolving the conflict.

The steps below must be followed in order to ensure that grievances are properly addressed and resolved:

1. Address issue with those directly involved: The grievant brings the situation or concern to the attention of those directly involved. Should the grievant fail to begin the process at the lowest possible level, and instead (for example) go directly to a Board member with a concern about the Academy Director; the Board member will re-direct the grievant to the Academy Director.
2. Facilitate resolution with the assistance of the Academy Director or designee: If satisfactory resolution is not realized after direct conversation between the conflicted parties, the situation must be brought to the attention of the Academy Director or designee within seven (7) days of the initial conversation between the conflicted parties.

The Academy Director or designee and the conflicted parties will address the situation, facilitate communication, and develop goals for conflict resolution. The Academy Executive Director or designee will monitor the process until resolution is realized or until an impasse is reached.

If the concern is regarding the Academy Executive Director, then the Chair of the Board or a designee will facilitate the complaint at this level.

3. Prepare a written grievance for the Academy Executive Director or designee: If the grievant is not satisfied with the response received via the first two steps, the grievant shall prepare a formal written grievance to the Academy Director or designee within fourteen (14) days of the written notice of the resolution of the grievance.

The grievance must:

- a. Describe the incident, decision or practice that gave rise to the complaint;
  - b. If possible, cite the contract, policy or procedure that has been violated and/or rationale for concern;
  - c. Describe what conflict resolution strategies were attempted via steps one and two; and
  - d. Explain what corrective action is being requested. Upon receipt of the written grievance, the Academy Executive Director or designee will address the situation as appropriate. It is the responsibility of the Academy Executive Director or designee to manage the ultimate resolution of conflicts among faculty, staff, students and family members except in situations that pertain to the Academy Director himself/herself or to the Academy Director's execution of a school-wide policy or procedure.
4. Provide written grievance to the Board of Directors: The grievant may request that the matter be brought to the attention of the Board only if the matter has not been satisfactorily resolved upon completion of the first three steps of the grievance process. Upon request by the grievant, the Academy Executive Director will forward the written grievance to the Chair of the Board at least one week prior to the next scheduled Board meeting. The Chair or designee will review the above process and ensure that the proper steps were taken before adding the issue to a Board meeting agenda. While the Board will hear complaints during the public comment period of a Board meeting, formal grievances shall not be brought to the Board as a matter of public comments, as this does not give the Board sufficient time to consider the issue and address it through the grievance process. The Board will not hear grievances that do not follow the grievance process.

The final forum for conflict resolution, after a grievant has followed the steps outlined above, will be at the level of the Board of Directors.

## **Open Communications Policy**

SDSA strongly encourages employee participation in decisions affecting them and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. To this end, engagement in open communications about all aspects of our organization is encouraged. Employees are encouraged to openly discuss with their supervisor any problems or suggestions so appropriate action may be taken. If the supervisor cannot be of assistance, the Executive Director is available for consultation and guidance. SDSA is interested in all of our employees' success and happiness. We, therefore, welcome the opportunity to help employees whenever feasible.

As a member of the educational team, it is important to contact parents on a regular basis. Parent contact should include both positive achievement/behavior information and areas for improvement. Having consistent contact with parents encourages them to be part of their child's education.

## **No Solicitation/Distribution Policy**

Non-employee visitors have a limited right of access to SDSA facilities and should only be on SDSA property for purposes directly related to their children's education. Visitors who are not visiting for the purpose of directly dealing with their child should report to the Principal or Business Office and will only be allowed visitation for purposes of proper sales or maintenance and repair. Exceptions to this policy can be obtained only through administrative approval to non-employee representatives of a limited number of charitable non-profit organizations. Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including meal times, break times, or other periods when employees are properly not engaged in performing work-related duties. Employees on their meal times break times, or other non-working times may not solicit or distribute literature to other employees during the working time of such employees. Bulletin boards on employer property are to be used for official purposes only to notify employees about information approved in advance by management. Only those management employees designated by SDSA, may post material on, or remove material from, official bulletin boards.

*~ END OF SECTION VIII ~*

## Employee Handbook Acknowledgment

I acknowledge that I have received a copy of SDSA Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the handbook. I agree that if there is any policy or provision in the handbook that I do not understand, I will seek clarification from my supervisor. I understand that, except as otherwise provided in a contract of employment signed by the Executive Director, Salida del Sol Academy is an “at will” employer and as such employment with SDSA is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of SDSA (except the Executive Director) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states SDSA policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with SDSA for employment, benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time. Policies that are adopted by the Board will be published to the faculty and staff by email after adoption. Adherence to these policies will be expected as a condition of employment.

Please sign and date this receipt and return it to the Executive Director.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_