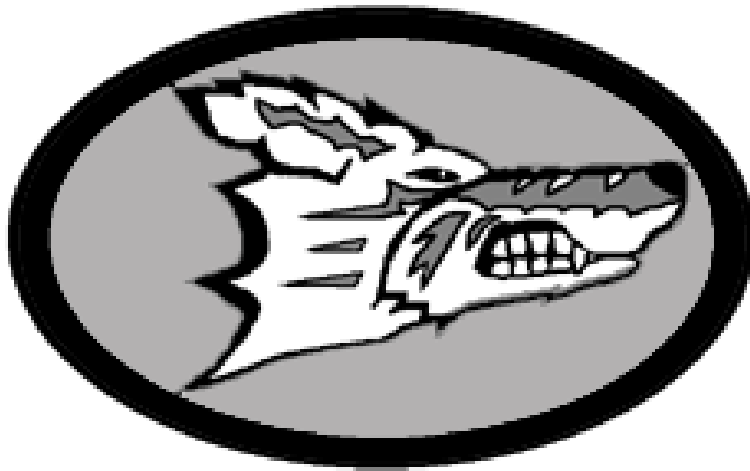


Pawnee School District

Staff Handbook



Pawnee School is committed to equal opportunity in employment education regardless of age, race, color, religion, sex, national origin or handicap. Publicly adopted throughout the school is an affirmative action policy which shall assure equal employment and educational opportunities to all minorities in the school, whether classified staff, faculty, student or administrators. Any student or school employee who encounters acts of discrimination because of age, race, religion, color, sex, national origin or handicap should contact the Affirmative Action Officer, the superintendent, at (970) 895-2222.

2018-2019

Pawnee School Staff Handbook

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Pawnee School Staff Handbook

DUTIES AND RESPONSIBILITIES OF TEACHERS

Checking out textbooks

Teachers will be responsible for checking out textbooks. Be sure there is a textbook label in each book. Make a list of students and book numbers. Have students sign for their books. Also, spare books not being used may be disposed of after consultation with the superintendent.

First day of school

The first day of school should be utilized to explain briefly the course of study and what will be expected of the student in regard to lessons, grading, homework, discipline, etc. This can mean the difference between a successful and an unsuccessful year.

Supplies

See the secretary for teaching supplies needed during the school year. Other supplies should be brought to the attention of the superintendent.

Arrival and dismissal times

Teachers will be expected to be in the building no later than 7:35 a.m. and should remain until 4:10 p.m. unless involved in athletics, music, etc. Under no circumstances should a teacher leave the building during the school day without contacting the office first. Faculty meetings will be conducted every Thursday at 7:35 a.m. unless otherwise denoted.

Classroom time

Teachers should be in their classrooms at 7:35 a.m. unless a faculty meeting is in progress.

Classroom management and control

Classroom management and control are very important factors in the success of a teacher. High standards should be established in regard to order, neatness, scholarship and control of the classroom.

Discipline

A teacher has the authority – and is obligated – to see that disciplinary measures are taken for any act of misconduct committed by any student at any time, at any place in the school or on school property. Teachers are expected to handle their own disciplinary problems; however, serious or continued problems should be referred to the office. **Teachers shall not administer corporal punishment.**

DISCIPLINE PROCEDURE

Students know that the following acts will not be tolerated.

- inappropriate dress
- vulgar language
- fighting
- undesirable physical behavior
- disruptive behavior
- mental teasing/intimidation
- property damage
- danger to self/others
- poor hygiene
- drugs/alcohol

other intolerable acts

The discipline procedure is as follows if such acts do occur.

1. Warning
2. Student will be sent to in-school suspension for the remainder of the period. The teacher may opt to call the parents.
3. Student will be sent to in-school suspension for the remainders of the period and parents will be contacted by the teacher(s).
4. Student will be sent to in-school suspension for the remainder of the period, possibly the remainder of the day, and for every period the next day. A meeting with the parents will be set up (Parent, teacher(s), Superintendent)
5. A personalized "Severe Option" may be used for severe or repeated offenses.

If an offense is considered "severe", a student may automatically be advanced to discipline step #4 or #5.

If an offense happens in the hall or lunchroom, the following discipline procedure will be employed.

1. warning
2. last in lunch room
3. isolated lunch
4. in-school suspension

Full day or multiple day In-School Suspension means non-participation in extra-curricular activities including practice.

Documentation of disciplinary action will be forwarded to office by teacher.

Seating arrangement

Proper studying conditions are to be maintained at all times in classrooms. Each teacher should arrange seating to the best advantage for study purposes.

Eating food and pop (breakfast excepted)

Eating of candy or food in the classroom is not permitted. The chewing of gum will be allowed in the building as long as gum is not found on floors, desks, etc. Authorization for gum chewing in the classroom will be left to the teacher in charge.

Room orderliness

Before each class period is over, teachers are to check the room for general cleanliness. Students may be instructed to pick up any waste paper, straighten chairs etc. At the end of the day, teachers are responsible to see that windows are closed, lights are turned off, and trash is set outside the door.

Unsupervised classroom

Never leave a classroom unsupervised. If you must leave the classroom for an emergency – type reason, please inform the office immediately. Resource rooms can be individualized.

Classroom and hall supervision

During all class breaks, teachers should position themselves at the classroom doors to supervise the halls as well as the classrooms when possible.

Study hall regimen

Teachers in charge of study halls and activity period classes should remember that the study hall is a place for study and learning. Instill a positive learning environment, that is, dedication, quietness, help,

and etc. All students are to be in their assigned activity period rooms unless attending a scheduled meeting.

Keys

All teachers will be issued necessary keys. Keys will be checked out in the maintenance office before the beginning of school.

Calendar dates

All calendar dates for regularly scheduled school events should be submitted to the office for approval. Such events would include field trips, music programs, special meetings, contest, school plays, etc.

Ticket selling

Teachers who are available will be asked to sell tickets at extra-curricular events such as games.

Teacher absenteeism

Whenever a sudden illness or emergency is going to cause your absence on any school day, call Bethany at 895-2313 (or 707-381-9376) or Mr. Robinson at 895-2226 as soon as possible. The night before is preferable, but not later than 6:00 a.m. Please fill out the absence report when you return.

Staff Absence Report is available.

Sick leave

Unused discretionary days can be accumulated up to 40 to be used for sick purposes.

Discretionary leave

Each teacher may have 8 days of prorated leave each year with the permission of the superintendent. To request personal leave, complete an absence report form and submit it to the superintendent prior to the day of requested leave. Discretionary leave will be granted subject to the availability of a substitute.

Student daily dismissal/arrival

All students are to use the front door of the school by the office for all arrival and dismissal.

Purchase Orders

Teachers are not to make any purchases without an approved purchase order from the office. No reimbursements will be made without prior approval of the superintendent.

School cancellation plan

The decision to close school will be made just as early as possible. If school should be delayed or closed due to a storm then a schedule will be followed and an announcement on our website, an e-mail, and Denver TV channels 2, 7, 9, and 31.

A calling chain has been established to aid in informing the entire faculty and staff of school cancellation. Please refer to the snow chain cancellation sheet.

Payday schedule

Pay checks will be distributed by the office on the day following the monthly board meeting of every month. If school does not meet on this day, checks will be dispersed as soon as practical. Employees may also select electronic deposit.

Salary and extra-curricular pay

The Board of Education will adopt a salary schedule for the current school year contract.

Extra-curricular pay for activities such as athletic coaching, cheerleaders, class play, junior and senior class sponsors, and student council sponsor will be adopted by the Board of Education for the current school year.

Schedule is available.

CLASSROOM ROUTINE – PROVIDE A POSITIVE ENVIRONMENT!

Roll taking and lunch count

Class attendance and lunch count must be taken at the beginning of first period using Infinite Campus. For JH/HS students, roll must be taken at the start of each period and entered into Infinite Campus. For Elementary students, roll must be taken at the start of first hour and the start of 5th hour and entered into Infinite Campus.

Make – up slips and tardies

Students who are tardy must have a tardy admittance slip. Those students who were absent the previous day must have an admit slip from the office to be admitted. If they do not have a slip, regardless of the reason for being tardy or absent, they are to be sent to get one. If you detain a student, please send a note to the next teacher for the student's tardiness.

Class starting time

Classes will begin on time and be dismissed on time. Be prepared ... conduct a well timed class!

Dropping students from the roll

Do not drop a student from the roll unless you have been notified to do so by the superintendent's office.

Passes

Do not permit any student to see a teacher during your regular class time unless he/she has a pass slip from that particular teacher or from the office signed by the secretary/superintendent.

Homework

A certain amount of homework is desirable and necessary; however, most positive learning takes place in the classroom, especially if positive lessons are well planned and objectives defined. Teachers should especially avoid homework assignments for nights when students are involved in extra-curricular activities or similar activities.

Class dismissal

Do not allow students to leave early or wait for the lunch bell at any place other than the assigned classrooms.

CLASS SPONSORS

Class sponsors are appointed by the superintendent.

Class and organization meetings will be scheduled by the sponsor with prior permission by the superintendent.

It will be the duty of the sponsor to see that meetings are conducted in a positive, business-like manner. Work with the students to develop democratic procedures.

Sponsors should act as counselors and encourage students to bring their problems to him/her; therefore, the SPONSOR SHOULD BE PRESENT AT ALL MEETINGS. No group is to meet without a sponsor or be left unsupervised at any time.

The sponsor is responsible for all class functions. Before any event can be scheduled, the sponsor must see to it that the class has submitted plans to the superintendent at least one week in advance and that the plans have been approved. Any questions about who is allowed to attend these functions should be cleared through the office.

No students are to be in the gymnasium except when under the supervision of a teacher.

ATTENDANCE, ABSENCES AND EXCUSES

Treatment of absentees

STUDENTS are entitled to make-up all work, including tests. Teachers should make an effort to see that the make-up work is done within three days of the absence.

STUDENTS WHO HAVE BEEN ABSENT MUST HAVE AN ADMIT SLIP.

Make-up work

All school work missed due to absences should be made-up within three days of the day missed if possible. An extension of time will be granted if the student asks for it and it is deemed necessary. Example: Gone on Monday – work on Thursday.

Homework

Previously assigned homework is due on the assigned date if the student arrives at the school any time during this day even if the class doesn't meet, or if the student has missed the class.

Early make-up work

When teachers are aware of an up-coming student absence, assignments can be given prior so they can work on them if possible before, during, or directly after the absence. Students should not be expected to make up work prior to the absence unless it is their desire to do so.

Uniform treatment

Each teacher is reminded that no special treatment or consideration is to be given any student without prior arrangement from the superintendent. Uniform treatment as outlined above will aid materially in discouraging unnecessary absences.

Student from other classes

Teachers are not to ask for students from other classes except in cases of absolute necessity, and then only after consent of both teachers is given.

Students leaving the building

Teachers should not ask students to leave the building except in cases of urgent necessity. If they are asked to leave, they should check with the superintendent/secretary's office first.

Attendance reports

Computation for grades K-12 attendance reports will be completed in the secretary's office.

Student illness

Students showing symptoms of illness should be sent to the office. Further action will be decided by the superintendent/secretary.

GRADES, TESTS AND FAILURES

The recommended grading system will be based upon the letters:

- A - 100 – 90
- B - 89 – 80
- C - 79 – 70
- D - 69 – 60
- F - 59 – 0

In averaging grades, we give students the benefit of the half point.

Administrate enough grades for each student during the nine week period to provide a good basis on which to compute an average. At least two test grades should be included each quarter with one of these preferable towards the end of the quarter.

Grades are placed on the report card by the teacher at the end of each nine-week period. The last nine-week cards will be mailed as soon as possible.

Teachers are to confer with the superintendent regarding the failure of students for the nine-week period. **PARENTS OF STUDENTS FAILING MUST BE CONTACTED BEFORE GRADE CARD TIME.** Students who could fail for the year should meet with the superintendent for discussion and parents will be notified prior to the last nine weeks.

ASSEMBLIES

Specific dates and times on which programs are scheduled will be announced over the P.A. system during daily announcements and will be published on the weekly calendar and on our website.

TEACHERS MUST ATTEND ALL ASSEMBLY PROGRAMS and are equally responsible for the discipline at the assemblies.

Teachers should not dismiss for assemblies until a bell sounds or an announcement is made.

VISUAL AIDS

Videos may be shown in the multi-purpose room or in the classroom.

Audio-visual helpers may be assigned to handle and set up equipment. Teachers are asked to operate the projector themselves. **TEACHERS, not students, ARE TO MOVE THE EQUIPMENT FROM ROOM TO ROOM.**

Catalogs are available as a source for securing visual aids.

Audio-visual equipment is kept in the library and should be signed out.

Return equipment immediately when you are finished; another teacher may be waiting for the equipment.

EXTRA-CURRICULAR ACTIVITIES

It is recommended that all extra-curricular activities take place before or after school.

No teacher or teachers are to assume the responsibility of sponsoring any group of students representing the school IN ANY WAY for social functions without approval from the superintendent.

Once admitted, no one should be allowed to leave and then return to school parties.

Teachers are admitted free to all school affairs.

Athletics and activities

For a student to participate in an athletic practice or game, or other activity, he/she must attend at least six full classes of school on the day of the athletic function or activity while school is in session.

PURCHASING UNIFORMS

When any school group or organization is considering a uniform or costume purchase or change which is to be paid for by the student, a meeting of the parents (guardians), students and sponsor(s) involved shall be called by the sponsor(s) of that group or organization to discuss said purchase or change. The following items are to be included in the discussion: 1) design or pattern; 2) fabric; 3) color(s); 4) practicality; 5) durability; 6) taste; and 7) cost. In all cases, the superintendent must be consulted prior to discussion with parents or students.

EMERGENCY DRILLS

Evacuation drill (fire)

The bell for the (fire) alarm is an intermittent horn and is a different tone than the school bell. Upon hearing the fire alarm, the teacher should close the windows, door, and then follow their students out in an orderly fashion, taking their attendance book. Attendance will be taken outside.

All students should be at least 100 feet away from the building.

The normal school bell will signal the “all clear” and students may return to the building.

Shelter drill (tornado)

You will be notified by announcement and constant ringing of the normal class bell. Teachers must take his/her attendance book and attendance will be taken in each area. There are 3 designated shelters for the school district. They are: the high school locker rooms, the Sligo building basement, and the Junior High locker rooms (ones by the lunch room), females to girls and males to boys. All persons will remain in their designated areas until verbal notification is given from the office. Everyone should sit on the floor as far away from any windows as possible. It is a good idea to put your face between your knees. During a drill students and their teacher should move together to the closest shelter. Attendance will be taken.

CARE OF BUILDING AND EQUIPMENT

Teachers are responsible for the care of equipment in their rooms. A frequent check will help assure that the equipment will be in good working condition when someone is ready to use it. Please report any damage or malfunctioning of equipment immediately. All equipment in the Ag Shop, Business Room and Computer Lab should not be misused. Anyone wanting to use the equipment must obtain permission from the teacher in charge or the administration prior to usage. No food or beverages are permitted in these areas.

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

Use lights when necessary; turn off when they are not needed. Do not turn on all gym lights if it is not necessary.

Teachers are responsible for appearance of the room in which they work. Keep rooms neat and clean at all times.

ORGANIZATION FINANCES

It is the sponsor's responsibility to see to it that each student officer has any record book he may need (available from the office) and that each record book is correctly maintained.

All funds collected by and class or organization are to be turned into the office to be receipted immediately.

Expenditure of money by any class or organization must first be approved by the office. Purchases will require a purchase order made by the sponsor and signed by the superintendent.

All expenses incurred by any class or organization will be paid by credit card or check from the office.

Any item to be purchased by the school must be put on a purchase order and turned into the superintendent prior to the purchase. If you buy something without a signed purchase order, then you may pay the bill.

Don't incur any type of expenses and expect to be paid for them after the fact. Get permission first.

MISCELLANEOUS

Lost and found

Articles lost or found should be reported to the office where a "lost and found" is maintained.

Valuables

Money or any other valuable should not be left in lockers or desks at any time. The office will be glad to hold such articles until they are needed.

Telephone

Students are urged to use the telephone for personal calls only because of an emergency. Students are not to use classroom phones, only the phones in the office.

Activities

All teachers are expected to attend the activities of the school.

Reports

All reports are to be written in ink or typewritten.

Weekly calendar

A weekly calendar bulletin of events for the following week will be posted on the website and posted in the lounge. All announcements to be included on the weekly calendar should be turned into the office no later than 10:00 a.m. on Thursday morning. Please check the bulletin carefully and notify students of items that pertain to them.

Student information

Scholastic rank and special information of any student in any class will be released only by the superintendent's office.

School business

Announcements of any kind pertaining to school affairs or events must have the approval of the administration before they are released for publication or general discussion.

Student injury

Any injuries to students incurred under the supervision of teachers are to be reported to the office immediately and an incident form completed by the teacher even though the student may not have school insurance. Incident forms are available in the office and will be filled out and turned in by the supervising teacher on the same day the incident took place.

Tobacco, drugs & alcohol

Student's use of tobacco, alcohol, or drugs in any way is prohibited on the school grounds.

Teacher appearance

Teachers should at all times be conscious of the importance of attractiveness, appropriateness, and neatness in dress and of good grooming.

Licensure

All teachers are required to have a valid Colorado teaching license and to have a transcript of all college credits registered in the superintendent's office before the Board of Education will issue the first month's salary. Colorado teachers are required to join the Colorado Public Employees' Retirement Association (teachers will need to fill out a membership application for this, which they can get from the office). Teachers will also be asked to sign a federal withholding tax exemption certificate and an oath of allegiance card.

Contracts

Teachers are contracted by the Board of Education upon recommendation by the administration. Contracts are usually issued to teachers who are re-employed about May 20th. Teachers not on tenure are employed for one (1) year only.

Solicitation

For the protection of teachers and the business of the school, agents and solicitors are not allowed to do their business during the hours a teacher is on duty except by the special consent of the superintendent.

Work order

Request for work to be done by the maintenance director/custodian should be copied to the superintendent.

Activity period

Activity period is a time set aside for student meetings and study. All high school grades are assigned to a sponsor and room.

Meetings will usually follow this weekly schedule:

Mondays	Student Council/NHS
Tuesdays	FBLA
Wednesdays	Class
Thursdays	FFA

BOARD OF EDUCATION

President	Pat Loyd
Vice President	Fred Ehmke
Secretary.....	Brenda Haun
Treasurer.....	Kevin Hahn
Director,	Doug Duggan

SUPERVISION OF TEACHERS

The superintendent will supervise all teachers and will do everything possible to help you have a successful year. Please ask for help if you are having difficulty with any class or student.

PHYSICAL EDUCATION AND ATHLETICS

Physical education will be taken by all students from grades one (1) through eight (8). Students in grades one (1) through four (4) will not change clothes nor take showers. They will change shoes only. Students in grades five (5) through eight (8) will change into P.E. clothes daily for class and may shower at the end of class.

The junior high athletic practice will be held during P.E. period. There will be no after school practice for junior high students.

No student will be coerced to participate in a contact sport or competition between schools.

The teacher or coach must dismiss students early enough to shower so they will not be late for their next class.

On days when the team doesn't practice, the coach must keep their team members in one location (gym or classroom), not running the halls.

The teacher or coach must supervise the locker rooms at all times when students are changing or showering. Supervision for locker rooms will be as follows if you have girls and boys P.E. at the same time: (a) enter the locker room of the same sex while they are dressing. (b) listen at the entrance door of the opposite sex and then check the locker room after they are all out to see if everything has been picked up.

The teacher or coach is responsible to see that the locker rooms, vans, and busses are picked up and everything is put away after each activity. The coaches are responsible for the care of all equipment and uniforms that they use.

The coaches should help the administration in the supervision of no pop or food in the gym at any time and that shoes worn outside are not to be used on the gym floor.

Coaches are to remain at the school after each activity until every one of their students have left the school, unless a student is staying with another teacher. Doors are to be locked and lights are to be turned off when the coach leaves. Pick up your locker room and travel vehicles. Thanks!

STUDENTS MUST BE SUPERVISED AT ALL TIMES

Athletic trips:

It is recommended that students leave from the school and return to the school on all travel events. Special permission in advance can be given if parents are going to take students to another destination from the activity.

Trips other than athletics:

Students are required to ride the bus to and from an activity, unless arrangements are made by the students' parent/guardian with the sponsor/school. The school will only be responsible for student traveling in school owned vehicles. Prior written permission for each student is required for activity trips. If a parent/guardian makes other arrangements written permission must be given.

LUNCHROOM POLICY

Students are to walk to the cafeteria, not run. A schedule is to be followed for dismissing students for lunch. Students are to remain in the classroom until dismissal for lunch. Students who bring their lunches are required to eat in the cafeteria.

STAFF CONDUCT**GBCB**

Too much emphasis cannot be placed upon the importance of the professional attitude of a teacher. Some of the criteria of this attitude are: a steadfast faith in the worth, dignity, and potentials of all boys and girls; an awareness of the great importance and significance of the work of the teacher; and a constant awareness of, and truth-seeking attitude towards, the problems of education.

Teachers should take the utmost care in their personal appearance. A neat, clean appearance is a must. They should be careful of their speech habits at all times. They should conduct themselves within, as well as outside of school so that criticism shall not be brought upon them or the profession.

Teachers should use extreme caution in talking in public places particularly about children, fellow teachers, or administrators. The code of ethics of the National Education Association should be read and adhered to by all teachers.

Adopted: February 18, 1980

CROSS REFS.: GBC, Staff Ethics

ALCOHOL USE/DRUG ABUSE BY STAFF MEMBERS**GBCBA***

(Drug-Free Work Place)

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited in Pawnee School District Re-12. This policy shall apply to all school district employees although at times district personnel may certify that a particular federal grant may apply only to specific work sites. The definition of a controlled substance shall be the same as that found in the policy regarding student alcohol use/drug abuse.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include termination and referral for prosecution. Alternatively, the employee may be allowed to participate in an approved drug or alcohol abuse assistance or rehabilitation program in appropriate circumstances in accordance with Board policy.

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

1. On school grounds, whether or not school is in session.
2. At any school-sponsored or sanctioned activity or event off school property or enroute thereto.

3. On the way to school.

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

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

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

The superintendent shall establish an awareness program to inform employees about:

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

Information about the standards of conduct required by this policy and a statement of disciplinary sanctions shall be communicated to employees in an appropriate manner on an annual basis. All employees who specifically work under a contract or grant, which is federally funded, shall acknowledge receipt of this policy and related information.

Pursuant to law, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no later than five days after conviction. The district has an obligation under federal law to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

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

Adopted: July 19, 1990

LEGAL REFS.: 20 U.S.C. 3224a, Drug Free Schools and Communities Act of 1986, as amended in 1989
41 U.S.C. §701 and 702
21 U.S.C. 812 (definition of controlled substance)

CROSS REFS: GCPD, Suspension and Dismissal of Professional Staff Members
GDPD, Suspension and Dismissal of Support Staff Members
JFCH/JFCI, Alcohol Use/Drug Abuse by Students

STAFF COMPLAINTS AND GRIEVANCES

GBM-R

I. Definitions

1. A "grievance" shall mean a complaint by a teacher that there has been to him a violation or inequitable application of any of the provisions pertaining to the certified personal section of written

Board policy, or that he has been treated inequitably by reason of any act or condition which is contrary to established School Board policy or practice governing or affecting employees, except that the term “grievance” shall not apply to any matter as to which the School Board is without authority to act.

2. An “Aggrieved person” is the person or persons making the complaint.
3. A “party in interest” is the person or persons making the complaint and any person whom might be required to take action or against whom action might be taken in order to resolve the complaint.
4. The term “days” when used in this article shall mean working school days; thus weekend or vacation days are excluded.
5. The term “teacher” shall apply to any certified employee (covered by this agreement).

II. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise, affecting the welfare or working conditions of teachers. Both parties agree that the grievance proceedings will be kept as informal and confidential as shall be appropriate at any level of the procedure.

III. General Procedures

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process.
2. In the event a grievance is filed on or after May 15, in which, if left unresolved until the beginning of the following school year, could result in harm to a party in interest, the parties agree to make a good faith effort to reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.
3. In the event a grievance is filed so that sufficient time as stipulated under all levels of the procedure cannot be provided before the last day of school, should it be necessary to pursue the grievance to all levels of the appeals, then said grievance shall be resolved prior to the opening day of the new school term under the terms of this procedure and this article, and not under any succeeding agreement.
4. Nothing herein contained shall be construed to limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, provided the adjustment is not inconsistent with the terms of this agreement.

IV. Initiation and Processing

1. Level One

- a. A teacher with a grievance will first discuss it with his immediate supervisor and principal with the objective of resolving the matter informally. If the grievance is not satisfied with the principal’s verbal decision he will present his grievance to the superintendent. The principal will, within one day after being told of the decision to submit the question to the superintendent give his written statement giving the reason he denied the grievance.

- b. If the teacher is not satisfied with the written reasons for rejecting the grievance he may file a written grievance with his principal within three days. Duplicate copies are to be sent by the aggrieved party to the superintendent.
- c. If the grievance is deemed meritorious by the superintendent, the principal shall hold a hearing with the parties in interest within five school days after receipt of the written grievances and render a written decision within five school days.

2. Level Two

- a. If the grievant is not satisfied with the principal's decision, he may within five school days of receipt of the decision rendered by the principal appeal the grievance to the superintendent. The appeal shall include a copy of the decision being appealed and the grounds for regarding the decision as incorrect. It shall also state the names of all persons officially present at the prior hearing, and such persons shall receive a copy of the appeal.
- b. Appeals to the superintendent shall be heard by the superintendent or his designee within 10 days of his receipt of the appeal. Written notices of the time and place of the hearing shall be given five school days prior thereto to the aggrieved employee, his representative, if any, and any administrator who has thereto been involved in the grievance.
- c. Within 10 school days of hearing the appeal, the superintendent of schools shall communicate to the aggrieved employee and all other parties officially present at the hearing his written decision, which shall include supporting reasons therefore.

3. Level Three

- a. If the grievant is not satisfied with the superintendent's decision, he may within five school days of receipt of the decision rendered by the superintendent appeal the grievance to the Board of Education. The appeal shall include a copy of the decision being appealed and the grounds for regarding the decision as being incorrect. It shall also state the names of all persons officially present at the prior hearing, and such persons shall receive a copy of the appeal.
- b. Appeals to the Board of Education shall be heard by the Board within the 10 school days of their receipt of the appeal. Written notice of the time and place of the hearing shall be given five school days prior thereto to the aggrieved employee, his representative, if any, and any administrator who has thereto been involved in the grievance.
- c. Within 10 school days of hearing the appeal, the Board of Education shall communicate to the aggrieved employee and all other parties officially present at the hearing their written decision, which shall include supporting reasons therefore.
- d. Nothing contained in this article or elsewhere in this agreement shall be construed to prevent any individual certificated employee from presenting and processing a grievance and having it adjusted.
- e. Any party in interest may be represented at all stages of the grievance procedure except that he may not be represented by a representative or an officer of any teacher-organization.
- f. The sole remedy available to any teacher for any alleged breach of Board policy or any alleged violation of his rights hereunder will be pursuant to the grievance procedure.

- g. Failure at any step of this procedure to communicate the decision in writing on a grievance within the specified time limits shall mean that the original grievance and relief requested will be immediately granted to the grieved.
- h. All documents, communication, and records dealing with the processing of a grievance will be filed in a grievance file and will be destroyed after eight years.
- i. Forms for processing grievances will be prepared by the superintendent. The forms will be printed by the Board and given appropriate distribution by the parties so as to facilitate operation of the grievance procedure.
- j. Every effort will be made by all parties to avoid interruption of classroom activities and to avoid the involvement of students in all phases of the grievance procedure.
- k. It will be practice of all parties in interest to process grievances after the regular work day or at other times which do not interfere with assigned duties; provided, however, that upon mutual agreement by the aggrieved person and the Board to hold proceedings during regular working hours, the Grievant will be released from assigned duties without loss of salary.
- l. No grievances shall be recognized by the Board of Education unless it shall have been presented at the appropriate level within 20 school days after knowledge of the act or failure to act on the condition which the grievance is based occurred; and if not so presented, the right of grievance shall be forfeited. Failure at any step of this procedure by the grievant to communicate the decision in writing on a grievance and relief requested will be forfeited.
- m. Either party may employ the services of outside professional consultants at any level of the grievance procedure, subject to the provision of 3-f above.

Issued and Approved: February 18, 1980

Reviewed: October 28, 2003

Revised: June 25, 2007

SEXUAL HARASSMENT

GBCC/JFH

The Board has a legitimate and compelling interest in prohibiting sexual harassment. Further, the Board has an obligation to discipline those who do engage in sexually harassing behavior. On the other hand, persons accused of sexual harassment have a considerable interest with regard to their reputation. The Board must strive to balance the interests of those making sexual harassment complaints and those accused of sexually harassing behavior.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's working or learning environment. Sexual harassment as defined herein cannot and will not be tolerated. If violations occur disciplinary action will be taken.

The Board currently has in place a grievance procedure for discrimination concerns. The Board will use this mechanism for resolution of sexual discrimination and harassment concerns. As a personal legal protection, administration, faculty, staff and students are cautioned against communicating the charges beyond the board's designated contact person and/or the person's legal or professional rights representative.

Approved: September, 1985

AFFIRMATIVE ACTION

GBCD/JFI

Pawnee school is committed to equal opportunity in employment and education regardless of age, race, color, religion, sex, national origin, or handicap. Publicly adopted throughout the school is an affirmative action policy which shall assure equal employment and educational opportunities to all minorities in the school, whether classified staff, faculty, students or administrators. Any student or school employee who encounters acts of discrimination because of age, race, religion, color, sex, national origin, or handicap should contact the affirmative action officer, the superintendent, 895-2222.

Reviewed: October 28, 2003

Revised: June 25, 2007

TUTORING FOR PAY

GCQA-R

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he may have a conflict of interest, teachers shall not be permitted to receive money for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to pass.

Further, no tutoring for which a teacher receives a fee will be carried on in the school building.

Adopted: February 18, 1980

Reviewed: October 28, 2003

Revised: June 25, 2007

PERSONNEL RECORDS

GBL

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

1. A personal folder for each employee, certificated and classified, shall be accurately maintained in the district administrative office.
2. All personnel records of individual employees of the Board shall be considered confidential. They shall not be open for public inspection. The superintendent and his designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
3. Each employee shall have the right, upon request, to review the contents of his own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district.
4. Lists of district-employee's names and addresses shall not be released for general public use.

Adopted: February 18, 1980

Reviewed: October 28, 2003

Revised: June 25, 2007

LEGAL REFS.: C.R.S. 24072-204

STAFF HEALTH AND SAFETY

GBE

(Any Physical and Mental Health Examination Requirements)

Through its overall safety program and various policies pertaining to school personnel, the Board shall seek to assure the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain good health and practice good health habits.

Physical and Mental Health Examinations

All bus drivers – whether full-time, regular part-time, or temporary part-time – shall be required to have a CDL.

The Board of Education may request physical examinations and/or mental health examinations of any employee at any time to determine if a person is fit to continue on the job.

Adopted: February 18, 1980

Reviewed: October 28, 2003

Revised: June 25, 2007

LEGAL REFS.: C.R.S. 22-3-101
C.R.S. 22-32-110 (1) (k)

STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

GBEE

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and learning. The Board of Education believes they should be used in the Pawnee School District as a learning resource to educate and to inform.

The Board of Education supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods, and materials.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational goals of the Pawnee School District. However, the Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of District computers and computer systems to avoid contact with material or information that violates this policy.

Blocking or filtering obscene, pornographic and harmful information

To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, software that blocks or filters such material and information has been installed on all Pawnee School District computers having Internet or electronic communications access. This must be done in compliance with the Children’s Internet Protection Act of 2000 (CIPA) and other state and federal regulations/ Blocking or filtering software may be disabled by a supervising teacher or administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

No expectation of privacy

Pawnee School District computers and computer systems are owned by the Pawnee School District and are intended for educational purposes and Pawnee School District business at all times. Staff members shall have no expectation of privacy when using the Internet or electronic communications. Pawnee School District

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

Unauthorized and unacceptable uses

Staff members shall use District computers and computer systems in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of Pawnee School District computers and computer systems is specifically described in policy.

PUBLIC ELECTRONIC MAIL RECORDS

EGAEA

Electronic mail (“e-mail”) is a message that is transmitted between two or more computers or electronic terminals, regardless of physical form. Electronic mail sent or received by the Board, the Pawnee School District, or the Pawnee School District employee is considered a “public record”, subject to retention under the state and federal laws.

In order to insure compliance with the law, Pawnee School District policies and regulations as well as appropriate use of the electronic communications systems, the district retains the right to inspect, maintain, and disclose all electronic communications sent over the district electronic mail system. Therefore, employees have no expectation of privacy when using district electronic mail systems. Employees are hereby notified that electronic messages can be retrieved even after those messages have been deleted from an individual computer. Other avenues of communications should be used for confidential matters or privileged communications such as student records unless appropriate encryption measures are taken to ensure confidentiality and maintain the appropriate privilege.

Pawnee School District employees may not access another employee’s electronic mail without the employee’s consent or authorization from an appropriate administrator. District employees will take appropriate security measures, which include maintaining the confidentiality of passwords and codes and insuring that terminals do not become available for unauthorized use. Users of the District electronic mail systems are responsible for using the system appropriately as outlined in the associated regulations and acceptable use agreement. Improper use includes but is not limited to violating copyright or intellectual property rights, the Family Educational Rights and Privacy Act, and the Colorado Open Records Act or local, state and federal laws. Use of the system must comply with Pawnee School District policy including GBCB (Staff Conduct and Responsibilities), BGC/BGCA (Staff Ethics) and JO (Student Records). Pawnee School District electronic mail systems for which the district will incur an expense are not permitted without authorization from the appropriate administrator. Failure to follow the acceptable use procedures may result in loss of the privilege to use electronic mail and may result in disciplinary action.

STAFF GIFTS AND SOLICITATIONS

GBI(KE)

Students and their parents shall be discouraged from the routine presentation of gifts to district employees.

Employees are prohibited from accepting things of material value from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through their public relations programs.

Adopted: February 18, 1980

Reviewed: October 28, 2003

Revised: June 25, 2007

USE OF TOBACCO PRODUCTS**GBK**

The school will be SMOKE FREE ENVIRONMENT and smoking is prohibited by any person in the school building at all times.

In order to promote the general health, welfare and well-being of students, smoking, chewing or other use of any tobacco products by student while in or on school property or while participating in a school sponsored event is prohibited.

Adopted: February 18, 1980

Revised: February 18, 1989

Revised: July 19, 1990

Legal Refs.: C.R.S. 25-14-102(3)
C.R.S. 25-14-103(1) (f) (3)
6CCR 1010-6, Rule 5-306

Refs: KGC
JFCG
GBK

REDUCTION IN PROFESSIONAL STAFF WORK FORCE**GCPA**

The Board may cancel an employment contract with any teacher or administrator (except the superintendent) without penalty to the district when the Board determines there is a justifiable decrease in the number of professional staff positions.

The Board shall establish the actual number of professional staff to be reduced consistent with the Board's authority to establish educational programs within the district. The superintendent shall determine the specific positions to be affected.

The Board shall follow the procedures listed below:

1. Professional staff employed under a letter of authorization and assigned in the endorsement area subject to the justifiable decrease shall have their contracts cancelled first.
2. Non-tenured professional staff assigned in the endorsement area having a justifiable decrease shall have their contracts cancelled next.
3. Tenured professional staff assigned in the particular endorsement area where there is a justifiable decrease shall be the last category of employees to have their contracts cancelled.
4. Tenured professional staff whose contracts are to be cancelled under this policy shall be given notice in writing 45 calendar days in advance of such action, which notification shall specify the reason or reasons for cancellation of the contract. Such determination for cancellation of contract of tenured professional staff shall be made by the superintendent.
5. Such notices shall be served upon the teachers personally or by certified or registered mail.
6. Every tenured teacher so notified, at his request made in writing and filed with the president or secretary of the Board within 10 days of receiving such notice, shall be granted opportunity for a hearing before the Board to determine whether there is sufficient reason/or reasons for cancellation of contract.

Adopted: February 18, 1980
 Reviewed: October 28, 2003
 Revised: June 25, 2007

LEGAL REF.: 1973 C.R.S. 22-60-105
 1973 C.R.S. 22-63-112(3)

PROFESSIONAL STAFF HIRING

GCD-R

Certification

It is the responsibility of each teacher to secure his/her own certificate. After securing this certificate, the teacher shall take it to the office of the superintendent of school for official registration. The certificate (or copy thereof) shall be recorded and filed in the teacher's personal folder in the administrative offices.

Adopted: February 18, 1980
 Reviewed: October 28, 2003
 Revised: June 25, 2007

FMLA (FAMILY AND MEDICAL LEAVE ACT)

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- for the birth and care of the newborn child of an employee;
- for placement with the employee of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.

The district will follow FMLA guidelines. Normally, this is considered unpaid leave and job-protection is limited to 12 weeks. Pay for time off under this provision will be determined from the individual employee's staff leave according to policy GCBD. Special circumstances should be appealed to the superintendent well in advance of reaching time or pay limits.

STAFF LEAVE**G CBD**Paid Leave

All full-time employees will be allowed 8 days leave each year, accumulative to 40. Part-time certified employees will be allowed leave days at a prorated number of the full-time employee:

At the employee's discretion, eight leave days earned each year can be used in the following manner, if approved by administration:

1. Personal illness.
2. Illness or death in the family or special circumstances approved by the administration.
3. Personal reasons.

Accumulated leave days can be used in the following manner, if approved by the administration:

1. Personal illness.
2. Illness or death in the family or special circumstances approved by the administration.

The District reserves the right to require appropriate documentation from a physician or other medical personnel for verification of leave due to medical reasons.

All leave must be approved and leave days cannot be used in conjunction with vacations or holidays or the first or last week of the student contact days without prior approval by the Superintendent. If there is a special circumstance that necessitates additional leave days, an employee may appeal to the Superintendent for an exception. In no event will an employee be allowed to use additional leave days for personal gain.

Additionally, any leave not provided for in Board policies concerning absences, leaves, and vacations is personal leave, and salaries or wages shall be deducted at the employee's daily rate.

A report of any such absence will be reported on the standard report form and filed with the superintendent's office. This personal leave must have the prior approval of the superintendent.

Originally adopted: 3/13/67

Last revision adopted: 3/16/76; effective 8/23/76

Confirmed through agreement with BEA

Adopted: February 18, 1980

Reviewed: October 28, 2003

Revised: June 25, 2007, Sept 27, 2011

PROFESSIONAL STAFF LEAVE FOR JURY DUTY**G CBDD**

Employees shall be encouraged to accept jury duty. Therefore, there shall be no salary deduction for such leave, but jury pay shall be turned over to and become part of the funds of the school district. This does not include jury duty expense.

Adopted: February 18, 1980

Reviewed: October 28, 2003

Revised: June 25, 2007

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS**G CPD**Suspension

The superintendent may suspend certificated teachers from their assignments for good cause. Such action shall be reported promptly to the Board of Education. "Good cause" will include conduct unbecoming a school

employee. Suspensions will generally be limited to individuals not on tenure except in cases of flagrant conduct that requires immediate action on the part of the superintendent.

Dismissal and Contract Nonrenewal

The Board of Education shall follow procedures established by law for the dismissal of certificated teachers.

Full-time teachers who have not acquired tenure, currently employed by the Board, shall be reemployed for the succeeding academic year at the appropriate salary unless the Board does not renew the contract of such teacher pursuant to law.

Adopted: February 18, 1980

Reviewed: October 28, 2003

Revised: June 25, 2007

LEGAL REFS.: C.R.S. 22-63-101 et seq.
C.R.S. 22-63-110
C.R.S. 22-63-111; 22-63-116, 22-63-117

PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

GCBE

Vacations and holidays for the certificated staff shall be as scheduled on the school calendar for each school year.

All vacations and holidays may be suspended by Board action when in the Board's judgment an emergency exists.

Adopted: February 18, 1980

Reviewed: October 28, 2003

Revised: June 25, 2007

LEGAL REF.: C.R.S. 22-1-112

PROFESSIONAL STAFF LEAVES AND ABSENCES

GCBD

Benefits in addition to basic salary are recognized by the Board as an integral part of the total compensation plan for staff members. The benefits extended to the professional staff shall be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to the district.

Employees who regularly work 30 hrs per week are covered by the district's group life insurance and long-term disability insurance plans with the exception of PERA retirees and temporary help.

All full-time regular licensed employees are eligible for the district's health insurance plan. These employees also may participate in the district's tax-sheltered annuity program.

Full-time regular licensed employees not covered by a negotiated agreement shall be extended fringe benefits at least equal to that of other professional employees.

School district employees shall participate in the Public Employees' Retirement Association (PERA) in which both the employee and the school district make monthly contributions.

Worker's Compensation

All district employees are covered under the Workers' Compensation Insurance Plan and shall be entitled to all the prescribed benefits.

Adopted: February 18, 1980
 Reviewed: October 28, 2003
 Revised: July 24, 2007

LEGAL REFS.: C.R.S. 8-40-101 *et seq.* through 8-47-101 *et seq.* (*Workers' Compensation Act of Colorado*)
 C.R.S. 22-32-110 (1)(j)
 C.R.S. 24-51-101 *et seq.* (*Public Employees' Retirement Association*)

PROFESSIONAL STAFF ASSIGNMENT AND TRANSFER

GCI

The assignment of certificated staff members and their transfer to positions in the school and departments of the district shall be made by the superintendent, subject to review by the Board of Education. The following criteria will serve as guidelines for the superintendent in carrying out this responsibility:

1. Staff member is qualified for the requested transfer.
2. Contribution which staff member could make to students in a new position.
3. Qualifications of staff member compared to those of outside candidates both for position to be vacated and for position to be filled.
4. Opportunity for the staff member's professional growth.
5. Wishes of staff member regarding assignment or transfer.

A teacher's request for transfer will be granted whenever the best interests of the schools will be served. Whenever a request for a transfer is made, it is ethical and desirable in most cases for all parties concerned to discuss the merits of the request in an effort to arrive at a common understanding.

Transfers from one grade level to another may be made in order to fit personnel into their proper level or as best fits the need of the school.

The assignment of a teacher to a specific building will not imply permanent assignment to that building.

Adopted: February 18, 1980
 Reviewed: October 28, 2003
 Revised: July 24, 2007

LEGAL REFS.: C.R.S. 22-32-126(3)
 C.R.S. 22-63-114

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

GCE

Substitute Teachers

It will be the responsibility of the building secretary or principal to assign a substitute to fill any vacancy caused by the temporary absence of a regular staff member. The substitute teacher shall be selected from a list of Board approved substitutes furnished by the superintendent's office.

The employment of substitute teachers shall be centralized for the district in the office of the superintendent, where applications will be accepted.

Persons wishing to serve as substitute teachers in the district's schools should have a minimum of a substitute teaching license which is valid in the State of Colorado. A withholding tax statement must be in the superintendent's office before payment for any teaching services can be made.

Substitute teachers will be paid at the per diem rate set forth by the Board.

Adopted: February 18, 1980

LEGAL REFS.: C.R.S. 22-32-109 (1)(f)
C.R.S. 22-61-103

Part-Time Certificated Employees

All certified personnel serving in part-time positions shall be recommended by the superintendent for appointment by the Board. Qualifications for part-time employees shall be the same as for regular, full-timed certificated staff members. Compensation shall be based on the teachers' salary schedule and paid on a pro-rata basis.

Adopted: February 18, 1980
Reviewed: October 28, 2003
Revised: July 24, 2007

PROFESSIONAL STAFF PROBATION AND TENURE

GCG

In accordance with state statutes, each full-time teacher appointed to the district staff shall serve a probationary period of three full academic years. A teacher, who has been reemployed for the fourth academic year, shall have tenure as a teacher in the school district.

It shall be the policy of the Board to notify each probationary teacher in writing on or before April 15 of its intention to re-employ the teacher for the succeeding year or of its intention to terminate the teacher's employment at the end of the current school year.

Only those probationary teachers who exhibit potential of becoming outstanding teachers will be recommended for reemployment at the end of each year of their probationary period.

To be granted tenure, a probationary teacher must have displayed excellence in all phases of his work, including, but not limited to: classroom control, empathy, cooperation, techniques, attitudes, punctuality, ability, morals, enthusiasm, and objectivity.

Adopted: February 18, 1980
Reviewed: October 28, 2003
Revised: June 25, 2007

LEGAL REFS.: C.R.S. 22-63-110
C.R.S. 22-63-112 through 22-63-113