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PERSONNEL GOALS/PRIORITY OBJECTIVES

The Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The administration is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

1. To develop board policies
2. To recruit, select and employ the best qualified personnel to staff the school system.
3. To provide staff compensation and benefits programs sufficient to attract and retain qualified employees.
4. To provide an in-service training program for all employees to improve their performance and the overall rate of retention and promotion of staff.
5. To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.
6. To deploy personnel so as to ensure they are utilized as effectively as possible.
7. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.

Current practice codified 1980
Adopted: date of manual adoption



Open Hiring/Equal Employment Opportunity

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school district's staff.

Therefore, the district promotes and provides for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity applies to all people without regard to disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. The district will ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

Current practice codified 1980

Adopted: **Date of Manual Adoption**
Revised: **March 12, 1991**
Revised: **September 13, 1994**
Revised: **May 11, 1998**
Revised: **January 13, 2009**
Revised: **January 12, 2021**

LEGAL REFS.: **20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)**
 29 U.S.C. §201 et seq. (Fair Labor Standards Act)
 29 U.S.C. §621 et seq. (Age Discrimination in Employment Act of 1967)
 29 U.S.C. §794 (Section 504 of the Rehabilitation Act of 1973)
 42 U.S.C. §12101et seq. (Title II of the Americans with Disabilities Act)
 42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964)
 42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)
 42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)
 C.R.S. 2-4-401 (13.5) (definition of sexual orientation, which includes transgender)
 C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
 C.R.S. 22-61-101 (discrimination in employment prohibited)
 C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division procedures)
 C.R.S. 24-34-301 (7) (definition of sexual orientation, which includes transgender)
 C.R.S. 24-34-402 et seq. (discriminatory or unfair employment practices)
 C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

CROSS REFS.: **AC, Nondiscrimination/Equal Opportunity**
 GBAA, Sexual Harassment



SEXUAL DISCRIMINATION AND HARASSMENT

The district is committed to a learning and working environment that is free from sexual discrimination and harassment. It shall be a violation of policy for any member of the district staff to harass another staff member or student or through conduct or communications of a sexual nature.

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Any conduct of a sexual nature directed toward students by teacher or others to whom this policy applies, shall be presumed to be unwelcome.

SEXUAL HARASSMENT PROHIBITED

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes a sexual nature may constitute sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

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

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

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



REPORTING, INVESTIGATION, AND SANCTIONS

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, it is the express desire of the Board to encourage victims of sexual harassment to report such claims. This may be done through the complaint process (AC-R)

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the district's compliance officer. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of authority.

No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing future harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

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

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

NOTICE OF POLICY

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

Adopted: December 16, 1986

Revised: January 13, 2009

LEGAL REFS.: 42 U.S.C. §2000e et seq. (Title VII of the Civil Rights Act of 1964)
20 U.S.C. §1681 et seq. (Title IX of the Education Amendments of 1972)
C.R.S. 24-34-401 et seq. (discrimination or unfair employment practices)
C.R.S. 23-34-301 et seq. (Colorado Civil Rights Division procedures)

CROSS REF.: AC, nondiscrimination/Equal Opportunity
JLF, Reporting Child Abuse/Child Protection



STAFF INVOLVEMENT IN DECISIONMAKING

It shall be the policy of the Board to encourage employee participation in decision making for the school district in accordance with the following statements:

Advisory Functions

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

The superintendent shall evolve with certificated and classified employee's channels for the ready intercommunication of ideas and feelings regarding the operation of the schools. The superintendent shall weigh with care the counsel given by employees, especially which given by groups designated to represent large segments of the staff, and shall inform the Board of Education of all such counsel in presenting reports of administrative action and recommendations for Board action.

Forces

To the end that joint advice may be readily available for the purpose described above, the staff shall be encouraged to join task forces to work with principals and the superintendent in the areas of concern to the staff. Furthermore, the superintendent and principals shall at their own discretion appoint additional task forces for such functions as are not being performed by task forces.

Each task force shall be responsible to the administrator in the area in which their task force was assigned to operate.

Appointed Teachers Council

The elementary and secondary staff is encouraged to establish a teacher's council, which shall be advisory in nature, in each of its respective schools to work with the principals and the superintendent in areas of concern to the staff.

Current practice codified 1980

Adopted: date of manual adoption



Staff Ethics/Conflict of Interest

No district employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the Center Consolidated School District. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardians of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

Conflicts of interest - federally funded transactions

Separate from state law and the Board's policies concerning district employees' standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of district employees whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, a district employee shall not participate in the selection, award or administration of a contract supported by a federal award if the employee has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.

In addition, the UGG prohibits district employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

For purposes of this policy section only, "immediate family" means the employee's spouse, partner in a civil union, children and parents. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," district employees shall follow the standards of conduct and corresponding definitions applicable to local government employees under state law.

These minimum federal requirements are not waivable in connection with any transaction or contract to which they apply.

An employee who violates the standards of conduct set forth in this policy's section may be subject to disciplinary action, in accordance with applicable law and Board policy.

Current practice codified 1980

Adopted: date of manual adoption

Revised: January 12, 2021

LEGAL REFS.: 2 C.F.R. 200.318(c) (Uniform Grant Guidance - written standards of conduct covering conflicts of interest required concerning the selection, award and administration of contracts supported by federal funds)



Constitution of Colorado, Article X, Section 13 (felony to make a profit on public funds)
C.R.S. [14-15-101](#) et seq. (Colorado Civil Union Act)
C.R.S. [22-63-204](#) (*teachers receiving money for items sold to students/parents without written consent from Board*)
C.R.S. [24-18-109](#) (*government rules of conduct*)
C.R.S. [24-18-110](#) (*voluntary disclosure*)
C.R.S. [24-18-201](#) (*standards of conduct - interests in contracts*)
C.R.S. [24-18-202](#) (*standards of conduct - interests in sales*)
C.R.S. [24-34-402](#) (1) (*discriminatory and unfair employment practices*)
C.R.S. [24-34-402](#) (1)(h) (*nepotism provisions*)

CROSS REFS.: [DKC](#), Expense Authorization/Reimbursement (Mileage and Travel)
[GBEB](#), Staff Conduct (And Responsibilities)
[GCE/GCF](#), Professional Staff Recruiting/Hiring
[GCQF](#), Discipline, Suspension and Dismissal of Professional Staff (And Contract Nonrenewal)
[GDE/GDF](#), Support Staff Recruiting/Hiring
[GDQD](#), Discipline, Suspension and Dismissal of Support Staff



Staff Conduct (Responsibilities)

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

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

Rules of conduct

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

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

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

It is permissible for an employee to receive:

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

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

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

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



2. Accept or receive a benefit as an indirect consequence of transacting school district business. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which are required of all personnel:

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

Child abuse

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

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

Possession of deadly weapons

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

Felony/misdemeanor convictions

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

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

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



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

Unlawful behavior involving children

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

Notification concerning arrests

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

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

Personnel addressing health care treatment for behavior issues

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

Current practice codified 1980

Adoption:	Date of Manual Adoption
Revised:	December 16, 1985
Revised:	November 9, 1993
Revised:	September 27, 1994
Revised:	October 11, 199_
Revised:	February 27, 2001
Revised:	September 24, 2002
Revised:	March 9, 2004
Revised:	January 12, 2021

LEGAL REFS.: 28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)
C.R.S. 18-12-105.5 (unlawful carrying/possession of weapons on school grounds)
C.R.S. 18-12-214 (3)(b) (school security officers may carry concealed handgun pursuant to valid permit)
C.R.S. 19-3-308 (5.7) (child abuse reporting)
C.R.S. 22-1-130 (parent notification of employee criminal charges)
C.R.S. 22-2-119.3 (6)(d) (name-based criminal history record check - definition)
C.R.S. 22-32-109 (1)(ee) (duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission)
C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)



C.R.S. [22-32-109.1](#) (8) (policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees)
C.R.S. [22-32-109.7](#) (duty to make inquiries prior to hiring)
C.R.S. [22-32-109.8](#) (non-licensed personnel - submittal of fingerprints and name-based criminal history record check)
C.R.S. [22-32-109.8](#) (6)(a) (requirement to terminate non-licensed employees for certain felony offenses)
C.R.S. [22-32-109.9](#) (licensed personnel - submittal of fingerprints and name-based criminal history record check)
C.R.S. [22-32-110](#) (1)(k) (power to adopt conduct rules)
C.R.S. [24-18-104](#) (government employee rules of conduct)
C.R.S. [24-18-109](#) (local government employee rules of conduct)
C.R.S. [24-18-110](#) (voluntary disclosure)

CROSS REFS.: [JLC](#), Student Health Services and Records
[JLDAC](#), Screening/Testing of Students (And Treatment of Mental Disorders)
[JLF](#), Reporting Child Abuse/Child Protection
[KDBA*](#), Parent Notification of Employee Criminal Charges
[KFA](#), Public Conduct on District Property



STAFF DRESS CODE

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

Unacceptable Items

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

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Sunglasses and/or hats worn inside the building.
3. Inappropriately sheer, tight or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing worn alone with straps narrower than 1.5 inches in width.
5. Flip flops, slippers, and extremely high heels or footwear that may not be appropriate for health and safety reasons.

Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

- Refer to drugs, tobacco, alcohol or
- weapons are of a sexual nature
- By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student code of
- conduct Otherwise disrupt the teaching-learning process

Exceptions

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

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

Current practice codified 1980

Adopted: date of manual adoption

Revised: July 10, 2001

Revised: February 10, 2009

Reviewed: October 26, 2020

LEGAL REF: C.R.S. 22-32-109 (l)(cc) (districts required to have staff dress code)

**CROSS REF: GBEB, Staff Conduct (and Responsibilities)
JICA, Student Dress Code**



GIFTS TO AND SOLICITATIONS BY STAFF**Gifts**

Gifts from students: Teachers and other employees of the Center Consolidated School District shall not accept gifts from students except as such gifts represent tokens. Even token gift-giving shall be discouraged. The administration considers as more welcome and more appropriate the writing of letters by students to staff members to express gratitude and appreciation.

Gifts from staff members to staff members: Individual employees shall refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the collection of money for group gifts shall be discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

Gifts from companies: All employees of the Center Consolidated School District 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.

Solicitations: No organization may solicit funds of staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the approval of the superintendent. Nor shall staff members be made responsible, or assume responsibility for, the collection of any money or distribution of any fund drive literature within the schools without such activity having the superintendent's approval.

Current practice codified 1980**Adopted: date of manual adoption****CROSS REFS.: JL, Student Gifts and Solicitations****KI/KJ, Public Solicitations/Advertising in the Schools**

Alcohol and Drug-Free Workplace

The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any district employee to possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event where students are present, or off district property when students are present.

For purposes of this policy, "illicit drugs" means narcotics, drugs and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy. "Illicit drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include suspension, termination and referral for prosecution. In appropriate circumstances and at the districts sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

After investigation, the superintendent may reinstate an employee who has been suspended if it appears to be in the best interests of the district. The matter shall be reported to the Board of Education.

Drug-Free Workplace Act

Under the federal Drug-Free Workplace Act (the Act), the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in any district workplace. The Act defines "controlled substance" as a controlled substance in schedules I through IV of 21 U.S.C. section 812, which includes but is not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

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

Awareness and prevention program

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

1. The dangers of drug and alcohol abuse.
2. The Board's policy of maintaining an alcohol and drug-free workplace.



3. Available drug and alcohol counseling, rehabilitation and employee assistance programs.
4. Penalties that may be imposed upon employees for violations of this policy.

The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness and implement appropriate changes.

Notification to employees

Information about the standards of conduct required by this policy shall be communicated to employees. All employees shall acknowledge receipt of this policy and related information.

Revised: February 10, 2009

Revised: January 2021

LEGAL REFS.: 20 U.S.C. 7101 et seq. (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. 812 (definition of controlled substance)
41 U.S.C. 8101 and 8102 (Drug-Free Workplace Act of 1988)
34 C.F.R. Part 84 (regulations implementing the Drug-Free Workplace Act)
Colo. Const. Art. XVIII, Section 16(6) (employers may restrict marijuana use, possession, sale, etc. by employees)
C.R.S. [18-18-407](#) (2) (crime to sell, distribute or possess any controlled substance on or near school grounds or school vehicles)
C.R.S. [25-1.5-106](#) (12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)
C.R.S. [25-14-103.5](#) (boards of education must adopt policies prohibiting use of retail marijuana on school property)

CROSS REFS.: [EEAEAA*](#), Drug And Alcohol Testing For Bus Drivers
[GCOE](#), Discipline, Suspension and Dismissal of Professional Staff
[GDOD](#), Discipline, Suspension and Dismissal of Support Staff
[JJCH](#), Drug and Alcohol Involvement by Students



TOBACCO-FREE WORKPLACE

Use of tobacco in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff shall be banned from all school property.

For purposes of this policy, the following definitions shall apply:

1. "School Property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - a. All interior portions of any building or other structure use of instruction, administration, support services, maintenance or storage. The term shall not apply to buildings used primarily as residence, i.e., teacher ages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the District for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with State Law and District policy. This policy will be published in all employee handbooks, posted on bulletin boards and announced in staff meetings.

Employees found to be in violation of this policy will be subject to disciplinary action as follows:

First Occurrence: The employee will have a letter placed in his/her personnel file recording the incident and that employee will meet in conference with his/her supervisor who will outline the actions that will be taken if further incidents occur.

Second Occurrence: The employee will have a letter placed in his/her personnel file recording the incident and that employee will be suspended from his/her duties for one (1) week, without pay.

Third Occurrence: The individual's employment will be terminated by recommendation of the Superintendent and approval of the Board of Education.



Exemptions

Pursuant to State Law, no exemption shall be granted pursuant to this policy. Any previously granted exemption shall be invalid after July, 1999.

Adopted: September 27, 1994

Revised: February 22, 2000

LEGAL REFS.: 20 U.S.C. §6083 (Federal law prohibits smoking in an indoor facility used to provide educational services to children.)

C.R.S. 18-13-121

C.R.S. 22-32-109(1)(bb)

C.R.S. 25-14-103.5

6 CCR 1010-6, Rule 5-306

CROSS REFS.: ADC, Tobacco-Free Schools

IHAMA, Teaching about Drugs, Alcohol and Tobacco

KFA, Public Conduct on School Property



Staff Use of the Internet and Electronic Communications

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

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

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district technology devices to avoid contact with material or information that violates this policy. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet.

Blocking or filtering obscene, pornographic and harmful information

To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, technology that blocks or filters such material and information has been installed on all district computers having Internet or electronic communications access. Blocking or filtering technology may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

No expectation of privacy

District technology devices are owned by the district and are intended for educational purposes and district business at all times. Staff members shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

Public records

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

Unauthorized and unacceptable uses

Staff members shall use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

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



- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That is not related to district education objectives
- That contains pornographic, obscene or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- For personal profit, financial gain, advertising, commercial transaction or political purposes
- That plagiarizes the work of another
- That uses inappropriate or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- In violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- That contains personal information about themselves or others, including information protected by confidentiality laws
- Using another individual's Internet or electronic communications account without written permission from that individual
- That impersonates another or transmits through an anonymous remailer
- That accesses fee services without specific permission from the system administrator

Security

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

Staff members shall not:

- Use another person's password or any other identifier
- Gain or attempt to gain unauthorized access to district technology devices
- Read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any staff member identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

Confidentiality

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, district employees or district affairs that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or



forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student and district records in accordance with applicable district policies.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

Use of social media

Staff members may use social media within school district guidelines for instructional purposes, including promoting communications with students, parents/guardians and the community concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional well-being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action up to and including termination.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized content

Staff members are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.

Staff member use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet, electronic communications and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.



Staff members shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The school district shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

Adopted: September 24, 2002

Revised: January 12, 2021

LEGAL REFS.: 20 U.S.C. 6751 et seq. (*Enhancing Education Through Technology Act of 2001*)
47 U.S.C. 254(h) (*Children's Internet Protection Act of 2000*)
47 U.S.C. 231 (*Child Online Protection Act of 1998*)
47 C.F.R. Part 54, Subpart F (*Universal Support for Schools and Libraries*)
C.R.S. [22-87-101](#) et seq. (*Children's Internet Protection Act*)
C.R.S. [24-72-204.5](#) (*monitoring electronic communications*)

CROSS REFS.: [AC](#), Nondiscrimination/Equal Opportunity
[EGAEA](#), Electronic Communication



Staff Use of the Internet and Electronic Communications

(Annual Acceptable Use Agreement)

Staff member

I have read, understand and will abide by the district's policy on Staff Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

I hereby release the school district from all costs, claims, damages or losses resulting from my use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Staff Use of the Internet and Electronic Communications and understand its significance.

Staff member's name (printed)

Staff member's signature

Date

Approved: March 9, 2021



Staff Health
(And Physical and Mental Health Examination Requirements)

Through its overall safety program and various policies pertaining to school personnel, the Board shall seek to ensure 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. Under the following circumstances, the Board may require physical examinations of its employees. The District shall pay for all such physical examinations. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

Routine Physical Examinations:

Subsequent to a conditional offer of employment and prior to commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. The District may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. A 30-day grace period may be allowed if approved by personnel services.

All bus drivers, including full-time, regular part-time or temporary part-time drivers shall be required to have a physical examination once every two years to obtain or renew an operator's permit.

The District shall pay for each such routine physical examination.

Special Examinations:

The Board recognizes that an individual's medical diagnosis is privileged information between the patient and medical professionals. However, whenever a staff member's medical condition is such that it interferes with the ability to perform required duties or there is an unacceptable risk to the health and safety of others, the District has a responsibility to take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

The Board may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with the ability to perform required duties or which may pose an unacceptable risk to the health, safety or welfare of the employee or others. The School District shall select the medical professional to conduct such examination.

When the employee cannot perform the essential functions of the job with reasonable accommodation or medical evidence establishes that the employee's condition poses a significant risk to the health, safety or welfare of the employee or others, the school District may take action to suspend and/or terminate the employee in accordance with applicable policies and regulations.

Readily-Transmitted Communicable Diseases: An employee with an acute, common communicable disease shall not report to work during the period of time when contagious/infectious. The District reserves the right to require a physician's statement prior to the employee's return to work.



An employee afflicted with a serious, readily-transmissible disease or condition shall be encouraged to report the existence of the condition or illness in case there are precautions that must be taken to protect the health of others.

HIV Infection:

Any employee who becomes aware of personal infection with the human Immunodeficiency Virus (HIV), which although life-threatening poses little risk of transmission in a school setting, is encouraged to report to a designated school administrator the affliction with the disease. The administrator shall follow the procedures accompanying this policy to evaluate the employment status of the staff member. To encourage disclosure, the school District shall endeavor to treat these employees in a fair, nondiscriminatory and confidential manner consistent with the District's legal obligations. Federal and state law mandate, pursuant to provisions protecting handicapped individuals that such employees shall not be discriminated against on the basis of their handicaps and that, if it becomes necessary, some reasonable accommodations be made to enable qualified individuals to continue work.

Confidentiality:

In all instances, District personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The superintendent shall initiate procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

Current practice codified 1980

Adopted: Date of manual adoption

Revised: June 9, 1992

Revised: August 11, 1992

Revised: March 8, 2001

LEGAL REFS.: 29 U.S.C. §794 (1983) (Section 504 of the Rehabilitation Act)
42 U.S.C. §12101 et seq. (Americans with Disabilities Act)
C.R.S. 8-2-118 (employer must bear cost of medical exam)
C.R.S. 22-32-110 (1) (k) (board's power to adopt policy related to safety, conduct and welfare of employees) C.R.S. 22-63-301 (grounds for teacher dismissal)
C.R.S. 24-34-401 et seq. (discriminatory or unfair employment practices)
C.R.S. 25-4-101 et seq. (disease control and sanitary regulations)
1 CCR 301-26, Rules 4204-R-201 (regulations regarding operation of school transportation vehicles; requirement of physical exam every two years)

CROSS REFS.: CEA Agreement, Article 10, Paragraphs 10.2 and 10.
ACE, Nondiscrimination on the Basis of Handicap/Disability (Compliance with Section 504)
EBBA, Prevention of Disease/Infection Transmission
GBA, Open Hiring/Equal Employment Opportunity and Affirmative Action
GBJ, Personnel Records and Files
GBGG, Staff Sick Leave
GCQF, Discipline, Suspension and Dismissal of Professional Staff
GDQD, Discipline, Suspension and Dismissal of Support Staff



STAFF TRAINING IN CRISIS PREVENTION AND MANAGEMENT

In order to support the District's efforts to prevent and manage crisis, the Board directs the superintendent to provide a comprehensive staff training program that at a minimum train's staff to:

1. Recognize and effectively address student behavior and other indicators that signal possible violence or other impending crisis.
2. Know when to report student behavior and other indicators to parents, other persons within the school community and law enforcement.
3. Function with awareness of applicable District policies and guidelines about student discipline and student civil rights.
4. Involve the help of psychological and other experts when needed to address student behavior.
5. Practice physical security methods for self and others.
6. Teach and model nonviolent conflict resolution techniques.
7. Share safety information with parents in order to spread the responsibility for safety and engage parents as partners in crisis prevention.
8. Foster moral reasoning and self-control in students' behavior.
9. Teach and model tolerance of others.
10. Help design and implement crisis prevention and management plans.
11. Effectively manage various types of crisis.
12. Involve psychological specialists as appropriate to manage debriefing and grieving of staff and students after traumatic loss.

Adopted: February 27, 2001

LEGAL REFS.: C.R.S. 22-32-110 (1) (k) (professional inservice training)

**CROSS REFS.: JIH, Student Interrogations, Searches and Arrests
JIHB, Parking Lot Searches
JIHC, Use of Metal Detectors
JLIA, Security and Supervision of Students
KDE, Crisis Prevention and Management
KLG, Relations with Law Enforcement Authorities**



Staff Personal Security and Safety

Offenses against school employees

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly making a false allegation of child abuse, or any alleged offense under the "Colorado Criminal Code" by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal shall, after receipt of the complaint and proof deemed adequate by the principal, suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall be requested, upon receiving the report, to investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Communication of disciplinary information to teachers/counselors

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

Current Practice Codified 1980

Adopted: Date of Manual Adoption

Revised: August 14, 1984

Revised: May 7, 1991

Revised: February 11, 1997

Revised: January 12, 2021

LEGAL REFS.: C.R.S. 19-3-304 (3.5), (4)

C.R.S. [22-32-109.1](#) (3) (*policy regarding offenses against school employees required as part of safe schools plan*)

C.R.S. [22-32-109.1](#) (9) (*immunity provisions in safe schools law*)

C.R.S. 22-32-110 (4) (b) (II)

C.R.S. [22-32-126](#) (5)(a) (*communication of disciplinary information*)

C.R.S. 22-33-106 (1) (d)

CROSS REFS.: ECAB, Vandalism

[JK](#), Student Discipline

[JKD/JKE](#), Suspension/Expulsion of Students (and Other Disciplinary Interventions)

CONTRACT REF.: CEA Agreement, Article 23, Paragraphs 23.2 and 23.3



FEDERALLY-MANDATED FAMILY LEAVE

The Board shall provide a plan for leaves and absences designed to help members of the staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations.

Such leaves and absences shall be granted in accordance with the law and Board policies pertaining to specific types of leaves.

Federally-mandated family leave

The provisions of this section shall apply to all family and medical leaves of absence except to the extent that paid leaves are covered under other Board policies for any part of the 12 weeks of leave to which the employee is entitled. If an employee is entitled to paid leave under another policy the employee shall take the paid leave first.

To be eligible for leave under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to be eligible for family leave. An eligible employee shall be entitled to a combined total of 12 weeks' leave per year under particular circumstances that are critical to the life of a family.

Leave may be taken upon the birth and for the first-year care of the employee's child; upon the placement of a child with the employee for adoption or foster care; when the employee is needed to care for a child, spouse or parent who has a serious health condition; or when the employee is unable to perform the functions of the position because of a serious health condition.

Spouses who are both employed by the District shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) for the birth or adoption of a child or for family illness.

Entitlement for child care leave shall end after the child reaches age one (1) or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person in loco parents.

If medically necessary for a serious health condition of the employee or the employee's spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions which pertain to instructional employees. The District may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits.

The District shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave (up to 12 weeks). Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The District reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.



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

The superintendent is directed to develop procedures to require appropriate medical certifications, notification and reporting which are consistent with law. The procedures shall describe how the District will post notices concerning the Federal Law and other steps the District shall take to inform employees of its requirements.

All provisions of this policy shall prevail except as modified by an applicable negotiated agreement.

Adopted: February 23, 1999

Revised: March 25, 2003

**LEGAL REF.: 29 U.S.C. 2601 et seq. (Family and Medical Leave Act)
29 C.F.R. Part 825 (regulations)**

**CROSS REFS.: GBGG, Staff Sick Leave
GBGK, Staff Legal Leave
GBGE, Staff Maternity/Paternity/Parental Leave**



Criminal History Record Information

The Board is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until the information is purged or destroyed in accordance with applicable record retention rules.

Accordingly, this policy applies to any electronic or physical media containing Federal Bureau of Investigation (FBI) or Colorado Bureau of Investigation (CBI) CJI while being stored, accessed, or physically moved from a secure location within the district. This policy also applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing criminal history record information.

Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI refers to all of the FBI Criminal Justice Information Services (CJIS) provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system. CHRI is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI.

Proper access, use, and dissemination of CHRI

CHRI must only be used for an authorized purpose consistent with the purpose for which it was accessed or requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by Colorado Bureau of Investigation (CBI) officials with applicable agreements in place.

Personnel security screening

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have completed security awareness training and have been granted access to CJI data.

Security awareness training

Basic security awareness training is required within six months of initial assignment, and biennially thereafter, for all personnel with access to said confidential information.



Physical security

All CJI and CHRI information must be securely stored. The district will maintain a current list of authorized personnel. Authorized personnel will take necessary steps to prevent and protect the district from physical, logical, and electronic breaches.

Media protection

Controls must be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. Electronic media includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. Physical media includes printed documents and imagery that contain CJI.

The district must securely store electronic and physical media within physically secure locations. The district restricts access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted. When no longer usable, information and related processing items must be properly disposed of to ensure confidentiality.

Media sanitization and disposal

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store, and/or transmit FBI or CBI CJI must be properly disposed of in accordance with measures established by the district.

Physical media (print-outs and other physical media) must be disposed of by one of the following methods:

1. shredding using district-issued shredders; or
2. placed in locked shredding bins for a private contractor to come on-site and shred, witnessed by district personnel throughout the entire process.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) must be disposed of by one of the following methods:

1. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
3. Destruction - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI or CBI CJI and/or sensitive and classified information must not be released from the district's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.



Account management

The district must manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The district must validate information systems accounts at least annually and must document the validation process.

All accounts must be reviewed at least annually by the designated CJIS point of contact or their designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain CJJ. The CJIS point of contact may also conduct periodic reviews.

Reporting information security events

The district must promptly report incident information to appropriate authorities to include the CBI's Information Security Officer (ISO). Information security events and weaknesses associated with information systems must be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures must be in place. Wherever feasible, the district must employ automated mechanisms to assist in the reporting of security incidents.

All employees, contractors, and third party users must be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of district assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

Policy violation/misuse notification

Violation of this policy or misuse of CHRI by any personnel can result in significant disciplinary action, up to and including loss of access privileges, civil and criminal prosecution, and/or termination.

Likewise, violation of this policy or misuse of CHRI by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

Adopted February 2021

LEGAL REFS.: P.L. 92-544 (authorizes the FBI to exchange CHRI with officials of state and local governmental agencies for licensing and employment purposes)

28 C.F.R. 20.33 (b) (limited dissemination of criminal history record information)

28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

C.R.S. [22-2-119.3](#) (6)(d) (name-based criminal history record check -definition)

C.R.S. [22-32-109.8](#) (non-licensed personnel - submittal of fingerprints and name-based criminal history record check)

C.R.S. [22-32-109.9](#) (licensed personnel - submittal of fingerprints and name-based criminal history record check)



C.R.S. [24-72-302](#) (definition of criminal justice information)

CROSS REFS.: [GBEB](#), Staff Conduct (and Responsibilities)

[GCE/GCF](#), Professional Staff Recruiting/Hiring

[GDE/GDF](#), Support Staff Recruiting/Hiring



PERSONNEL RECORDS AND FILES

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

1. A personnel folder for each employee, certificated and classified, shall be accurately maintained in the District Administrative Office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer- employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The Superintendent and his designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
3. Each employee shall have the right, upon request, to review the contents of his/her 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 to the District.
4. The following information in personnel records and files shall be available for public inspections:
 - Applications of past or current employees
 - Employment agreements
 - Any amount paid or benefit provided incident to termination of employment
 - Performance ratings except for teacher evaluations as noted below any compensation including expense allowances and benefits.
5. The evaluation report of certificated personnel, with the exception of the Superintendent and public records used in preparing the evaluation report, shall be confidential and available only to the evaluatee, to the Administrators who supervise his/her work, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision.
6. A written evaluation or any other personnel record shall not reflect any good faith actions of any employee which were in compliance with the District's discipline code
7. List of District employee's names and addresses shall not be released for general public use.

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

Current practice codified 1980
Adopted: date of manual adoption
Revised: June 15, 1982
Revised: December 16, 1986
Revised: November 9, 1993
Revised: September 13, 1994



LEAGAL REFS.: C.R.S. 22-9-109
C.R.S. 22-32-110 (4) (c)
C.R.S. 24-19-108 (1) (c)
C.R.S. 24-72-202 (1.3) and (4.5)
C.R.S. 24-72-204

CROSS REFS.: CBB, Recruitment of Superintendent
CBIA*, Public Inspection of Superintendent's Evaluation
GCE/GCF, Professional Staff Recruitment/Hiring
JK, Student Discipline
KDB, Public's Right to Know/Freedom of Information



DISCLOSURE OF INFORMATION TO PROSPECTIVE EMPLOYERS**Teachers:**

Pursuant to State Law, the School District shall, upon request, disclose to another school district or school, the reasons for the teacher's separation from employment with the District, any pertinent performance or disciplinary record of the teacher that specifically relates to any negligent action of the teacher that was found to endanger the safety and security of a student, and any disciplinary records that relate to behavior by the teacher that was found to have contributed to a student's violation of the School District's conduct and discipline code. This information shall only be disclosed to personnel authorized to review the personnel file in the requesting district and the person applying for a position as a teacher.

Other District Employees:

With regard to all other former or current District employees, the District shall disclose to a prospective employer information relative to the employee's suitability for reemployment, including or her work-related skills, abilities and habits. In the case of a former employee, the District shall also disclose the reason for the employees' separation.

Immunity Provisions:

The School District, and its employees, agents and representatives authorized by the District to make such disclosures, shall be immune from civil liability for disclosing such information unless the District knew or should have reasonably known that the information was false.

Copy to Employee:

When the District provides written information about a current or former employee to a prospective employer, it shall send a copy of that information to the employee upon request. The District shall also make such written information available to the current or former employee upon request during normal business hours. A fair and reasonable price shall be charged by the District for any copies of the written information requested by the employee.

Adopted: October 11, 1999

Revised: February 27, 2001

**LEGAL REFS.: C.R.S. 8-2-114(2), (3) and (5)
C.R.S. 22-63-202**

**CROSS REFS.: GCE/GCF, Professional Staff Recruiting/Hiring
GDE/GDF, Support Staff Recruiting/Hiring**



STAFF CONCERNS/COMPLAINTS/GRIEVANCES

It is the Boards desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A “grievance” is defined as an alleged violation of Board of education policies or administrative regulations that apply to all employees.

The machinery set up for the resolution of “grievances” in agreements between the Boards and recognize employee organizations shall apply only to grievances as defined in the particular agreement (Master Agreement with CEA).

In addition to our Master Agreement with Center Education Association (CEA), an employee may file a grievance if he/she feels that there have been complaints alleging discriminatory actions on the basis of race, color, national origin, sex, age, marital status and handicap. The time line should comply with Policy GBM*.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to non-renewal of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel.

All employment decisions remain with the sole and continuing discretion of the Administration and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by Colorado Law.

The Superintendent of Schools, Gary D. Kidd, is the coordinator of Title IX and Section 504 Compliance Activities. Mr. Kidd is located at: 142 E. 4th Street, P.O.Box 730, Center, Colorado 81125; telephone number (719) 754-3442.

Adopted: August 21, 1979
Revised: June 15, 1982
Revised: September 8, 1987
Revised: March 12, 1991
Revised: September 13, 1994

CONTRACT REF.: CEA AGREEMENT, ARTICLE 5



**CENTER CONSOLIDATED SCHOOL DISTRICT 26 JT. TITLE IX GRIEVANCE
PROCEDURES
(Certified/Classified Staff and Students)**

It is the policy of Center Consolidated School District Number 26 not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments. As a student or employee of Center Consolidated School District Number 26, you are protected from sex discrimination in the following areas:

If you are a student, you may not be discriminated against on the basis of sex in: admission to most schools, access to enrollment in courses, access to and use of school facilities, counseling and guidance materials, test, and practices, vocational education, physical education, competitive athletics } graduation requirements, student rules, regulations, and benefits, treatment as a married and/or pregnant student, school-sponsored extracurricular activities, and most other aid, benefits, or services.

If you are an employee, you may not be discriminated against on the basis of sex in: (a) access to employment, including recruitment policies and practices, advertising, application procedures, testing and interviewing practices, (b) hiring and promotion, including selection practices, application of nepotism policies, demotion, layoff, termination, tenure, (c) compensation including wages and salaries, extra compensations, (d) job assignment, including classification and position descriptions, lines of progression, seniority lists, assignment and placement, (e) leaves of absence, including leaves for temporary disability, childbearing leave and related medical conditions, (f) fringe benefits, including insurance plans, retirement plans, vacation time, travel opportunities, selection and support for training, employer-sponsored programs, labor organization contracts or professional agreements.

If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This claim or grievance may be filed with George S. Welsh, Superintendent/Title IX Coordinator. .



You will be asked to write down the actions, policies or practices which you believe are discriminatory. You may obtain help from the Title IX Coordinator Superintendent, Center Consolidated School District 26 Jt., 550 S. Sylvester Avenue, Center, Colorado 81125; telephone number (719) 754-3442 , or anyone you believe is knowledgeable. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority. You may also file a complaint of illegal discrimination with the Office of Civil Rights, Department of Education, Washington, D.C., at the same time you file the grievance, during or after use of the grievance process or without using the grievance process at all. If you file your Title IX complaint with the Office of Civil Rights, you must file it in writing no later 180 days after the occurrence of the possible discrimination.

In preparing your grievance, you should give thought to the following: (a) the exact nature of the grievance-how you believe you may have been discriminated against, and any persons you believe may be responsible, (b) the date, time and place of the grievance, (c) the names of witnesses or persons who have knowledge about the grievance, (d) any available written documentation or evidence that is relevant to the grievance, (e) actions that could be taken to correct the grievance.

If you wish to discuss your rights under Title IX, to obtain a copy of the full Title IX grievance procedures, or to obtain help in filing a grievance, contact the Title IX Coordinator or your designated Title IX grievance representative.



INITIATION OF GRIEVANCE PROCESSING (Time Line)

After an alleged Title IX violation, grievant must initiate formal grievance within sixty (60) days with Title IX Coordinator or designated grievance representative. Within five (5) days notification of respondent (s) by Title IX Coordinator, request for grievance answer. Within five (5) days after notification of respondent(s) written answer to grievance by respondent, copies to grievant and Title IX Coordinator; or Title IX Coordinator makes notification of correspondence. Within five (5) days of written notice grievance by respondent, a referral of grievance to appropriate level by Title IX Coordinator; transmission of grievance answer or notice of non-response to appropriate hearing officer.

Adopted: March 12, 1991

Revised: September 13, 1994

CROSS REFS.: Policy AC, Nondiscrimination
Policy ACA, Nondiscrimination on the Basis of Sex
Policy GBA, Equal Opportunity Employment
Policy GBM, Staff Complaints and Grievances
Policy GBM-R, Staff Complaints and Grievances (Classified Staff)
Policy JB, Equal Educational Opportunities



PROFESSIONAL STAFF

Teachers shall be in one of four classifications according to the terms of their employment:

1. **Teacher:** Teacher means any person who holds a Provisional or Professional Teacher's license and who is employed to instruct, direct or supervise an instructional program. "Teacher" does not include persons holding letters of authorization or the superintendent.
2. **Teacher-in-Residence:** A person who does not have a teacher's license or authorization, who is hired to teach pursuant to a teacher-in-residence program implemented by the School District. A resident teacher is considered a probationary teacher when he or she begins the second year in the teacher-in-residence program.
3. **Probationary Teacher:** A teacher on an annual contract who has not completed three (3) full years of continuous employment in the District and who has not been re-employed for the fourth year. A year of required service for probationary teachers is defined as a full school year if it includes the last 120 days of the academic year.
4. **Substitute Teacher:** A teacher who performs services for a District for four hours or more during each regular school day, but works on one (1) continuous assignment for a total of less than 90 regular school days, or for less than one semester or equivalent time as determined by the annual school year calendar of the District. Substitute teacher does not include a nonprobationary or probationary teacher who is assigned as a permanent substitute teacher within a school district.
5. **Itinerant Teacher:** An itinerant teacher who is employed by a District on a day to day or similar short-ten basis as a replacement teacher for a nonprobationary teacher, a probationary teacher or a part-time teacher who is absent or otherwise unavailable (no limit on the number of days worked).
6. **Part-time Teacher:** A teacher who normally works less than four hours per day.

The Board shall approve all classifications upon the recommendation of the superintendent.

Adopted: Date of Manual Adoption

Revised: April 25, 1995

Revised: October 11, 1999

LEGAL REFS.: C.R.S. 22-9-103 (1.5) (Definition of certificated personnel)
 C.R.S. 22-32-109 (1) (f) (Board duty of employ personnel)
 C.R.S. 22-32-109.7 (Specific Board duties regarding personnel)
 C.R.S. 22-63-210 (2) (Hiring of person in Teacher-in-Residence Program)
 C.R.S. 22-32-110.3 (Teacher-in-Residence Programs)
 C.R.S. 22-60.5.5-201 (Types of teacher license)



PROFESSIONAL STAFF CERTIFICATION RESPONSIBILITIES

Primary responsibility for maintaining and renewing a teacher's certification rests with the individual teacher. However, the Board shall participate in the recertification process by approving a recertification plan for full-time certificated employees, in accordance with state law.

The goal of the recertification process shall be to enhance the teacher's professional development in a manner that will be beneficial to the staffing needs of the district.

To carry out its responsibilities under state law, the Board has approved the accompanying procedures and authorizes the building administrators or their designees to act on its behalf. It is the intent of the Board that the process developed will allow designated personnel to work with individual certificated staff members in a professionally sound and fair manner.

Under no circumstance shall a teacher be required to take more than six semester hours of renewal credit during any one five-year certification period.

All recertification plans shall be subject to Board approval.

The Board may require a teacher to take up to four hours of recertification credit to assist the teacher in addressing problems or weaknesses identified in an evaluation of the teacher's performance under the Certificated Personnel Performance Evaluation Act. Any problems or weaknesses identified shall directly relate to a teacher's professional performance.

For all other teachers, the Board requires that at least three semester hours of renewal credit shall be in the teacher's endorsement area, an additional endorsement area, the teacher's current or proposed assignment, programs to extend the computer skills of the teacher or programs related to identifying, reporting and assisting students believed to be victims of child abuse.

The remaining hours of renewal credit shall be selected at the discretion of the teacher but shall be listed and identified on the recertification plan and subject to Board approval.

A teacher may only accumulate renewal credit approved in accordance with this policy and related procedures.

The Board shall appoint on an annual basis a panel of three teachers as an advisory committee to recommend general guidelines about the implementation of the adopted procedures. The committee also shall advise the Board periodically as to how the process may be improved.

Under no circumstance including the failure of district personnel to follow the established procedures or meet applicable deadlines shall a teacher be relieved of the obligation to meet state law requirements for recertification. Should such a failure occur, the teacher shall complete all six hours in subject areas designated in state law and the rules of the State Board of Education.

Nothing in this policy or any plan developed pursuant to III this policy shall be construed to affect the sole and continuing discretion of the Board of Education to make employment decisions.



Adopted: July 8, 1986

**LEGAL REFS.: C.R.S. 22-60-107 (repealed effective Sept. 1, 1988)
C.R.S. 22-60-107.1 1
CCR 301-15, Rules 2260-R-15.00 et seq.**

CROSS REFS.: AFC-1, Evaluation of Professional Staff BCF, Advisory Committees to the Board



PROFESSIONAL STAFF CERTIFICATION RESPONSIBILITIES

These procedures apply to all full-time teachers whose teaching certificates expire on or after Sept. 1, 1988.

Persons who are not employed by the district on a full- time basis are not subject to these procedures. Such persons shall refer to the rules of the State Board of Education to determine how to obtain certificate renewal credit.

Basic Requirements

For certificate renewal, a teacher shall complete six semester hours of credit within the five-year period preceding the date of application for renewal.

Acceptable credits earned prior to Sept.1, 1988 and within the five-year period prior to the date of application shall be accepted for renewal credit. "Applicable" credits are those that are set forth in state law and the rules of the State Board of Education (until Sept.1, 1988).

Any acceptable credits earned by a teacher prior to development of a recertification plan shall be approved by the Board and incorporated into the recertification plan. The remaining credits addressed in the recertification plan shall be acceptable credits and subject to Board approval insofar as practicable.

Schedule a Formal Discussion

1. The building administrator or appropriate designee shall schedule a conference with each teacher at least 24 months prior to the expiration of the teacher certificate for the purpose of developing a recertification plan. A teacher may request that a conference be scheduled at an earlier date at a mutually agreeable time.
2. The building administrator or designee shall give the teacher at least 10 school days written notice of the time for the conference. The notice shall contain a statement, when applicable, that development of a recertification plan will address weaknesses or problems identified in the employee's evaluation.
3. The teacher shall be prepared to present at the conference a proposal for obtaining acceptable renewal credit prior to the expiration of the certificate.
4. The administrator shall be prepared to offer suggestions at the conference for renewal credit in areas that will be beneficial to the school district based on district goals and objectives and complement the teacher's preparation and assignment. The administrator shall take into consideration availability of programs, location, cost and other pertinent factors in making any recommendations for renewal credit.

Develop a Recertification Plan

1. The building administrator or designee and the teacher shall meet at the appointed time to discuss formally the employee's proposal for recertification. The parties shall formalize the plan in writing on the form provided by the district for this purpose.
2. The administrator shall recommend for Board approval a plan that meets the requirements of state law, considers the staffing needs of the district and, when applicable, addresses any problems or weaknesses that have been identified through the evaluation process.



3. If the plan is recommended for Board approval, the building administrator or designee and the teacher shall both sign the plan. A copy of the plan shall be transmitted to the Board for consideration at its next regular meeting. If the plan is approved, it shall be signed by the Board president. If it is not approved, it shall be returned to the parties along with appropriate comments about any suggested revisions. The building administrator shall schedule another conference with the teacher to reconsider the plan.
4. A copy of the approved plan will be placed in the teacher's file and shall be available upon the teacher's request for transmission to the Colorado Department of Education for certificate renewal.
5. The plan may be amended if mutually agreeable to both parties. Any amendment shall be in writing, signed by both parties, attached to the original plan and placed in the file.
6. The teacher shall submit official documentation to the superintendent's office to evidence completion of the hours of renewal credit so that the superintendent can sign verification on behalf of the Board that the teacher has completed the hours of renewal credit. This signed verification shall be available to the teacher to transmit to the Colorado Department of Education.
7. All other administrative tasks to obtain certificate renewal including completion of the application, payment of fees and transmission of the necessary documentation shall be the sole responsibility of the teacher.



Appeal Process

1. Any disagreement with the recertification plan that cannot be resolved during the formal discussion may be appealed by the teacher within 30 calendar days of the date of the conference.
2. The teacher shall submit a written statement to the building administrator or designee which includes the specific reason for disputing the recertification on plan.
3. The building administrator or designee, upon receipt of the teacher's statement shall write a brief statement in response and then forward the two statements, a copy of the recertification plan and any other pertinent information to the superintendent.
4. The superintendent shall consider the written statements and at his discretion schedule a meeting with both parties to review the information. The superintendent shall issue his findings to the teacher within 10 calendar days of receipt of the written information or the date of the conference, whichever is later.
5. The teacher may appeal the decision of the superintendent by forwarding a written statement to the Board which includes the specific reason for disputing the plan within 10 calendar days of receipt of the superintendent's decision. The superintendent shall transmit a copy of his findings and send a copy of the recertification plan along with a brief written statement to the Board.
6. The Board shall consider the appeal at its next regular meeting. Oral comments from the teacher and administrator shall be allowed at the Board's discretion. If no oral statements are presented, the Board shall rely solely on the written information in making its decision. The decision of the Board shall be provided to the teacher within 15 calendar days.
7. A teacher dissatisfied with the resolution of the matter in the school district is entitled to appeal to the State Board of Education in accordance with the appeals process regarding recertification plans established in state board rules. A copy of these rules shall be made available to the teacher upon request.

Teachers New to the District

The school district shall honor all renewal credits accumulated by a teacher who has changed employment within Colorado during the five-year recertification period. A teacher new to the district who previously had a recertification plan approved by another employing board shall submit a copy of the plan and the credits completed to date to the building administrator or designee.

Unless all renewal credits have been obtained, the building administrator shall schedule a conference in accordance with these procedures to update the recertification plan and make any appropriate modifications.

Approved: July 8, 1986

CROSS REF.: AE, School District Goals and Objectives



PROFESSIONAL STAFF POSITIONS

All certificated, administrative and supervisory positions in the school district shall be established initially by the Board. All changes in the titles and/or responsibilities of administrative and supervisory positions shall be approved by the Board of Education.

In each case, the Board shall approve the broad purposes and function of the position in harmony with state laws and regulations and approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

Current practice codified
1980 Adopted: date of
manual adoption

Note: Job descriptions for certificated personnel are on file in the office of the superintendent of schools.

LEGAL REFS.: C.R.S. 22-32-109 (1) (f)
C.R.S. 22-32-110 (1) (h)



PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

The Board recognizes that attractive compensation plans which include an adequate base salary, salary incentives and employee benefits are necessary to attract and retain well-qualified and able men and women to deliver quality educational services.

It is the Board's intent to review all compensation plans annually with representatives of the district's teaching staff. Once adopted by the Board, these plans of compensation shall be displayed in the Board's policy manual in subcategories of code GBC.

Administrators' salaries shall be determined by Board action with consideration given to the assigned responsibilities and specialized training. Salaries and contracts shall be reviewed annually at the first regular Board meeting in February.

The school district shall adhere strictly to the employment contract procedures established by Colorado statutes.

Current practice codified 1980

Adopted: date of manual adoption

**LEGAL REFS.: 1973 C.R.S. 22-32-126
1973 C.R.S. 22-61-102
1973 C.R.S. 22-63-107**

**CONTRACT REFS.: CEA Agreement, Article 2, Paragraph 2.6
CEA Agreement, Article 25
CEA Agreement, Article 26
CEA, Agreement, Article 29, Paragraph 29.1**



**INSTRUCTION/ADMINISTRATIVE STAFF CONTRACTS/COMPENSATION/SALARY
SCHEDULES**

The Board shall annually adopt a salary schedule for its regular teaching personnel and shall place each full-time certificated teaching staff member in the School District on the salary schedule at least commensurate with, but not limited to, his education, prior experience and experience in the District. The schedule adopted by the Board shall remain in effect until changed or modified by the Board in accordance with law.

Salary increments shall be conditioned upon evidence of the continued professional growth of the full-time certificated teaching staff member. Within the framework of state statutes, full-time certificated teaching staff members who do not comply with the requirements of the Board and State may not be granted salary increases or they may not be retained on the staff.

Placement on the salary schedule shall be in accordance with requirements developed by the administration and approved by the Board.

The Board will fix administrative salaries and other salaries not covered by salary schedules in accordance with policy and the needs of the system.

The District shall comply with statutory provisions regarding salary schedules.

Adopted: June 15, 1982

Revised: August 14, 1984

LEGAL REFS.: C.R.S. 22-60-107

C.R.S. 22-63-103

C.R.S. 22-63-105

CONTACT REF.: CEA Agreement, Article 28, Appendix A; Appendix B



PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS/OVERTIME

Full-time certificated teaching staff members who are regularly assigned to duties which require extra time or responsibilities over and above their basic contractual obligations shall receive extra compensation in accordance with a supplementary salary schedule set annually by the Board. Most stipends shall be paid on an annual or seasonal basis, although certain assignments performed at irregular or infrequent intervals may be paid at an hourly rate.

Full-time certificated teaching staff to be appointed to extra-compensation positions shall be recommended by the Superintendent and approved by the Board. Appointees shall be issued a contract for the terms of the extra employment, stating their particular assignment, its duration and the compensation to be paid.

Coaches shall be paid salaries that are commensurate with the demands of their specific coaching assignments.

Adopted: June 15, 1982

LEGAL REFS: 1973 C.R.S. 22-63-114 (3)

**CONTRACT REFS.: CEA Agreement, Article 25, Paragraph 25.2
CEA Agreement, Article 28, Appendix B
CEA Agreement, Article 15**



PROFESSIONAL STAFF FRINGE BENEFITS

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 the full-time certificated teaching 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 work regularly six or more hours per day are covered by the District's group life insurance and long-term disability insurance plans.

All full-time certificated reaching staff members are eligible for the District's health insurance plan. These employees may also participate in the District's tax-sheltered annuity program.

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

All District employees are covered under the Workmen's Compensation Insurance Plan and will be entitled to all prescribes benefits.

Adopted: June 15, 1982

Revised: August 14, 1984

CONTRACT REFS: CEA Agreement, Article 27

LEGAL REFS.: C.R.S. 22-32-110 (1) (j)
C.R.S. Title 8, Articles 40-52 (relates to Workmen's Compensation)
C.R.S. 24-51-104
C.R.S. 24-51-205 (2)



Energy Conservation Incentive

Because of recent increases in the cost of gasoline and because of a general need to conserve natural resources, the Center Consolidated School District is instituting the following policy for the 2008-09 school year.

For any non-coaching school employee who can verify the operation of a carpool totaling a minimum of 3 passengers per day (to include at least 1 employee with student passengers also eligible) that travels a minimum of 24 miles per day round trip for a total of no less than 80% of the work days for a given month, a \$50 "Conservation Bonus" will be paid during the following month's bill cycle to the car pool driver.

For any coaching school employee who can verify the operation of a carpool totaling a minimum of 2 employees or 1 employee and at least 1 student per day that travels a minimum of 24 miles per day round trip for a total of no less than 80% of the work days for a given month, a \$50 "Conservation Bonus" will be paid during the following month's bill cycle to the car pool driver.

For any school employee who lives in the Center School District and can verify they have walked or ridden a bike to school for a total of no less than 80% of the work days in a given month, a \$25 "Conservation Bonus" will be paid during the following month's bill cycle.

District Administrators may not participate in this incentive.

The need for continuing this policy will be reviewed during the summer of 2009 and it will not remain in effect unless the Board of Education re-adopts it.

Adopted: September 9, 2008



PROFESSIONAL STAFF LEAVES AND ABSENCES

The Board shall provide a plan for leaves and absences designed to help members of the certificated staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations.

Such leaves and absences shall be granted in accordance with the laws and Board policies pertaining to specific types of leaves.

All leaves granted or taken in accordance with law or Board policies are subject to the condition that at any time the Board of Education has reason to believe that a staff job action is taking place, any or all such leaves may be cancelled and each Employee taking such a leave which is cancelled shall thereupon be required to return to work. Alternatively, or before deciding to cancel a leave, the Board of Education may request of any of such Employees on leave a written verification of the reasons for the leave to allow the Board to determine that the leave is not related to the staff job action in question. A staff job action shall include, but not be limited to, any concerted or coordinated activity by more than one Employee of the District with an intended effect of reducing or which results in a reduction of the effectiveness or efficiency of those Employees or of other Employees of the District.

Adopted: January 4, 1982

Note: The following subcategories have been created to file specific policies on leaves and absences.

GCBDA*, Professional Staff Emergency Leave
GCBDB*, Professional Staff Jury and Legal Leave
GCBDC*, Professional Staff Professional Leave
GCBDD*, Professional Extended Leaves of Absence
GCBDE*, Professional Staff Sick Leave
GCBDF*, Professional Staff Personal Leave
GCBDG*, Professional Staff Bereavement Leave
GCBDH*, Professional Staff Parental Leave and Child Leave
GCBDI*, Professional Staff Association Leave

Current practice codified 1980

Adopted: date of manual adoption



PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

Vacation Allowance for 12- Month Certificated Personnel

All full-time certificated personnel (those working at least 231 days per contract year) shall be entitled to annual vacation leave as set forth in the employee's contract.

Current practice codified 1980

Adopted: date of manual adoption

LEGAL REF.: 1973 C.R.S. 22-1-112



Professional Staff Recruiting/Hiring

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which they are licensed and/or meet other stated requirements.

Background checks

Prior to hiring any person, in accordance with state law the district must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district must comply with the Fair Credit Reporting Act and applicable state law.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, genetic information, age, marital status, or conditions related to pregnancy or childbirth is prohibited.

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.

Appointment of candidates

Nominations will be made at meetings of the Board of Education. The vote of a majority of the Board is necessary to approve the appointment of teachers, administrators, or any other employee of the school district. If there is a negative vote by the Board, the superintendent must submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.



Revised to conform with practice: Date of manual adoption
Revised: January 1984
Revised: September 27, 1994
Revised: November 23, 1998
Revised: March 9, 2004
Revised: January 12, 2021

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

20 U.S.C. 6312 (c)(6) (teacher licensure requirements under Every Student Succeeds Act)

42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)

28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

C.R.S. [2-4-401](#) (13.5) (definition of sexual orientation, which includes transgender)

C.R.S. [8-2-126](#) (limits employers' use of consumer credit information)

C.R.S. [13-80-103.9](#) (liability for failure to perform an education employment required background check)

C.R.S. [14-14-111.5](#) (Child Support Enforcement procedures)

C.R.S. [22-2-119](#) (inquiries prior to hiring)

C.R.S. [22-2-119.3](#) (6)(d) (name-based criminal history record check - definition)

C.R.S. [22-32-109](#) (1)(f) (Board duty to employ personnel)

C.R.S. [22-32-109](#) (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)

C.R.S. [22-32-109.7](#) (duty to make inquiries prior to hiring)

C.R.S. [22-32-109.8](#) (non-licensed personnel - submittal of fingerprints and name-based criminal history record check)

C.R.S. [22-32-126](#) (principal's role in hiring and assignment)

C.R.S. [22-60.5-114](#) (3) (State Board can waive some requirements for initial license applicants upon request of school district)

C.R.S. [22-60.5-201](#) (types of teacher licenses issued)

C.R.S. [22-61-101](#) (prohibiting discrimination)

C.R.S. [22-61-103](#) (requirement for teacher's oath or written pledge)

C.R.S. [22-63-201](#) (licensure required)



C.R.S. [22-63-202](#) (employment contracts and mutual consent placement)

C.R.S. [22-63-206](#) (transfers)

C.R.S. [24-5-101](#) (effect of criminal conviction on employment)

C.R.S. [24-34-301](#) (7) (definition of sexual orientation, which includes transgender)

C.R.S. [24-34-402](#) (1) (discriminatory and unfair employment practices)

C.R.S. [24-34-402.3](#) (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

C.R.S. [24-72-202](#) (4.5) (definition of personnel file in open records law)

CROSS REFS.: [GBA](#), Open Hiring/Equal Employment Opportunity

[GCAA*](#), Highly Qualified Teachers

[GCKAA*](#), Teacher Displacement



Part-Time and Substitute Professional Staff Employment Qualifications of Substitute Staff

The Board of Education shall maintain an authorized list of personnel to be used for substitute or part-time employment. Prior to adding a person's name to the list, a background check shall be carried out in accordance with State Law.

The Board authorizes the Superintendent to notify and direct persons on the list to perform such service for the District as may be required on a temporary basis. The Board authorizes principals to notify and direct persons on the list to perform as substitute teachers on a temporary basis as needed.

The Board shall approve such action at the next regular meeting. Authorization by the Board of Education to pay personnel performing services on a temporary basis shall constitute employment by the Board for service provided during the period of time covered by such payment. Effective for the January 2023 pay period, the substitute teacher shall receive \$134.00 per day for Regular Substitute; \$154.00 for Professional Teacher Substitute. The pay rate for service as a substitute in the Academic Recovery Center will be Minimum Wage. Preschool substitutes will receive Minimum, Wage for their services. Paraprofessionals employed by the District who serve as a Substitute Teacher will receive a stipend of \$38.81 in addition to their regular salary. Any classroom Substitute Teacher will receive regular Profession Substitute pay. Any classroom substitute teacher who is employed in the same position for 10 consecutive days shall be paid the wages of Regular Substitute of \$157.00; and, Professional Teacher Substitute-181.00.

Such payment shall not constitute any assurance or offer of continuing employment without specific Board action.

Every person placed on the authorized list shall be given a copy of this policy prior to performing services pursuant to this policy.

The Board annually shall determine the District's needs for substitute teachers and the availability of substitute teacher who meet the licensure requirements of State Law. If it is determined that a shortage of qualified substitute teachers exists, the Board shall attest that an emergency exists due to a demonstrated shortage of licensed or authorized substitute teachers in the District. If these conditions exist, qualified applicants shall be encouraged to apply for emergency substitute authorization in accordance with state regulation.

All persons hired as emergency substitute teachers shall be fingerprinted in accordance with the requirements of State Law.



The Board directs the administration to take any necessary steps to increase the available pool of substitute teacher by encouraging qualified persons to seek the appropriate license or authorization as provided by State Law and regulation.

Adopted: Revised to Conform with Practice: Date of Manual Adoption
Revised: March 16, 1982
Revised: January 12, 1988
Revised: April 15, 1992
Revised: April 25, 1995
Revised: September 21, 1998: First Reading: Emergency Basis
Revised: October 12, 1998
Revised: January 12, 1999: First Reading: Emergency Basis
Revised: January 26, 1999: Second Reading
Revised: November 12, 2002
Revised: November 11, 2003: First Reading: Emergency Basis
Revised: December 16, 2003
Revised: January 10, 2006
Revised: August 9, 2011
Revised: December 12, 2023: First Reading: Emergency Basis

LEGAL REF.: C.R.S. 22-9-106 (1)(b)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8
C.R.S. 22-60.5-111
C.R.S. 22-63-103 (6) (10)
1 CCR 301-37, Rule 2202-R-4.09

CROSS REF.: GCE/GCF, Professional Staff Recruiting/Hiring
GCOA, Evaluation of Instructional Staff
GDE/GDF, Support Staff Recruiting/Hiring

Note: “substitute teachers” is defined in State Law as:

- A teacher who performs services for a District for four hours or more during each regular school day, but works on one continuous assignment for a total of less than 90 regular school days, or for less than one semester or equivalent time as determined by the annual school year calendar of the District.
- An itinerant teacher who is employed by a District on a day to day or similar short term basis as a replacement teacher for a non-probationary teacher, a probationary teacher, or a part-time teacher who is absent or otherwise unavailable (no limit on the number of days worked).

Substitute teacher does not include a non-probationary or probationary teacher who is assigned as a permanent substitute teacher within a School District.



MENTOR TEACHERS/ADMINISTRATORS

The Building Principals shall develop guidelines for selecting mentors to work with provisional licensees in the District's induction program. Educators selected as mentors should be those who model outstanding skills and school leadership as teachers, principals or administrators, as appropriate, and who have demonstrated exemplary skills under the District's performance standards.

Mentoring program as a staff development opportunity. Those who are selected as mentors should work well with adults, be sensitive to the view-point of others, and demonstrate interpersonal and public relations skills.

To Principals and supervisors should encourage effective, experienced educators to take advantage of the extent possible, the guidelines for the assignment of mentors shall provide that the mentor is closely matched to the inductee in terms of academic preparation and assignment and be located, when possible, in close proximity to the inductee.

The mentor shall be responsible for long-term orientation of the mentee as the individual prepares for professional licensure. The mentor shall maintain a log of contact time and activities completed by the mentor and mentee as part of the induction plan.

The assistance provided through a mentor shall not be part of the District's formal evaluation system. A staff development program shall be available for mentors.

Mentors shall be compensated for their assistance in accordance with District policy or, if the mentor is from another district, at the rate agreed upon between the districts.

Principals/ Administrators

Mentors for principals and other administrators may be selected from a variety of sources including School District personnel, personnel from other districts and retired administrators.

Mentors selected for principals and administrators with provisional licenses shall be:

- Experienced administrators or principals
- Perceived by colleagues as effective
- Selected to match the experience of the inductee



Mentors must:

- Have demonstrated effective communication skills including problem solving and written communication
- Have demonstrated skills in questioning and giving feedback
- Be committed to ongoing professional growth

Adopted: April 25, 1995

LEGAL REF.: C.R.S.22-60.5-102(12) (13) (14) (15)

CROSS REF.: GCHC*, Professional Staff Induction Program



PROFESSIONAL STAFF INDUCTION PROGRAM

The District shall join with Adams State College and other school districts which belong to the San Luis Valley BOCS, to offer an induction program for the continuing professional development of teachers, special service providers, principals and administrators with provisional licenses just entering the profession and new to the District.

The purpose of the induction program under the educator licensing law shall be to promote purposeful learning by inductees rather than learning about the District and teaching through trial and error. The goal of the District's program is to enhance the job satisfaction of its educators by providing a collegial atmosphere for teaching and learning.

The induction program shall provide for supervision by mentors and ongoing professional development and training, including ethics and performance evaluations in accordance with the District's performance evaluation system.

The District's induction program shall include four major components:

- Orientation of newcomers of new professional roles
- Socialization and transition problems normally faced by newcomers to organizations
- Technical skill refinement and development including ethics
- Performance assessment

Through the induction program, inductees shall be provided information about Board of Education policies and regulations, local District goals, content standards, and educator roles and responsibilities.

A mentor shall be selected for each inductee to model the professionalism of the teaching staff employed by this District.

It is recognized that the content and experience needed by an inductee will vary, based on each individual's previous experiences prior to receiving a provisional license.



The District, Adams State College, the San Luis Valley BOCS, and other Valley school districts shall establish criteria to evaluate an inductee who has successfully completed the program. Among the important criteria shall be completion of activities listed in the inductee's professional growth plan, evidence in the inductee's portfolio of meeting or exceeding the professional educator standards, satisfactory summative evaluation by the supervisor and recommendations by the mentor and supervisor.

The Review Committee shall make a recommendation to the Superintendent of Schools regarding the completion of the induction program. The Superintendent of Schools shall be responsible for recommending the inductee to the state for a professional license.

Nothing in this policy nor in the induction program itself shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment. A favorable recommendation that a provisional teacher receive a professional teaching license at the conclusion of the induction program is a decision separate and distinct from any decision about continued employment in the District. All employment decisions remain within the sole and continuing discretion of the Board of Education.

District personnel shall establish a process to evaluate the District's induction program so that it fits within the comprehensive District-wide professional growth plan for District personnel.

**Adopted: April 25, 1995 Revised:
September 26, 1995**

LEGAL REFS.: C.R.S.22-60-5-102 (7)
C.R.S.22-60.5-114 (2)
C.R.S. 22-60.5-201(1) (c) (I) (B)
C.R.S. 22-60.5-204 (teachers)
C.R.S. 22-60.5-210(1) (b) (I) (B)
C.R.S. 22-60.5-213 (special services providers)
C.R.S. 22-60.5-301(1) (b) (I) (C)
C.R.S. 22-60.5-304 (principals)
C.R.S. 22-60.5-306 (I) (b) (I) (C)
C.R.S. 22-60.5-309 (administrators)

CROSS REF.: GCHA/GCHB, Mentor Teachers/Administrators



PROFESSIONAL STAFF DEVELOPMENT

The Board shall strive to provide school personnel with opportunities for professional growth on an ongoing basis to improve their professional skills and knowledge, which in turn will enhance school quality and student achievement.

The purpose of the staff development program is to enable staff to learn, practice and evaluate new approaches to instruction, curriculum, assessment and the use of technology in the classroom.

The superintendent shall provide for a program of in-service education for teachers, administrators and other employees. The superintendent or designee may nominate consultants and lecturers work with colleges and universities in developing staff programs, provide professional libraries, recommend temporary leaves for conferences or study, and design other plans to help employees carry out their responsibilities and work with students, on another and parents more effectively.

The office of staff development shall coordinate professional development programs. It shall identify needs, including priority needs, of the school system for staff training, provide training and assist schools in doing so, and evaluate the effectiveness of training. The dates of all in-service programs shall be included in the District or individual school calendar.

Identification of priority needs for training shall take into consideration the Board's priority goals for the District and standards for student learning, new curricula that has been or will be instituted, the Board graduation and promotion requirements, and student needs as shown by competency tests. The office of staff development also shall attempt to provide the particular in-service programs identified as needed by administrators, teachers and citizen advisory groups.

In-service programs may be required of teachers and administrators. Other programs shall be offered on a voluntary basis.

Adopted:

Revised to conform with practice: date of manual adoption

Revised: August 14, 1984

Revised: August 12, 1986

Revised: November 9, 1993

Revised: April 8, 1997

LEGAL REFS.: C.R.S. 22-53-407 (2)(e)
 C.R.S. 22-32-109 (1)(n),(z)
 C.R.S. 22-32-110 (1)(k)
 C.R.S. 22-60.5-110(3)(b)
 1CCR 301-1, Rule 2202-R-2.05(2)

CROSS REFS.: ADA, School District goals and Objectives
 AE, Accountability/Commitment to Accomplishment
 AEA, standards Based Education
 IA, Instructional Goals and Learning Objectives



STAFF DEVELOPMENT REQUIREMENTS

Colorado Type A, B, C, D and E certificates must be renewed every five (5) years. Requirements for renewal are the completion of six (6) semester or nine (9) quarter hours of credit in a teacher's/administrator assignment area.

The Board of Education believes that all teachers and administrators should update their skills by receiving additional professional training in their assigned area. This policy requires all teachers and administrators, regardless of the type of certificate they hold, to obtain six (6) semester hours or nine (9) quarter hours of credit in their assigned area within a five year period according to the requirements as listed in the "Requirements and Procedures for Renewal of Colorado Certificates" effective January 1, 1980. Any teacher or administrator who has not met the requirements of this policy by the fall will not be advanced on the salary schedule.

Proof of compliance must be provided in transcript form to be kept in the individual teacher's/administrator's personnel file in the Superintendent's Office.

Adopted: December 8, 1981

**LEGAL REFS.: 1973 C.R.S. 22-60-104
22-60-107
22-60-108**



THE ROLE OF STAFF DEVELOPMENT IN DISTRICT 26 JT

WHEREAS, the educational system of today must produce individuals who are adaptable and ever learning in order that they may keep pace with the era of change in which we live and will continue to live.

WHEREAS, it is difficult to produce change-oriented individuals in non-change-oriented institutions, by planning for change in our educational systems, we take the first step in creating an open system that is responsive to the demands of society and can therefore produce results that have greater relevance.

WHEREAS, changes in educational job requirements can be expected to intensify in the future, requiring new knowledge, skill and competencies, and extended human capabilities.

WHEREAS, the educational community has at its disposal two vehicles for meeting the challenges of continuous change: Professional education and in-service education (staff development).

WHEREAS, colleges, universities and professional organizations provide educational activities for the purpose of assisting the educator in gaining necessary foundations in the generic aspects of the education profession. Staff development, on the other hand, is job related. Its purpose is to help employees to stay current in the changes in the job. It is the responsibility of the organization to provide employees to do their job better. One is task specialization: training in how to do the work in the most effective manner possible.

WHEREAS, a staff development program can produce specific benefits to the individual and to the organization, first, the program can focus on goals, objectives and related needs that are unique to the district. Second, the programs can be scheduled and coordinated to the convenience of local staff and can provide follow-up activities either for groups or individuals.

WHEREAS, professional education and in-service education (staff development) are tools that can be of great value in meeting, the demands of change in education, therefore be it.

RESOLVED, that the Board of Education of School District 26 JT. dedicates itself to the development of human resources and hereby endorses the concept of staff development as a vital component of that thrust.



WHAT AFFECTS LEARNING?

The Board of Education believes that students learn more when the following teacher behaviors are present:

1. Teachers know more about what their individual students can and cannot do (Diagnosis).
2. Teachers assign individual students appropriate tasks (Prescription).
3. Teachers keep track of students' progress on instructional tasks (Monitoring).
4. Teachers tell students frequently whether their answers are right or wrong (Feedback).
5. Teachers foster an environment where academic learning is valued (High Expectations).

Adopted: July 9, 1985



PROFESSIONAL STAFF PROBATION, TENSURE AND SENIORITY

Certificated teachers shall acquire tenure in accordance with the provisions of state law.

Adopted

Revised to conform with practice: date of manual adoption

LEGAL REFS.: 1973 C.R.S. 22-63-101 through 22-63-118 (Teacher Employment, Dismissal and Tenure Act)

CROSS REF.: GCPD, Suspension and Dismissal of Professional Staff Members and Contract Nonrenewal



SUPERVISION OF PROFESSIONAL STAFF

All instructors must sign-out in the principal's office if leaving the building during school hours.

Current practice codified 1980

Adopted: date of manual adoption

Revised: August 13, 1985



Evaluation of Licensed Personnel

This policy and accompanying regulation shall be considered part of the district's licensed personnel performance evaluation system. The district's licensed personnel evaluation system shall be developed and implemented in accordance with state law. The Board shall consult with district administrators, teachers, parents and the advisory school district licensed personnel performance evaluation council in developing and evaluating the district's evaluation system.

The purposes of the district's licensed personnel evaluation system shall be to serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure the professional growth and development and the level of effectiveness of licensed personnel. The district's licensed personnel performance evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable. For purposes of this policy and the district's licensed personnel performance evaluation system, "unsatisfactory performance" shall be defined as a performance rating of "ineffective."

The school district shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status, employment status or assignment under the terms of the employment contract and state law. The content of the evaluation, the rating given and any improvement plan shall not be grievable under the district's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law. Any dismissal or other employment action shall be in accordance with applicable state law and Board policy.

Adopted: September 8, 1987

Revised: March 12, 1991

Revised: November 5, 1991

Revised: February 24, 1998

Revised: October 27, 1998

Revised: September 8, 2020 – Replaced GCOA

LEGAL REFS.: C.R.S. 22-9-101 et seq. (Licensed Personnel Performance Evaluation Act)
C.R.S. 22-63-301 (grounds for dismissal)
C.R.S. 22-63-302 (8) (burden of proof)
1 CCR [301-87](#) (*State Board of Education rules for administration of a system to evaluate the effectiveness of licensed personnel*)



CROSS REFS.: **BDF**A*, District Personnel Performance Evaluation Council
CFA*, Evaluation of Evaluators
GCQF, Discipline, Suspension and Dismissal of Professional Staff (Contract Renewals)
IK, Academic Achievement



EVALUATION OF ADMINISTRATIVE STAFF

The Board, in keeping with State Law, shall institute and maintain a comprehensive program for the evaluation of all administrative personnel.

The purpose of administrator evaluations shall be to assist Administrators in developing and strengthening their professional abilities, improve the instructional program, enhance the implementation of curricular programs, and measure professional growth and development and level of performance of Administrators. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance.

The evaluation process shall provide for:

1. Cooperative planning of job performance objectives by administrator and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self-evaluation.

The Board shall consult with administrators, parents and the advisory school district personnel performance evaluation council when developing the process for evaluation of administrators.

All certificated or licensed administrators or principals that administer, direct or supervise the instructional program ("Instructional Administrators") shall be evaluated consistent with State Law.

The basic requirements of the evaluation system as it pertains to administrators shall be:

1. All instructional administrators shall be regularly evaluated by properly certified supervisors who have an administrative certificate or a principal or administrator license and education and training in evaluation skills which will enable them to make fair, professional and credible evaluations of the personnel whom they are responsible for evaluating.
2. Evaluations shall be conducted in a fair and friendly manner and shall be based on predetermined written criteria which pertain to the Administrator's position.
3. Standards for satisfactory performance of administrators and criteria which can be used to determine whether performance meets such standards shall be developed. The District personnel performance evaluation council shall be an active participant in the development of standards of performance.
4. All evaluation standards and criteria shall be given in writing to all instructional administrators and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
5. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation and peer, parent or student input obtained from standardized surveys. All data on which an evaluation judgment is based will be documented to the extent possible and available for the Administrator's review.



The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a sufficient amount of data from which reliable conclusions and findings may be drawn. In any event, instructional administrators shall receive at least one documented observation each year and at least one evaluation that results in a written report every year.

6. All written evaluation reports shall be prepared in writing. The evaluation document shall be specific as to performance strengths and weaknesses, specifically identify when a direct observation was made, identify data sources, and contain a written improvement plan. The written improvement plan shall be specific as to what improvements if any are needed in performance.

The administrator concerned shall have the opportunity to review the document with the supervisor who makes the evaluation, and both shall sign it. The evaluation document shall be reviewed by a supervisor of the evaluator whose signature also shall appear on it. If the superintendent is the evaluator, the signature shall be that of the President of the Board of Education.

If the evaluatee disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

1. The system shall contain a process which shall be followed when an Administrator's performance is deemed unsatisfactory. In accordance with State Law, this process shall provide for a notice of deficiencies, a remediation plan and an opportunity to correct the deficiencies-

The School District shall conduct all evaluations so as to observe the legal and constitutional rights of certificated/licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

The Superintendent shall make regular reports to the Board concerning the outcome of administrator evaluations.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by stature, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed time line shall not be an impediment to or prevent the Board from modifying an employee's contract status or assignment under the terms of the employment contract and state law. The content of the evaluation, the ratings given and any improvement or remediation plan shall not be grievable under the District's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law.



Adopted: September 8, 1987

Revised: March 12, 1991

Revised: November 5, 1991

Revised: February 24, 1998

Revised: November 23, 1998

LEGAL REFS.: C.R.S. 22-9-101 et seq. (Certificated Personnel Performance Evaluation Act)
C.R.S. 22-32-126 (Employment and Authority of Principals)
C.R.S. 22-63-301 (Grounds for Dismissal)
C.R.S. 22-63-302 (8) (Burden of Proof)

CROSS REFS.: BDFC *, District Personnel Performance Evaluation Council
CFBA *, Evaluation of Evaluators
GCQF, Discipline, Suspension and Dismissal of Professional Staff Members



Instructional Staff Reduction in Force

A justifiable reduction in the number of teaching positions occurs when the Board determines that a fiscal exigency exists and/or program change is to be made that requires cancellation of one or more teacher contracts. In the event of a potential reduction in force, the following policy and accompanying regulation shall apply and any cancellation of a teacher's employment contract shall be in accordance with this policy and accompanying regulation. This policy and accompanying regulation shall not apply to teacher dismissals, nonrenewal or other personnel actions that do not result in a reduction in the number of teaching positions in the district.

Definitions

For purposes of this policy and accompanying regulation, the following definitions shall apply.

1. "Cancellation of employment" means the cessation of employment of a teacher during the term of the teacher's contract when there is a justifiable reduction in the number of teaching positions in the school district for reason(s) of fiscal exigency and/or program change.
2. "Teacher" means any person who is regularly certified or licensed by the teacher certifying authority for the State of Colorado and who is employed full-time to instruct, direct or supervise the instructional program, except those persons holding letters of authorization.
3. "Fiscal exigency" means any significant decline in the Board of Education's ability to fund the operations of the district as a result of a decline in student enrollment, restrictions on revenues, increased costs or any other action, event or condition that may cause the district's current or projected budget to be insufficient to adequately meet the district's current or projected needs. A fiscal exigency may exist based solely upon current revenue and expenditure projections.
4. "Program change" means the elimination, curtailment or reorganization of curriculum, programs or operations, or a reorganization or consolidation of two or more individual schools. A program change may or may not be related to a fiscal exigency.
5. "Day" means each calendar day; provided, however, that if the deadline for any action under this policy or accompanying regulation falls on a Saturday, Sunday or official school holiday, the next following day that is not a Saturday, Sunday or official school holiday shall be the deadline for such action.

Board of Education's preliminary determination and statement

If the Board determines a fiscal exigency exists and/or program change is to be made and such determination may require the cancellation of employment of one or more teachers, it shall adopt a statement that reasonably identifies the fiscal exigency and/or program change and reasons therefor. This statement shall be transmitted to the superintendent and made available to district faculty. The Board shall establish the actual number of teacher contracts to be canceled or the amount of teacher salaries and benefits to be reduced consistent with the Board's authority to establish educational programs within the district.

Superintendent's action

Within 30 days after receiving the Board's statement, the superintendent shall submit to the Board recommendations for the cancellation of employment of particular teachers. In making these recommendations, the superintendent shall not be limited to considering only the teachers in the area(s) or program(s) designated by the Board in its adopted statement.



The superintendent shall consider the following as significant factors in recommending a teacher for cancellation of employment:

1. The needs of the district.
2. Merit, meaning teacher performance as determined by the teacher's performance rating over the previous three year period as assigned pursuant to the school district's performance evaluation system. If the teacher does not have three years of performance ratings from the school district, then the superintendent shall consider only those available performance ratings. Nothing in this policy requires consideration of evaluations conducted in other school districts.

After considering the factors above, the superintendent shall also consider the following factors in recommending a teacher for cancellation of employment:

1. Professional experience including experience as an administrator.
2. Education, licensing endorsements and other professional qualifications.
3. Length of service in the school district.
4. Probationary and nonprobationary status.

In the event all factors are equal, cancellation of employment shall be accomplished in a manner that best supports the interests of the school district.

Notice and Board action

Notice to individual teachers and any resulting cancellation of employment by the Board shall be in accordance with this policy's accompanying regulation.

Adopted: December 8, 1981

Revised: August 11, 1982

Revised: January 12, 2021

LEGAL REFS.: C.R.S. 22-60-105
C.R.S.22-60.5-403
C.R.S. [22-60.5-101](#) *et seq.* (teacher licensure law)
C.R.S. [22-63-101](#) *et seq.* (Teacher Employment, Compensation, and Dismissal Act of 1990)
C.R.S. [22-63-103](#)(11) (definition of teacher)
C.R.S. [22-63-202](#)(3) (cancellation of employment contracts-reduction in force)



RESIGNATION OF INSTRUCTIONAL STAFF/ADMINISTRATIVE STAFF

In accordance with state statutes, a teacher or certificated/licensed administrator may cancel a contract prior to the beginning of an academic year by giving written notice no later than 30 days prior to the start of the academic year, during an academic year by giving at least 30 days' written notice, or at any time by mutual agreement with the Board of Education.

A teacher or certificated/licensed administrator who fails to honor a contract, except in accordance with the statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, not to exceed 1/12th of his/her annual salary. In addition, the teacher's or administrator's certificate/license may be suspended.

A teacher or certificated/licensed administrator who resigns during the term of the contract shall be paid the prorated amount of the annual salary for each day the teacher has been on duty.

Mandatory reporting requirements

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

The Superintendent shall notify CDE whenever a licensed/certificated employee resigns for any of the following reasons:

1. The employee has been determined by a court to be mentally incompetent.
2. The individual is convicted, pleads nolo contendere or receives a deferred sentence for sexual offenses against a child as specifically set forth in the State Board Rules.
3. The individual pleads guilty or nolo contendere or is found guilty of a felony which renders the person unfit to be a licensed professional including but not limited to drug possession, felonies involving the use of firearms or deadly weapons, theft or fraud, child exploitation or pornography.
4. When the county Department of Social Services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the District.
5. When the Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.



Adopted: November 13, 1984

Revised: November 9, 1993

Revised: April 25, 1995

Revised: February 10, 1998

LEGAL REF.: C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)

C.R.S. 22-32-109.7

C.R.S. 22-63-202

CCR 30137, Rules 2202-R-15.05



RETIREMENT OF PROFESSIONAL STAFF

Employment decisions of the Board of Education are based on assessment of an individual employee's ability to perform competently in the position assigned. Therefore, no employee shall be forced to retire solely because he has reached a particular age.

Employees are encouraged to make their own retirement decisions and to give written notice to the Board once a retirement date has been established.

Current practice codified 1980

Adopted: date of manual adoption

Revised: May 5, 1987

LEGAL REFS.: Age Discrimination in Employment Act, 29 U.S.C. 621 et seq.

C.R.S. 24-51-501 through 24-51-505 (Public Employees Retirement Association)

C.R.S. 24-34-402

CROSS REF.: GCPD, Suspension and Dismissal of Professional Staff Members (Contract Nonrenewals)



**DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF
(And Contract Nonrenewal)**

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

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

This provision also shall apply to teachers employed on a part-time continuous basis by the District and by the San Luis Valley Board of Cooperative Services.

The superintendent shall be authorized for good cause to suspend with pay or place on administrative leave a professional staff member as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The Superintendent shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted.

A teacher shall not be subject to any disciplinary proceeding including dismissal for actions which were in good faith and in compliance with the District's discipline code, nor shall a contract nonrenewal be based on such lawful actions.

Mandatory Reporting Requirements:

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

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

The Superintendent shall notify CDE whenever a licensed/certificated employee is dismissed for any of the following reasons:

1. The employee has been determined by a court to be mentally incompetent.
2. The individual is convicted, pleads nolo contendere to or receives a deferred sentence or deferred prosecution, for sexual offenses against a child as specifically set forth in the State Board Rules.



3. The individual pleads guilty or *nolo contendere* or is found guilty of a felony which renders the person unfit to be a licensed professional including but not limited to drug possession, felonies involving the use of firearms or deadly weapons, theft or fraud, child exploitation or pornography.
4. When the county Department of Social Services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in his/her official capacity as an employee of the District.
5. When the Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

Adopted: Revised to Conform with Practice: Date of Manual Adoption

Revised: February 11, 1992

Revised: November 9, 1993

Revised: April 25, 1995

Revised: October 11, 1999

LEGAL REFS.: C.R.S. 19-3-301 et seq. (Child Protection Action of 1987)

C.R.S. 22-32-109.7

C.R.S.22-32-110(4) (c)

C.R.S. 22-63-103

C.R.S. 22-63-202(3)

C.R.S. 22-63-203

C.R.S. 22-63-301 et seq.

1 CCR 301-37, Rules 2202-R-15.05



TUTORING FOR PAY

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a 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 on to pass.

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

Current practice codified 1980

Adopted: date of manual adoption



PROFESSIONAL RESEARCH AND PUBLISHING

The Board recognizes the value of educational research conducted by staff members. However, all research studies carried out within the school system using District or school data of any kind or staff or students as subjects must be approved in advance by the Superintendent or his/her designee. Only those studies which have value to the School District shall be approved.

The Superintendent or his/her designee shall keep a file on topics needing study that shall be shared with staff members at their request.

When human subjects are involved in research, there shall be adequate protection of their rights and welfare. The individual shall be subjected to no serious risk. Parents of students who are subjects of research or adults if they are the subjects shall be provided an explanation of procedures and their purposes, a description of any possible risks and any benefits to be reasonably expected, and offer to respond to inquiries on procedures, and instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.

Federally-Funded Research or Experimentation Programs or Projects

No student, as part of any applicable federal program, shall be required without prior written consent to submit to survey, analysis or evaluation that reveals information concerning:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or his/her family.
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incriminating and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally-recognized privilege and analogous relationships such as those of lawyers, physicians and ministers.



7. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Participation in such research or experimentation programs shall require the prior written consent of the parent or emancipated minor.

All instructional and supplementary materials used in connection with any research or experimentation program or project shall be available for review by the parents of students involved in the project.

Adopted: December 11, 1990

Revised: September 27, 1994

LEGAL REFS.: 20 U.S.C. 1232h

**CROSS REFS.: JLDAC, Screening/Testing of Students
LC, Relations with Education Research Agencies.**



PROFESSIONAL STAFF MEMBERSHIP IN PROFESSIONAL AND UNION ORGANIZATIONS

As members of the teaching profession, teachers are urged to officiate with professional organizations. Affiliations should include local, state and national groups of a general nature.

Teachers are further expected to maintain a high interest in and membership in organizations related specifically to their own work. Such memberships are to be maintained by individuals, unless of such a nature as definitely benefits the school program, or being required for certain types of participation. Such unusual circumstances must be authorized by the administration.

When teachers are allowed school time for attending meetings of groups with which they are affiliated, it is expected that they will take full advantage of such meetings and attend as many meeting sessions as possible.

Adopted:

**CONTRACT REFS.: CEA Agreement, Article 1
CEA Agreement, Article 2, Paragraph 2.1
CEA Agreement, Article 24, Paragraph 24.3**



SUPPORT/CLASSIFIED STAFF

Note: Policies and regulations in this GD section (Support Staff) pertain to Classified and No certificated Staff and cover all categories of No certificated Staff such as clerical personnel, food services personnel, maintenance and custodial personnel, bus drivers, and any administrative personnel not requiring certification.

Definitions

1. A *full-time* classified employee is one who works a 40 hour, five- day week.
2. A *part-time* classified employee is one who works less than eight hours but at least four or more hours per day on a regular basis.
3. A limited part-time classified employee is one who works less than four hours per day in a regular position.
4. A *short-term* classified employee is one who is employed to perform a service for the District for not less than one month nor longer than 195 working days, including holidays, sick leave, vacation, and other leaved of absence, upon the completion of which the service will not be extended or needed on a continuing basis, or who performs seasonal or emergency work.
5. An hourly classified employee is one who is employed for less than one calendar month, a full-time day student employed part-time, a day-to-day substitute or a noon supervisor.
6. A substitute classified employee is one who takes the place of an absent employee for less than 30 calendar days. Effective the first day following the first 30 days of a single assignment, a substitute employee shall be classified a long-term substitute.
7. Except for Full-Time Classified Staff employed for less than the full academic year, salaries are payable in 12 monthly installments. The salaries of Classified Staff employed for less than a full academic year are payable in equal monthly installments during the period of employment.
8. Payroll warrants for all Classified Staff will be issued on dates in accordance with payroll dates negotiated with Certified Staff.

Adopted:

Revised to conform with practice: date of manual adoption Revised: January 10, 1995



SUPPORT STAFF POSITIONS

All support positions in the school system shall be established initially by the Board.

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

In each case, the Board shall approve a statement of job requirements as presented by the superintendent. This shall be in the form of the description setting for the qualifications for the job. A detailed list of performance responsibilities and any required physical capabilities.

Only the Board may abolish that a position that it has created.

Current Practice Codified 1980

Adopted: Date of manual adoption

Revised: October 24, 2000

LEGAL REFS: C.R.S. 22-32-109 (1)f
C.R.S. 22-32-110 (1)(h),(ee)

CROSS REF.: GDQD, Discipline, Suspension and Dismissal of Support Staff



SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME

Overtime:

The Administration shall determine which School District employees are subject to the minimum wage and overtime requirements of Federal Law. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

Alternatively, in lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

At determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior to the performance of the work.

An employee shall be permitted to use compensatory time within a reasonable period of time after making a request to his/her supervisor. Such requests shall be granted if the use of the compensatory time does not unduly disrupt the operations of the School District.

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

All overtime work shall require the advance approval of the Superintendent. An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked shall be accurately recorded in the manner required by the District.

Rates for Supplementary Services:

District employees who put in extra hours to supervise and/or serve community groups using school facilities shall be paid at the rate established by the Board for such contracted services.

Extra Duty for Bus Drivers:

Extra duty pay for bus drivers assigned to drive buses on extra-curricular activities or sport events shall be paid at \$7.00 per hour driving time and minimum wage per hour at destination. Destination per hour pay shall be limited to the time the bus driver must wait for an extracurricular event to be completed, upon which completion, students will be driven back to school.



If an extra-curricular event requires an overnight stay, the meals and lodging expenses of the bus driver will be paid while destination pay will be limited to the hours between 8:00 A.M. and 5:00 P.M.

Adopted:

Revised: August 12, 1986

Revised: September 8, 1987

Revised: February 13, 1990

Revised: September 9, 1997

LEGAL REF.: 29 U.S.C.A Section 201 *et seq.* (Fair Labor Standards Act)

CROSS REF.: KF, Community Use of School Facilities



SUPPORT STAFF FRINGE BENEFITS

Benefits in addition to the basic salary are recognized as an integral part of total compensation.

It is the policy of the board that provision for appropriate fringe benefits, such as various forms of the insurance and leave, shall be included in compensation provisions for the classified staff, and that retirement benefits, workman's compensation and other forms of insurance are provided as required by law.

Twelve-month administrators shall receive fringe benefits commensurate with the terms of their employment contracts.

Adopted

Revised: August 14, 1984

**LEGAL REFS.: C.R.S. 22-32-110 (1)(J)
C.R.S Title VIII, Articles 40-52 (relates to Workman's Compensation)
C.R.S. 24-51-104
C.R.S. 24-51-205 (2)**



SUPPORT STAFF LEAVES AND ABSENCES

The board shall provide a plan for leaves and absences designed to help members of the Classified Staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations.

Such leaves and absences shall be granted on accordance with Board policies pertaining to specific types of leaves.

Current practice codified 1980

Adopted Date of Manual Adoption

Revised: May 11, 1993, First Reading, Emergency Basis June, 1983

GDCA, Support Staff Sick Leave

GDCB, Support Staff Personal Leave

GDCB*, Support Staff Bereavement Leave:



SUPPORT STAFF LEAVE

Classified employees shall receive leave in the following manner:

- First Year.....8 days
- Second Year.....9 days
- Third Year.....10 days
- Fourth and subsequent years.....11 days per year.

The maximum accumulation is 46 leave days.

Leave may be taken in case of sickness or any personal reason. When leave is to be used for personal reasons, employees must notify their supervisor at least three days prior to taking such leave. Such personal leave may be denied if there is a compelling reason.

A staff member may donate any of his/her accumulated leave days for the benefit of a fellow staff member, at the discretion of the individual staff member. Notification of such donation must be in writing and submitted to the Administrative Office. **Donation of days will be held in strictest confidentiality.**

Leave Accumulation and Buy-Back: After accumulating a minimum of 46 days, each Employee shall have the option of selling back to the district up to 10 days of leave over 46 at a rate of 100% of a substitute’s pay as set by Board policy.

An Employee leaving the District with 36 or fewer days will be reimbursed at a rate of 50% of the current daily substitute’s pay rate for those days accumulated. An Employee leaving the District with more than 36 remaining leave days will be reimbursed at a rate of 75% that of a substitute’s daily rate for every day over 36, and at a rate of 50% of the current substitute’s pay rate for all others.

An Employee must notify the District Business Manager in writing by June 15 of his/her intention to be reimbursed for “Leave Buy-Back.” Payment for this “Buy-Back” will be made at the time of the June payroll. Any days for which the Employee has been reimbursed will not accumulate to the Employee’s accumulated leave.

Upon retirement, each employee shall receive 100% of the current daily certified substitute’s pay rate for each day of remaining accumulated leave. Payment for this shall be made at the time of the June payroll.

Current practice codified in 1980 Adopted: Date of manual adoption
Revised: September 10, 1985
Revised: August 14, 2001
Revised: March 29, 2005



SUPPORT STAFF BEREAVEMENT LEAVE

Support Staff shall receive Bereavement Leave in the following manner:

Five (5) days per year for the death of an employee's Spouse, Child, Parent, Guardian, Grandparent, Grandchild, Brother, Sister, Father-in-Law, Mother-in-Law, Brother-in-Law may be granted by the immediate Supervisor.

Bereavement Leave is non-accumulative.

**ADOPTED: May 11, 1993: First Reading, Emergency Basis
June 8, 1993:**



SUPPORT STAFF VACATIONS AND HOLIDAYS

Twelve month employees shall accrue vacation leave according to the following schedule:

First year through fourth year.....2 weeks

After four years.....3 weeks

After ten years.....4 weeks

The following days shall be considered paid holidays for twelve-month employees:

- 1. Independence Day**
- 2. Labor Day**
- 3. Thanksgiving Day**
- 4. Friday following Thanksgiving**
- 5. Christmas Day**
- 6. New Year's Day**
- 7. Memorial Day**

Assignment during scheduled school vacations shall be determined by the immediate supervisor.

Current practice codified 1980

Adopted: date of manual adoption

Legal Ref.: C.R.S. 22-1-112



Support Staff Recruiting/Hiring

The Board will establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

All vacancies will be made known to the present staff. Anyone qualified for a position may submit an application.

Background checks

Prior to hiring any person, in accordance with state law the district must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process the district must comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited.

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Current practice codified 1980

Adopted: Date of manual adoption

Revised: October 11, 1983

Revised: November 9, 1993

Revised: November 23, 1998

Revised: February 27, 2001

Revised: March 9, 2004

Revised: January 12, 2021



LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
42 U.S.C. 2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)
28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)
C.R.S. [2-4-401](#) (13.5) (definition of sexual orientation, which includes transgender)
C.R.S. [8-2-126](#) (limits employers' use of consumer credit information)
C.R.S. [13-80-103.9](#) (liability for failure to perform an education employment required background check)
C.R.S. [14-14-111.5](#) (Child Support Enforcement procedures)
C.R.S. [22-2-119](#) (duty to make inquiries prior to hiring)
C.R.S. [22-2-119.3](#) (6)(d) (name-based criminal history record check - definition)
C.R.S. [22-32-109](#) (1)(f) (Board duty to employ personnel)
C.R.S. [22-32-109](#) (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)
C.R.S. [22-32-109.7](#) (duty to make inquiries prior to hiring)
C.R.S. [22-32-109.8](#) (non-licensed personnel - submittal of fingerprints and name-based criminal history record check)
C.R.S. [24-5-101](#) (effect of criminal conviction on employment)
C.R.S. [24-34-301](#) (7) (definition of sexual orientation, which includes transgender)
C.R.S. [24-34-402](#) (1) (discriminatory and unfair employment practices)
C.R.S. [24-34-402.3](#) (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

CROSS REFS.: [GBA](#), Open Hiring/Equal Employment Opportunity
[GDA](#), Support Staff Positions



LEGAL REFS: 20 U.S.C. 1119 (c) (No Child Left Behind Act of 2001)
34 C.F.R. 200.58, 200.59 (Federal regulations regarding
paraprofessional qualifications)

CROSS REFS: GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions
GDAA*, Title 1 Paraprofessionals



Background Checks

Prior to a prospective classified employee's application for employment or upon acceptance of an employment offer, the Center School District will conduct a criminal background check to include the submission of a fingerprint card to the Colorado Bureau of Investigation at the cost of the District.

Any employment offer may be subject to the satisfactory findings of one or more of these background checks.

Background checks that show questionable character as might relate to the employee's job requirements may be used as reason to rescind any offer of employment or to terminate the current employment of an individual.

This policy will also apply to any person contracted by the district to complete work or conduct services for a period of more than 3 consecutive months (60 consecutive work days).

Current practice codified September 2008



PART-TIME AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT

The Board of Education shall maintain an authorized list of personnel to be used for substitute or part-time employment. The Board authorizes the Superintendent to notify and direct persons on the list to perform such service for the district as may be required on a temporary basis. The Board authorizes principals to notify and direct persons in the list to perform as substitute teachers on a temporary basis as needed.

The Board shall approve such action at the next regular meeting. Authorized by the Board of Education to pay personnel performing services on a temporary basis shall constitute employment by the Board for services provided during the period of time covered by such payment.

Such payment shall not constitute any assurance or offer of continuing employment without specific Board action.

Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law. Part-Time and substitute personnel also shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions. Persons failing to provide this information shall not be added to the authorized list.

The fingerprint requirement shall be waived for all persons who have submitted a set of fingerprints to another Colorado district within the last two years and who have given written consent for their transfer to the requesting district.

Every person placed on the authorized list shall be given a copy of this policy prior to performing services pursuant to this policy.

Adopted

Revised to conform with practice: date of manual adoption

Revised: November 9, 1993

LEGAL REFS.: C.R.S. 22-32-109.7

C.R.S. 22-32-109.8 CROSS REF.: GDE/GDF, Support Staff Recruiting/Hiring



SUPPORT STAFF PROBATION, TENURE AND SENIORIT

A new classified employee, or a permanent classified employee appointed to a new position, shall serve a probationary period of six working months, at which time the employee becomes regular if continued in employment.

The performance of each probationary employee shall be evaluated during the probationary period. And a copy of the evaluation shall be signed by the employee and his supervisor and given to the employee. The supervisor shall discuss the standards of performance and behavior required of the new employee in the position to which he is appointed.

Adopted: date of manual adoption



SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

The superintendent or his designee shall make assignments and transfers of classified employees as the best interests of the school district indicate.

The preference of employees shall be taken into consideration in making assignments and transfers. Employees may request a transfer of assignment from job to job, or one unit or division to another unit or division, and will be granted when this is to the advantage if the district and individual.

Within an individual school, a principal may assign classified employees to tasks appropriate to their positions and to their positions and qualifications.

Care shall be exercised by the superintendent to see that all district facilities are equitably staffed with well qualified classified personnel.

Current practice codified 1980

Adopted: date of manual adoption

LEGAL REF.: 1973 C.R.S. 22-32-126 (3)



SUPPORT STAFF SCHEDULES AND CALENDARS

Appropriate administrators shall establish work schedules for the classified staff in keeping with the standard work day and work week, and in conformance with such reduced time schedules for various classifications of employees as approved by the Board.

The work year for the various classifications of employees shall be as set forth in salary schedules and published in staff calendars.

Current practice codified 1980

Adopted: date of manual adoption



SUPPORT STAFF CAREER DEVELOPMENT

Support staff members are an integral part of the District's total staff. Their training and development are essential to the efficient and economical operation of the schools.

Therefore, all support staff members shall be encouraged to grow in job skills and to take additional training that will improve their skills on the job. It shall be the responsibility of each principal to assist to the maximum degree in the training of custodians, clerks and other classified employees assigned to their buildings. The dates of all in service programs shall be included in the District or individual school calendar.

Absences to attend meetings, conventions, conferences or workshops of local, state or national associations which serve in advance the welfare of the District through the upgrading and strengthening of the support staff may be granted by the Superintendent without loss of pay to the employee.

Current practice codified 1980

Adopted: date of manual adoption

Revised: November 9, 1993

LEGAL REFS.: C.R.S. 22-32-109 (1) (n) (II) (B)

C.R.S. 22-32-110- (1) (k)

CROSS REF.: IC/ICA, School Year/School Calendar



EVALUATION OF SUPPORT STAFF

The development of a strong, competent classified staff is essential to the smooth functioning of a school system. The Board expects all employees to make continuous efforts to improve their work and expects their supervisors to assist them through supervision and evaluation processes.

The Board of Education delegates to the Superintendent or his designee the responsibility for developing evaluation procedures for all classified employees are evaluated at least twice during the probationary period and at least annually thereafter.

Adopted: January 12, 1982

CONTRACT REF.: CEA Agreement, Article 16, Paragraph 16.4



SUPPORT STAFF PROMOTIONS AND RECLASSIFICATION

When possible and practical, promotions to better jobs will be made from within the system. Such promotions are wholly at the discretion of the administration and the Board.

Adopted: date of manual adoption



RESIGNATION OF SUPPORT STAFF

Support staff employees are encouraged to give two weeks written notice to the district prior to resigning employment.

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

Adopted:

Revised: to conform with practice: Date of manual adoption

Revised: November 9, 1993

Revised: October 24, 2000

**LEGAL REFS.; C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
C.R.S. 22-32-109.7**



DISCIPLINE, SUSPENSION AND DISMISSAL OF SUPPORT STAFF

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

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

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

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

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

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

Adopted:

Revised to conform to practice: date of manual adoption

Revised: November 13, 1990

Revised: November 9, 1993

Revised: October 11, 1999

Revised: October 24, 2000



LEGAL REFS.: C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
C.R.S. 22-32-109.7
C.R.S. 22-32-110 (1) (h)
C.R.S. 22-32-126(3)
15 U.S.C. 1681 *et seq.* (Fair Credit Reporting Act)

CROSS REF.: GD, Support/Classified Staff

