

SECTION G: PERSONNEL

Section G of the NEPN/NSBA classification system contains policies, regulations, and exhibits on all school employees except for the superintendent (policies on the school chief are located in Section C, General Administration). The category is divided into three main divisions: GB has policies applying to all school employees or to general personnel matters; GC refers to instructional and administrative staff; and GD refers to support or classified staff.

- GA Personnel Goals/Priority Objectives
- GAA Evaluation of Personnel System

- GB General Personnel Policies
- GBA Open Hiring/Equal Employment Opportunity and Affirmative Action
- GBAA Sexual Discrimination and Harassment
- GBAB Pay Equity
- GBB Staff Involvement in Decision Making
- GBC Staff Compensation
- GBCA Merit/Performance Pay Programs
- GBD Communications with Staff (also BHC)
- GBE Staff Rights and Responsibilities
- GBEA Staff Ethics/Conflict of Interest
- GBEB Staff Conduct
- GBEBA Staff Dress Code
- GBEBB Staff Conduct with Students
- GBEBC Gifts to and Solicitations by Staff
- GBEC Drug-Free Workplace (also ADB)
- GBED Tobacco-Free Workplace (also ADC)/ Staff No Smoking/Smoking
- GBF Staff Working on Federal/State Grants
- GBG Staff Welfare/Protection
- GBGA Staff Health
- GBGB Staff Personal Security and Safety
- GBGC Employee Assistance/Wellness Programs
- GBGD Workers' Compensation
- GBH Staff Participation in Community Activities
- GBI Staff Participation in Political Activities
- GBJ Personnel Records and Files
- GBJA Confidential Information and Disclosure of Information
- GBJB Access to Personnel Files
- GBK Staff Concerns/Complaints/Grievances
- GBL Staff Awards and Recognition

- GC Professional Staff
- GCA Professional Staff Positions
- GCAA Instructional Staff Positions
- GCAAA Teacher Positions
- GCAAB Guidance and Health Staff Positions
- GCAAC Resource Staff Positions
- GCAB Administrative Staff Positions
- GCB Professional Staff Contracts and Compensation
- GCBA Instructional Staff Contracts/ Compensation/Salary Schedules
- GCBAA Merit/Performance Pay for Instructional Staff
- GCBB Administrative Staff Contracts and Compensation/Salary Schedules
- GCBBA Merit/Performance Pay for Administrative Staff
- GCBC Professional Staff Supplementary Pay Plans/Overtime
- GCBD Professional Staff Fringe Benefits

GCC	Professional Staff Leaves and Absences
GCCA	Instructional Staff Leaves and Absences
GCCAA	Instructional Staff Sick Leave
GCCAB	Instructional Staff Personal/Emergency/ Legal/Religious Leave
GCCAC	Instructional Staff Maternity/Paternity/Parental Leave
GCCAD	Instructional Staff Military Leave
GCCAE	Instructional Staff Conferences/ Training/Workshops
GCCAF	Instructional Staff Sabbaticals
GCCB	Administrative Staff Leaves and Absences
GCCBA	Administrative Staff Sick Leave
GCCBB	Administrative Staff Personal/Emergency/ Legal/Religious Leave
GCCBC	Administrative Staff Maternity/Paternity/ Parental Leave
GCCBD	Administrative Staff Military Leave
GCCBE	Administrative Staff Conferences/Training/ Workshops
GCCBF	Administrative Staff Sabbaticals
GCD	Professional Staff Vacations and Holidays
GCDA	Instructional Staff Vacations and Holidays
GCDB	Administrative Staff Vacations and Holidays
GCE	Professional Staff Recruiting
GCEA	Recruiting of Instructional Staff
GCEB	Recruiting of Administrative Staff
GCEC	Posting and Advertising of Professional Vacancies
GCF	Professional Staff Hiring
GCFA	Hiring of Instructional Staff
GCFB	Hiring of Administrative Staff
GCFC	Professional Staff Certification and Credentialing Requirements
GCFD	Shortage of Professional Staff
GCG	Part-Time and Substitute Professional Staff Employment
GCGA	Qualifications of Substitute Staff
GCGB	Arrangements for Substitute Staff
GCGC	Job Sharing in Professional Staff Positions
GCH	Professional Staff Orientation and Training
GCHA	Mentor Teachers
GCHB	Mentor Administrators
GCI	Professional Staff Development
GCIA	Philosophy of Staff Development
GCIB	Inservice Requirements for Instructional Staff
GCIC	Inservice Requirements for Administrative Staff
GCID	Professional Staff Training, Workshops and Conferences
GCIE	Professional Staff Continuing Education
GCJ	Professional Staff Probation, Tenure, and Seniority
GCJA	Instructional Staff Seniority
GCJB	Administrative Staff Seniority
GCK	Professional Staff Assignments and Transfers
GCKA	Instructional Staff Assignments and Transfers
GCKB	Administrative Staff Assignments and Transfers
GCL	Professional Staff Schedules and Calendars
GCLA	Length of Instructional Staff Work Day
GCLB	Length of Administrative Staff Work Day
GCLC	Length of Instructional Staff School Year
GCLD	Length of Administrative Staff School Year
GCM	Professional Staff Work Load
GCM A	Professional Staff Planning Time
GCM B	Professional Staff Office Hours
GCM C	Parent Conferences, Staff Meetings, and School Meetings
GCM D	Instructional Staff Extra Duty
GCM E	Administrative Staff Extra Duty

GCN	Supervision of Professional Staff
GCNA	Supervision of Instructional Staff
GCNB	Supervision of Administrative Staff
GCO	Evaluation of Professional Staff
GCOA	Evaluation of Instructional Staff
GCOB	Accountability of Instructional Staff
GCOC	Evaluation of Administrative Staff
GCOD	Accountability of Administrative Staff
GCP	Professional Staff Promotions and Reclassifications
GCPA	Promotion and Reclassification of Instructional Staff
GCPB	Promotion and Reclassification of Administrative Staff
GCQ	Professional Staff Termination of Employment
GCQA	Instructional Staff Reduction in Force
GCQB	Administrative Staff Reduction in Force
GCQC	Resignation of Instructional Staff
GCQD	Resignation of Administrative Staff
GCQE *	Retirement of Professional Staff
GCQF	Discipline, Suspension, and Dismissal of Professional Staff
GCR	Nonschool Employment of Professional Staff
GCRA	Nonschool Employment of Instructional Staff
GCRB	Nonschool Employment of Administrative Staff
GCRC	Staff Consulting Activities
GCRD	Tutoring for Pay
GCS	Professional Research and Publishing
GCT	Exchange Teaching
GCU	Professional Staff Membership in Professional and Union Organizations
GCV	Professional Staff Facilities
GD	Support/Classified Staff
GDA	Support Staff Positions
GDA A	Fiscal Management and Office Positions
GDAB	Building and Grounds Management Positions
GDAC	Transportation and Food Management Positions
GDB	Support Staff Contracts and Compensation
GDBA	Support Staff Salary Schedules
GDBB	Merit/Performance Pay for Support Staff
GDBC	Support Staff Supplementary Pay/Overtime
GDBD	Support Staff Fringe Benefits
GDC	Support Staff Leaves and Absences
GDCA	Support Staff Sick Leave
GDCB	Support Staff Personal/Emergency/ Legal/Religious Leave
GDCC	Support Staff Maternity/Paternity/Parental Leave
GDCD	Support Staff Military Leave
GDCE	Support Staff Conferences/ Visitations/Workshops
GDD	Support Staff Vacations and Holidays
GDE	Support Staff Recruiting
GDEA	Posting and Advertising of Support Staff Vacancies
GDF	Support Staff Hiring
GDF A	Support Staff Qualifications and Requirements
GDFB	Support Staff Selection Process
GDFC	Shortage of Support Staff
GDG	Part-Time and Substitute Support Staff Employment
GDGA	Qualifications of Support Staff Substitutes
GDGB	Arrangements for Support Staff Substitutes
GDGC	Job-Sharing in Support Staff Positions
GDH	Support Staff Orientation and Training
GDI	Support Staff Probation, Tenure, and Seniority

GDJ	Support Staff Assignments and Transfers
GDK	Support Staff Schedules and Calendars
GDKA	Length of Support Staff Work Day
DKB	Length of Support Staff School Year
GDL	Support Staff Work Load
GDLA	Support Staff Extra Duty
GDLB	Support Staff Meetings
GDM	Support Staff Career Development
GDMA	Philosophy of Support Staff Career Development
GDMB	Support Staff Training, Conferences, and Workshops
GDMC	Support Staff Inservice Requirements
GDMD	Support Staff Continuing Education
GDN	Supervision of Support Staff
GDO	Evaluation of Support Staff
GDOA	Accountability of Support Staff
GDP	Support Staff Promotions and Reclassification
GDQ	Support Staff Termination of Employment
GDQA	Support Staff Reduction in Force
GDQB	Resignation of Support Staff
GDQC	Retirement of Support Staff
GDQD	Discipline, Suspension, and Dismissal of Support Staff
GDR	Nonschool Employment by Support Staff
GDS	Support Staff Membership in Professional/Union Organizations
GDT	Support Staff Facilities

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

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

Open Hiring/Equal Employment Opportunity

The charter school 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's staff.

Therefore, the charter school shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Commitment on the part of the charter school towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability.

The charter school shall 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.

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. §12101 et 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)
C.R.S. 22-32-110 (1)(k)
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. 24-34-402 et seq.(discriminatory or unfair employment practices)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
ACE, Nondiscrimination on the Basis of Disability
GBAA, Sexual Discrimination and Harassment

Note: State law defines "sexual orientation" as "a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or another person's perception thereof." C.R.S. 24-34-301(7)

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2nd / Final

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Lake George Charter School

Sexual Discrimination and Harassment

The charter school 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 discriminate against another on the basis of sex or harass another staff member or student 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 charter school 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 teachers 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 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 education 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 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 charter school until the charter school is made aware of such harassment. Therefore, it is the express desire of the charter school 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. 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 charter school 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 employee 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 by appropriate 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 in the school and incorporated in employee handbooks.

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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JLF, Reporting Child Abuse/Child Protection

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Lake George Charter School

SEXUAL HARASSMENT (Grievance Procedure)

1. Staff members who believe they have been subject to sexual harassment will report the incident to the administrator, who will be referred to as the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the administrator to investigate the matter.
2. Upon receiving a report, the grievance officer will confer with the staff member who has allegedly been harassed as soon as is reasonably possible, but in no event more than 2 business days from receiving the report, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the staff member is seeking.
3. At the initial meeting with the staff member, the grievance officer will explain the avenues for informal and formal action and provide a description of the grievance procedure. The grievance officer will also explain that whether or not the staff member files a formal grievance or otherwise requests action, the charter school is required by law to take steps to correct the harassment and to prevent recurring harassment or investigation. The grievance officer will also explain to the staff member that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.
4. Following the initial meeting with the staff member, the grievance officer will attempt to meet with the alleged harasser in order to obtain a response to the reported harassment. The grievance officer will conduct a thorough investigation, including additional interviews with the parties and interviews with witnesses, if available. The grievance officer will complete the investigation within 14 business days of the initial meeting with the staff member.
5. Within 7 business days of completing the investigation, the grievance officer will determine whether the matter should proceed formally or informally. On the basis of the grievance officer's investigation and if the staff member requests that the matter be resolved in an informal manner and the grievance officer agrees that the matter is suitable for such resolution, the grievance officer may attempt to resolve the matter informally through conciliation.
6. If the staff member requests a formal grievance process, the grievance officer will transfer the record to the administrator or designee for formal resolution within 7 business days of completing the investigation, and so notify the parties by certified mail.

7. After reviewing the record made by the grievance officer, the administrator or designee may gather additional evidence necessary to decide the case. Within 14 business days of receiving the record, the administrator or designee will announce any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.
8. Whether or not a formal grievance was filed, the charter school will take the reasonable steps necessary to end the harassment, to prevent harassment from recurring and to prevent retaliation against anyone that reports sexual harassment or participates in a harassment investigation.
9. All parties will be notified by the administrator of the final outcome of the investigation and all steps taken by the charter school.
10. At any time, the staff member making a report of sexual harassment may request an end to the informal process and begin the formal grievances process.

First Reading Date: 8-5-2002

Adoption Date: 9-3-2002

Staff Involvement in Decision-Making

The charter school believes that staff members play an important role in decision-making for the charter school. Staff members are encouraged to participate in the setting of charter school educational objectives and in determining appropriate strategies for achieving the objectives.

Staff Advisory Functions

The administrator(s) shall include staff in decision making processes, when feasible, and in the development of regulations and procedures for the charter school. The administrator(s) shall develop channels for effective communication between and among the staff and the administration. The administrator(s) shall weigh, with care, the counsel given by employees, especially given by groups designated to represent large segments of the staff, and shall inform the Charter Board of all such counsel in presenting reports of administrative action and recommendations for Charter Board action.

Staff Advisory Committees

So that joint advice may be readily available for the purpose described above, the staff shall be encouraged to elect advisory committees to work with the administrator(s) in the areas of concern to staff. Furthermore, the administrator(s) shall, at their discretion, appoint additional committees as needed.

First Reading: 5-5-2015

Adoption Date: 9-19-2023

Lake George Charter School

(Prev. Rev. 4-30-2015)
(Rev. 9-20-2023)

Staff Ethics/Conflict of Interest

According to the Colorado Revised Statutes 24-18-105, the following ethical principles for charter school employees “are intended as guides to conduct and do not constitute violations as such of the public trust of office or employment....”

1. An employee “should not acquire or hold an interest in any business or undertaking which he has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which he has substantive authority.”
2. An employee “should not, within six months following the termination of his employment, obtain employment in which he will take direct advantage, unavailable to others, of matters with which he was directly involved during his term of employment. These matters include rules, other than rules of general application, which he actively helped to formulate and applications, claims or contested cases in the consideration of which he was an active participant.”
3. An employee “should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when he has a substantial financial interest in a competing firm or undertaking.

First Reading Date: 6-5-2001

Second Reading Date: 8-15-2001

Adoption Date: 9-4-2001

Staff Ethics/Conflict of Interest

No charter school 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 school system. 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 charter school policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of charter school 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 charter school. 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/guardian of a student who attends the school served by the employee unless prior approval has been obtained from the Charter Board.

Moreover, to avoid a conflict of interest, the charter school prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, children and parents. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family. An employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records.

LEGAL REFS.: Constitution of Colorado, Article X, Section 13 (*felony to make a profit on public funds*)

C.R.S. 22-63-204 (*teachers receiving money for items sold to students/parents without written consent from Board*)

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

C.R.S. 24-34-402(1)(h) (*nepotism provisions*)

CROSS REFS: GBEB, Staff Conduct

GCE/GCF, Professional Staff Recruiting/Hiring

GDE/GDF, Support Staff Recruiting/Hiring

First Reading Date: 1-9-18

Adoption Date: 2-13-18

Lake George Charter School

Staff Conduct
(And Responsibilities)

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

Rules of Conduct

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

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

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

It is permissible for an employee to receive:

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

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

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

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which, shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students including the need to insure that students are supervised at all times.

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

Felony/misdemeanor convictions

If the charter school has good cause to believe that any licensed staff member employed on or after January 1, 1991, has been convicted of any felony or misdemeanor (not including misdemeanor traffic offenses or infractions) subsequent to employment, the charter school shall make inquiries to the department of education for purposes of screening the employee.

In addition, the charter school may ask the person to provide information about the offense and require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency. The employee does not need to submit a new set of fingerprints if the employee has submitted a set of fingerprints to another Colorado school district within the last two years and has given written consent for their transfer to the requesting school or district. Fingerprints or the written notice of consent shall be submitted within 20 days of receipt of written notification. The fingerprints shall be released to the Colorado Bureau of Investigation (CBI) for processing. Disciplinary action, which could include dismissal from employment, may be taken against licensed personnel if the results of fingerprint processing provide relevant information.

If the charter school has good cause to believe that any non-licensed staff member employed on or after January 1, 1991, has been convicted of a felony or misdemeanor subsequent to employment, the charter school shall make inquiries to the department of education for purposes of screening the employee and may release the employee's fingerprints to the CBI for processing. Depending on the results of the fingerprint check, disciplinary measures, which could include termination of employment, may be taken.

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

Unlawful behavior involving children

The Board may make an inquiry with the Department of Education concerning whether any current employee of the charter school has been convicted of, plead nolo contendere to, or received a deferred 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.

Child abuse

All charter school 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 report such fact in accordance with policy JLF.

The administrator 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 employee. Such information shall remain confidential except that the administrator shall notify the Colorado Department of Education of the child abuse investigation.

Possession of deadly weapons

The provisions of the policy regarding public possession of deadly weapons on school property or in the school buildings also shall apply to employees of the charter school. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

LEGAL REFS.: C.R.S. 18-12-105.5
C.R.S. 19-3-308 (5.7)
C.R.S. 22-32-109.1 (8) (policy requiring inquiries upon good cause to
department of education for purpose of screening employees is required
part of safe schools plan)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8 (6)
C.R.S. 22-32-109.8 (10)
C.R.S. 22-32-109.9
C.R.S. 22-32-110 (1)(k)
C.R.S. 22-65-105
C.R.S. 24-18-104
C.R.S. 24-18-109

CROSS REF.: KFA, Public Conduct on School Property

Lake George Charter School

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Second Reading Date: 3-9-2001

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(Rev. 4-26-2001)

Staff Dress Code

Teachers and other staff members project an image to the community and to students about the professionalism of the charter school. 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. The administrator has the final authority to decide what is professional attire.

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. Leggings may be worn under dresses or longer tops that cover the hips to mid-thigh.
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 with straps narrower than 1.5 inches in width.
5. Visible piercings should be limited to ears. The administrator has the final authority on ear gauges.
6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments (tattoos) 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
 - Tattoos must be approved by the administrator or be covered

Exceptions

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities. Custodians, food preparers, aides, office staff, etc. shall wear appropriate clothing.

LEGAL REF.: C.R.S. 22-32-109(1)(cc) (Charter school required to have staff dress code)

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

First Reading: 8-21-19

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Lake George Charter School

Gifts to and Solicitations by Staff

Gifts

All employees of the Charter Board are prohibited from accepting gifts of other than nominal value from companies or organizations doing business with the charter school. Exceptions to this policy are the acceptance of minor items which, are generally distributed by the company or organization through its public relations program.

Solicitations

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

As a matter of policy, the Charter Board expects such activities to be kept to a minimum. The administrator shall seek direction for the Board in instances where prior action has set no guidance as to a particular fund drive.

LEGAL REF.: C.R.S. 24-18-104

CROSS REF.: DJG, Vendor Relations
GBEB, Staff Conduct
JP, Student Donations and Gifts
KHA/KHB, Public Solicitations/Advertising in Schools

First Reading Date: 6-5-2001

Second Reading Date: 8-15-2001

Adoption Date: 9-4-2001

Drug and Alcohol Free Workplace
(Drug and Alcohol Use by Staff Members)

1. Observance of Policy GBEC is a condition of employment with the Charter School.
2. A violation of the policy shall subject the employee to appropriate disciplinary action which may include termination and referral for prosecution. Alternatively, the employee may (where such action is not in conflict with either Charter School policy or law) be allowed to participate in an approved drug or alcohol abuse assistance or rehabilitation program in accordance with the Employee Assistance/Wellness Policy (GBGC). Participation in such program shall be at the employee's expense.
3. As part of its Drug and Alcohol Free Awareness Program, the Charter School provides the following information to all employees:
 - a. Drug counseling, rehabilitation, and employee assistance programs available to all employees; and
 - b. Literature concerning the dangers of drug and alcohol abuse. Employees and supervisors are encouraged to review both the policy and such information, at least annually.
4. Copies of policy GBEC will be included in the employee handbook for each employee of the Charter School. *Signing of the page saying you read the employee handbook means you have read this and agree.*

First Reading Date: 11-20-19

Adoption Date: 2-19-2020

Lake George Charter School

Drug and Alcohol Free Workplace
(Drug and Alcohol Use by Staff Members)

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance is prohibited in Lake George Charter School. No employee shall report for duty or remain on duty while under the influence of any "controlled substance". For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamine). Because the possession and use of marijuana, whether for medical use or otherwise, is not compatible with the performance of any job with the charter school, the charter school will not accommodate the use of medical marijuana on the job, or the use of marijuana for medical purposes while the employee is off duty, or off the job, if the employee is under the influence while performing duties or while at the workplace. (Note: 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 charter school has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug and controlled substance for purposes of this policy.)

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action, which, may include termination of employment and referral for prosecution. In appropriate circumstances and at the charter school's 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 charter school is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

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

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

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

After investigation, the administrator may reinstate the employee if it appears to be in the best interests of the individual and the charter school. The matter must be reported in full to the Charter Board.

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

Awareness and Prevention Program

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

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

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

LEGAL REF.: 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. §§701 and 702 (*Drug-Free Workplace Act of 1988*)
Colo, Constitution, Article XVIII, Sect. 14 (10)(b) (*employer not required to accommodate use of marijuana in workplace*)
C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess controlled substance on or near school grounds or in school vehicles*)
C.R.S. 25-1.5-106 (12)(b) (*prohibits possession or use of medical marijuana on school grounds or in school vehicles*)

CROSS REF.: EEAEAA*, Drug and Alcohol Testing For Bus Drivers
GCQF, Discipline, Suspension, and Dismissal of Professional Staff
GCQD, Discipline, Suspension, and Dismissal of Support Staff
JICH, Drug and Alcohol Use by Students

First Reading Date: 4-9-19

Adoption Date: 5-14-19

Lake George Charter School

(Rev. 4-11-19)

Employee Acknowledgement Form
Drug and Alcohol Free Workplace
(Drug and Alcohol Use by Staff Members)

I, THE UNDERSIGNED EMPLOYEE OF LAKE GEORGE CHARTER SCHOOL, have received a copy of the Policy GBEC, Drug and Alcohol Free Workplace and Policy GBEC-R Drug and Alcohol Free Workplace.

1. ____ I agree to abide by the terms of the policy.
2. ____ I understand that I may be subject to an alcohol or controlled substance test upon reasonable suspicion per policies GBEC and GBEC-R.
3. ____ I agree to notify my immediate supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five days after the date of such conviction.
4. ____ Violation shall subject the employee to appropriate disciplinary action, up to and including termination and referral for prosecution.

(Please initial each line above and print, sign, and date below.)

Employee Name (print): _____

Employee Signature: _____

Date: _____

First Reading Date: 4-9-19

Adoption Date: 5-14-19

Lake George Charter School

Tobacco-Free Workplace

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 used for instruction, administration, support services, maintenance, or storage. The term shall not apply to buildings used primarily as residences, i.e., teacherages.
 - 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.

This policy shall be published in employee handbooks, posted on bulletin boards and announced in staff meetings.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

Exemptions

The Board shall consider requests for exemptions from this policy which demonstrate that extraordinary circumstances exist to warrant such an exemption and which do not violate federal law.

File: GBED-Rev.

Requests for exemptions from staff members shall be submitted to the person having direct responsibility for control of the building or grounds (building administrator). The request shall include steps that will be taken by the staff within the next year to work compliance with the district's tobacco-free policy. If applicable, the building level accountability committee shall review the request and make a recommendation to the administrator. The administrator's recommendation shall be forwarded to the Board for final decision.

To the extent funds are available, the charter school is encouraged to operate and maintain an educational program to assist staff members in avoiding and discontinuing use of tobacco.

Current practice codified October 1996

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

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

C.R.S. 25-14-103.5

6 CCR 1010-6, Rule 5-306

CROSS REF.: ADC, Tobacco-Free Schools

GCQF, Discipline, Suspension, and Dismissal of Professional Staff
Members

GCQD, Discipline, Suspension, and Dismissal of Support Staff Members

First Reading Date: 10-9-2001

Second Reading Date: 11-6-2001

Adoption Date: 12-4-2001

Lake George Charter School

(Rev. 4-12-2002)

Staff Use of the Internet and Electronic Communications

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

The charter school 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 charter school computers and computer systems to avoid contact with material or information that violates this policy.

Blocking or filtering obscene, pornographic and harmful information

To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the charter school, software that blocks or filters such material and information has been installed on all charter school computers having Internet or electronic communications access. Blocking or filtering software 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

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

Public records

Electronic communications sent and received by charter school 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. This may include monitoring of social media sites set up by employees as private sites from home.

Unauthorized and unacceptable uses

Staff members shall use charter school computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of charter school computers and computer systems 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 charter school 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 with regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- 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, 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 charter school computer systems is a high priority. Staff members who identify a security problem while using the Internet or electronic communications 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 computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Staff Use of the Internet and Electronic Communications
(Acceptable Use Agreement)

Staff member:

I have read, understand and will abide by the charter school'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 charter school's computers or computer system, 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 charter school from all costs, claims, damages or losses resulting from my use of charter school computers and computer systems, 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 charter school'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

Staff Health
(Staff Members with HIV/AIDS)

The following procedures will be followed when evaluating the employment status of an employee infected with human immunodeficiency virus (HIV) including those staff members diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) and those suspected of being infected with HIV.

These procedures also will apply whenever a school official has reasonable cause to suspect that a staff member is seriously ill and the illness is affecting his ability to perform his job responsibilities or posing an unacceptable risk to the health and safety of others. Reasonable cause may exist in but not be limited to situations where the employee's health is observed to be deteriorating to the point of interfering with the performance of his duties, when the employee displays persistent physical symptoms of illness, or where there is similar reasonable evidence of such disease.

Reporting suspected or confirmed cases

The superintendent will be the staff member responsible for coordinating the school district's effort to evaluate the employment status of an employee in accordance with these procedures. For purpose of these procedures, the superintendent will be referred to as the "school officer."

It is improper for any employee who has knowledge or reasonable grounds to suspect that he is infected with a communicable disease to willfully expose or infect another with such a disease or to knowingly perform an act or engage in conduct which exposes or infects another person with such a disease.

Any staff member infected with HIV is encouraged to report this fact directly to the school officer.

If a supervisor has been informed or has reasonable cause to believe that an employee is afflicted with an illness which is interfering with job performance or posing an unacceptable health risk to others, the supervisor will notify the school officer immediately. The school officer will confer individually with the supervisor and the staff member to assess the situation.

Evaluation of employment status

HIV infection is not transmitted casually; therefore, it is not itself a reason to remove a staff member from school. The school officer will determine whether the person who is infected with HIV has a secondary infection such as active tuberculosis that constitutes a recognized risk of transmission in the school setting. This is a medical question which the school officer will answer by consulting with the infected person's

physician, a qualified public health official who is responsible for such determinations and the infected person.

If there is no secondary infection that constitutes a medically-recognized risk of transmission in the school setting, the infected person's job assignment will not be altered unless a reassignment is requested as a reasonable accommodation.

If there is a secondary infection that constitutes a medically-recognized risk of transmission in the school setting, the school officer will consult with the physician, public health official and the infected person. If necessary, they will develop an individually tailored plan for the staff member. Additional persons may be consulted if this is essential for gaining additional information, but the infected staff member must approve of the notification of any additional persons who would know his identity. Utmost confidentiality will be observed throughout this process.

When an employee is determined to be unfit for continued duty because he is incapable of performing the essential functions of the position or poses a direct threat to the health or safety of himself or others, he will be entitled to use any accumulated sick leave in accordance with Board policies.

When an employee has exhausted all sick leave options and is deemed unfit to resume duties, employment will be terminated through the employee's resignation, retirement or dismissal in accordance with applicable Board policies.

The school official will review the case periodically with the infected person and the medical advisors described above.

Confidentiality

All information gained by the district through the application of the accompanying policy and these procedures including the identity of an employee infected with HIV will be treated as confidential. Information will be disclosed only as appropriate in connection with these procedures.

Persons who may know the identity of a staff member infected with HIV are those who with the infected person will determine whether the person has a secondary infection that constitutes a medically-recognized risk of transmission in the school setting. They are the school officer, the personal physician of the infected person and a public health official who may be able to study the facts of the case sufficiently without needing to know the identity of the staff member to make a decision.

The decisionmakers listed above and the infected person will determine whether additional persons such as the school nurse or principal need to know that an infected person works at a specific school. The additional persons will not know the name of the infected person without his consent.

All persons will treat all information as highly confidential. No information will be divulged directly or indirectly to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings will be kept by the school officer in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected staff member.

To further protect confidentiality, names will not be used in documents except when this is essential. Any document containing the name or any other information that would reveal the identity of the infected person will not be shared with any person, not even for the purposes of word processing or reproduction.

(Approval date)

Staff Training in Crisis Prevention and Management

In order to support the charter school's efforts to prevent and manage crisis, the Board directs the administrator to provide a comprehensive staff training program that at a minimum trains 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 charter school 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.

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

First Reading Date: 2-6-2001

Second Reading Date: 3-9-2001

Adoption Date: 4-24-2001

(Revised: 4-26-2001)

Staff Personal Security and Safety

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense 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 administrator, the superintendent's office and the Board of Education.
2. The administrator, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The administrator shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The administrator or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

Communication of Disciplinary Information

The administrator 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.

LEGAL REFS.: C.R.S. 19-3-304 (3.5), (4)
C.R.S. 22-32-109 (1)(x)
C.R.S. 22-32-110 (4)(b)(II)
C.R.S. 22-32-126
C.R.S. 22-33-106 (1)(d)

CROSS REF.: ECAC, Vandalism
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

First Reading Date: 10-9-2001

Second Reading Date: 11-6-2001

Adoption Date: 12-4-2001

Lake George Charter School

Staff Maternity/Paternity/Parental Leave

Maternity Leave

Medically necessary sick leave for maternity purposes shall be available to any female employee who becomes pregnant. The leave will be allowed during such period of the pregnancy and a reasonable time immediately following termination of the pregnancy as is medically necessary to safeguard the health of the mother and/or child.

1. Determination of Necessity

The determination and designation of the period of time during which maternity leave is necessary may be initiated by either the employee or the charter school. Final determination of such period including the beginning, duration and end of the period shall be made by the Charter Board or designee based on information provided by the employee, the employee's physician, the administration and if deemed necessary, by a physician designated by the Charter Board or designee.

2. Reinstatement

An employee who has taken leave in accordance with this policy shall be assured reinstatement at the beginning of the first semester following the end of the period of time during which leave is necessary. However, any leave granted shall in no way affect the powers or duties of the Charter Board including but not limited to the nonrenewal of a contract of a probationary teacher.

3. Notice

An employee who becomes pregnant shall be encouraged to notify the administrator or designee regarding the pregnancy well in advance of the expected leave so that the charter school may make appropriate staffing decisions. When an employee is no longer pregnant, she shall notify the administrator or designee of this fact.

4. Benefits

An employee on maternity leave for medical necessity as determined by the employee's or the charter school's physician shall receive pay, insurance and other benefits to the same extent and on the same basis as general leave used for other purposes. Any additional leave granted by the charter school for maternity purposes beyond that which is medically necessary shall be without pay or other benefits unless the provisions of the federally-mandated family leave policy apply.

Parental leave

The provisions of this section shall apply only after an eligible employee has used any applicable federally-mandated family leave. Any days taken for family leave will be deducted from the total leave period allowed under this policy.

Parental leave of absence without salary and fringe benefits may be granted to staff members for the purpose of child rearing, child care or adoption. Parental leave may be granted for a period of time no less than 12 weeks for each employee. The leave need not be taken all at once, but must be taken in increments which coincide with the planning needs of the charter school.

In determining whether to grant the leave request, the charter school will consider any special needs of the child, the staffing needs of the charter school and any other relevant factors. The charter school will grant parental leave without regard to the sex of the employee.

NOTE: See Waived Policy GBGF-note about numbers of employees.

The request for leave will be made to the administrator. If the parental leave request is refused by the administrator, the staff member may appeal to the Charter Board.

If the leave period is for an entire school year, notice of intent to return from leave must be given to the administrator before April 1 proceeding the school year the employee wishes to return to work. If the leave is for a period less than an entire school year, notice of intent to return shall be given at least three months prior to the date the employee wishes to return to work. Upon return from parental leave, the employee shall be reinstated on the salary schedule at the column and step he or she was on when granted leave.

As long as proper notice has been given of the employee's intent to return to work, the charter school shall reinstate the employee and place him or her on the salary schedule at the appropriate level. A teacher being reinstated shall be placed in a teaching position as nearly identical as possible to the position left at the commencement of the leave. In no event shall a teacher be placed in a position for which he or she is not qualified or licensed.

The employee on parental leave may be permitted to substitute in the charter school at the approved substitute rate of pay.

Nothing in this policy shall be construed to limit the powers or duties of the Charter Board or administration to make employment decisions for the charter school including but not limited to nonrenewing a contract of a probationary teacher.

Further information regarding Staff Maternity/Paternity/Parental Leave may be found in negotiated agreements.

LEGAL REFS.: 29 U.S.C. 2601 et seq. (Family Medical Leave Act)
42 U.S.C. §2000e-2 (Title VII of the Civil Rights Act of 1964)
C.R.S. 19-5-211 (adoption statute)

First Reading: 4-7-2015

Adoption Date: 5-5-2015

Lake George Charter School

Federally-Mandated Family and Medical Leave

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

Eligibility

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

Permitted Reasons for FMLA Leave

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

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

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

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

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

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

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

Intermittent or Reduced FMLA Leave

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

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

Health Insurance and Benefits

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

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

Reinstatement After FMLA Leave

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

Development of Procedures

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

Compliance with Governing Law

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

Further information regarding Federally-Mandated Family and Medical Leave may be found in negotiated agreements.

LEGAL REFS.: 29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)
29 C.F.R. Part 825 (regulations)

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

Note 1: The Family and Medical Leave Act (FMLA) provides that the district shall not be in violation of other federal laws such as those governing the district's responsibility to educate children with disabilities solely as the result of an eligible employee taking family medical leave.

Note 2: The FMLA applies to all educational institutions, including school districts. However, an employee is only eligible for family and medical leave if he or she is employed at a worksite where at least 50 employees are employed within 75 miles.

Note 3: For FMLA Fact Sheets, medical certification forms, request for leave forms and other information on the FMLA, visit the U.S. Department of Labor's Wage and Hour Division Web site: <http://www.wagehour.dol.gov> or call the U.S. Department of Labor's toll-free information and helpline, 1-866-4USWAGE (1-866-487-9243).

First Reading: 4-7-2015

Adoption Date: 5-5-2015

Lake George Charter School

Waived due to size of employee base.

File: GBGF-R

Federally-Mandated Family and Medical Leave

Notification and Reporting

When the need for a family and medical leave of absence (FMLA leave) is foreseeable, the employee shall provide at least 30 days prior notice to the charter school unless circumstances dictate otherwise. With respect to foreseeable medical treatments, the employee shall make a reasonable effort to schedule treatment so as not to disrupt district operations.

If the need for FMLA leave is unforeseeable, the employee shall provide notice to the charter school as soon as practicable under the circumstances.

If an employee's requested FMLA leave also constitutes paid leave under another charter school policy, and/or negotiated agreement, the FMLA leave and other applicable leave shall run concurrently.

In the absence of an employee's request for FMLA leave, the charter school may independently determine whether an employee's leave under another charter school policy and/or negotiated agreement constitutes FMLA leave and, if so, shall notify the employee that the leave will be counted against the FMLA leave to which the employee is entitled.

If the FMLA leave is due to illness, the employee shall report periodically on his or her leave status and intention to return to work.

If the requested FMLA leave is because of a military-related qualifying exigency, the charter school may require the employee to provide supporting documentation of such exigency.

The charter school may also require the employee to show certification of the familial relationship if the request for FMLA leave is to care for a family member with a serious health condition, to care for a covered service member with a serious injury or illness, or in connection with a military-related qualifying exigency.

Medical Certification

The charter school shall require medical certification to support a claim for leave for an employee's own serious health condition; to care for the employee's child, spouse or parent with a serious health condition; or to care for a covered service member's serious injury or illness. The medical certification will be sufficient if it contains the date on which the condition or injury/illness commenced, the probable duration of the condition or injury/illness and any appropriate medical information.

For an employee's own serious health condition, the medical certification also must include a statement that the employee is unable to perform the functions of the position. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered service member with a serious injury or illness, the medical certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion and in accordance with the FMLA, the charter school may require a second or third medical opinion and periodic recertification's as the charter school deems reasonably necessary.

Medical certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered service member with a serious injury or illness, the medical certification must include a statement that the employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

For the employee's own intermittent leave, the medical certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

Return to Work

An employee who has taken leave due to the employee's own serious health condition shall provide a medical certification from the employee's physician that the employee is able to resume work. In addition, the charter school reserves the right to consult with a public health official if there is any question about possible transmission of a disease in the school setting.

The following return to work provisions apply to teachers:

1. If the teacher begins any category of FMLA leave more than five weeks prior to the end of the semester and the leave is for more than three weeks, the charter school may require the teacher seeking to return within the last three weeks to continue the leave through the end of the semester.
2. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition less than five weeks before the end of the semester and the period of leave is greater than two weeks, the charter school may require the teacher seeking to return within the last two weeks to continue the leave through the end of the semester.
3. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the charter school may require the teacher to continue the leave through the end of the semester.

Repayment of Benefits

If an employee fails to return to work upon completion of an approved FMLA leave, the charter school may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence or onset of a serious health condition as certified by a physician that entitles the employee to leave, or for other reasons beyond the employee's control.

Posting/Notice to Employees

Administrators shall post notices explaining the rights and responsibilities under the Family and Medical Leave Act (FMLA) in locations where they can be readily seen by employees and applicants for employment.

Notice of the FMLA's rights and responsibilities shall also be incorporated into employee handbooks or provided directly to employees.

Further information regarding Federally-Mandated Family and Medical Leave may be found in negotiated agreements.

First Reading: 4-7-2015

Adoption Date: 5-5-2015

Lake George Charter School

Staff Bereavement Leave

Three days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee's immediate family member (father, mother, sister, brother, spouse, partner in a civil union, or child). Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon approval of the administrator.

Employee absences which extend beyond three days due to a death in the family shall be charged to the employee's sick or vacation leave, at the employee's option.

LEGAL REFS: C.R.S. 14-15-101 *et seq.* (Colorado Civil Union Act)

First Reading Date: 4-7-2015

Adoption Date: 5-5-2015

Lake George Charter School

(4-29-2015)

Personnel Records and Files

The administrator 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 charter school 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 administrator and designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the charter school on a confidential basis by universities, colleges, or persons not connected with the charter school.
4. The following information in personnel records and files shall be available for public inspection:
 - a. Applications of past or current employees
 - b. Employment agreements
 - c. Any amount paid or benefit provided incident to termination of employment
 - d. Performance ratings except for teacher evaluations as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of certificated personnel, with the exception of the administrator and all public records used in preparing the evaluation report, shall be confidential and available only to the evaluatee, to the administrators who supervise the person's 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 charter school's discipline code.
7. Lists of charter school employee's names and address shall not be released for general public use.
8. Personnel records shall be available upon request to members of the Charter Board.
9. Employees medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and school policy.

LEGAL 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 REF: CBB, Recruitment of Administrator
GCE/GCF, Professional Staff Recruiting/Hiring
JK, Student Discipline
KDB, Public's Right to Know/Freedom of Information

Book Keeper
change
8 1/2 day
→ 10 hr. day

First Reading: 4-7-2015

Adoption Date: 5-5-2015

Lake George Charter School

(Rev. 4-30-2015)

Disclosure of Information to Prospective Employers

Teachers

Pursuant to state law, the charter school shall, upon request and if legally allowable, disclose to another school district or school, the reasons for the teacher's separation from employment with the charter school, 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 charter school'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 charter school employees

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

Immunity provisions

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

Copy to employee

When the charter school 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 charter school 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 charter school for any copies of the written information requested by the employee.

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

First Reading Date: 11-14-17

Adoption Date: 12-12-17

Lake George Charter School

Staff Concerns/Complaints/Grievances

It is the Charter Board's 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 Charter Board policies or administrative regulations that apply to all employees.

The process designated for the resolution of "grievances" in agreements between the Charter Board and employees shall apply only to grievances as defined in the particular agreement.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Charter 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 within the sole and continuing discretion of the administration and/or Charter Board, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

Further information regarding Staff Concerns/Complaints/Grievances may be found in the staff handbook.

First Reading Date: 12-12-17

Adoption Date: 1-9-2018

Lake George Charter School

(Rev. 12-30-17)

Lake George Charter School

38874 US Hwy 24

PO Box 420

Lake George, CO 80827-0420

Phone: 719-748-3911 Fax: 719-748-8151

LGSchool@lgcsco.org

File: GBK-E Rev.

Staff Suggestions/Concerns/Complaints/Grievances Form

FORM SENT TO: _____

DATE: _____

Please give a brief summary of your suggestion or complaint:

Do you want someone to contact you about this? Yes ___ No ___

Your Name: _____

Address: _____

Telephone Number: _____

Cell Phone Number: _____

Teacher Concerns/Complaints/Grievances

Employee Grievance Procedure

Individual or group grievances of employees shall be resolved as follows:

- Step 1: The grievance shall first be presented in writing on forms provided by the charter school to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The hearing officer shall render a written decision within 10 working days. The employee may choose a person to assist at any step of the grievance procedure.
- Step 2: If the grievance is not solved in Step 1, the employee then may present the grievance to the administrator who shall conduct a hearing within 10 working days of receipt of the report from Step 1 and shall render a written decision within 10 working days of the hearing.
- Step 3: If the grievance is not solved at Step 2, the employee may request a hearing before the Charter Board, which will be held within 15 working days of receipt of the report of Step 2. The decision of the Charter Board shall be final and shall be made in writing within 15 working days of the hearing.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with the administrator in the school system.

First Reading: 12-12-2017

Adoption Date: 1-9-2018

Lake George Charter School

Classified Staff Concerns/Complaints/Grievances

Employee grievance procedure

The employee may choose a person to assist him or her at any step of the grievance procedure. Individual or group grievances of employees shall be resolved as follows:

Step 1. The grievance shall first be presented in writing on forms provided by the charter school to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. That person shall render a written decision within 10 working days.

Step 2. If the grievance is not solved at Step 1, the employee may present the written grievance to the administrator who shall conduct a hearing within 10 working days of receipt of the report from Step 1 and shall render a written decision within 10 working days of the hearing.

Step 3. If the grievance is not solved at Step 2, the employee may request a hearing before the Charter Board, which will be held within 15 working days of receipt of the report from Step 2. The decision of the Charter Board shall be final and shall be made in writing within 15 working days of the hearing.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any supervisor or the administrator in the school system.

First Reading Date: 1-9-18

Adoption Date: 2-13-18

Lake George Charter School

Professional Staff

[NOTE: Policies and regulations in the GC section (Professional Staff) pertain only to instructional and administrative staff members.]

Teachers shall be in one of these classifications for purposes of the Colorado Teacher Employment, Compensation and Dismissal Act according to the terms of their employment:

1. **Teacher.** Teacher means any person who holds an initial 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 administration.
2. **Teacher-in-residence.** A person who does not have a teacher's license, but holds a teacher-in-residence authorization, who is hired to teach pursuant to a teacher-in-residence program implemented by the charter school. A resident teacher is considered a probationary teacher when he or she begins his or her second year of continuous and uninterrupted employment in the teacher-in-residence program.
3. **Probationary teacher.** A teacher on an annual contract who has not completed three full years of continuous and uninterrupted employment in the charter school 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 the period of continuous and uninterrupted employment includes the last 120 school days of the academic year.
4. **Substitute teacher.** A teacher who performs services for a charter school 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 charter school. Substitute teacher does not include a non-probationary or probationary teacher who is assigned as a permanent substitute teacher within a charter school.
5. **Itinerant teacher.** An itinerant teacher is employed by a charter school 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). An itinerant teacher is considered a substitute teacher.
6. **Part-time teacher.** A teacher who normally works less than 30 hours a week.

The Charter Board shall approve all classifications upon the recommendation of the administrator.

LEGAL REFS.: C.R.S. 22-9-103 (1.5) (*definition of licensed personnel*)
C.R.S. 22-32-109 (1)(f) (*board duty to employ personnel*)
C.R.S. 22-32-109.7(*specific board duties regarding personnel*)
C.R.S. 22-32-110.3(*teacher in residence programs*)
C.R.S. 22-60.5-111(*types of authorizations, including military spouse interim authorization*)
C.R.S. 22-60.5-201(*types of teacher licenses*)
C.R.S. 22-60.5-201(3)(b) (*licensure reciprocity for out-of-state applicants*)
C.R.S. 22-63-103 (*definitions in Teacher Employment Act*)
C.R.S. 22-63-203 (2)(a)(II) (*definition of probationary teacher*)
C.R.S. 22-63-201(2) (*hiring of person who holds an alternative teacher license or teacher in residence authorization*)
20 U.S.C. 6319 (*definition of highly qualified teacher contained in No Child Left Behind Act of 2001*)
34 C.F.R. 200.55 (*federal regulations regarding highly qualified teachers*)

First Reading: 12-12-17

Adoption Date: 1-9-2018

Lake George Charter School

Professional Staff Positions

All instructional, administrative and supervisory positions in the charter school 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.

In each case, the Board shall approve the broad purpose and function of the position in harmony with state laws and regulations and approve a statement of job requirements as recommended by the administrator.

The Board delegates to the administrator the task of writing job descriptions which must include any essential functions required for specific positions.

LEGAL REF.: C.R.S. 22-32-110 (1)(h)
C.R.S. 22-60-101 through 22-60-105
C.R.S. 22-63-103

First Reading Date: 1-8-2002

Second Reading Date: 2-5-2002

Adoption Date: 3-5-2002

Staff Annual Leave

Each full time employee is entitled to receive 9 days leave each contract year. Employees with an extended schedule will be given 1 additional day for each additional month worked. Therefore, each employee shall acquire 9 days at the beginning of each additional year of employment or pro-rated if employed during the year. Unused days will rollover. Part-time employees shall get paid leave at a rate of 1 hour per every 30 hours worked, per state statute effective 1/1/21. Leave for service of less than one year is proportionate to time served.

All leave time is allocated to maintain health, or take care of family and other personal emergencies. A doctor's excuse is needed for any absence due to illness, exceeding three days in a row. Leave may also be used upon the death of a relative or friend. If an employee is absent beyond the accumulated leave days, that employee may request donations of leave days from other employees. An employee may donate a maximum of 8 days (2 weeks) to another employee upon request and with approval of the administrator and business manager.

The Charter Board recognizes that circumstances may make it necessary for employees to use more leave days during a contract year than earned. If a staff member is absent more than their accumulated and donated days, that staff member will lose pay for each day absent at a per diem rate.

No leave will be granted the day before or the day after Thanksgiving, Christmas, or Spring Break. An exception may be made in special circumstances with prior approval from the administrator.

Upon termination of employment, and if an employee has been working for the Charter School for three consecutive years, that employee is eligible to be reimbursed at the rate of \$15.00 per day for any unused leave which the employee has accumulated. Transfer or sale of these days upon termination is not allowed.

LEGAL REF.: C.R.S.	C.R.S. 22-32-110 (1)(j)
CROSS REF.: GCBD,	Professional Staff Fringe Benefits
GDBD,	Support Staff Fringe Benefits
GBGF,	Federally-Mandated Family and Medical Leave (waived)
GBGF-R,	Letter of Understanding Regarding Staff Sick Leave

First Reading Date: 11-17-21

Adoption Date: 1-19-22

Lake George Charter School

(Prev. Rev. 4-14-21)
(Rev. 1-17-22)

Professional Staff Contracts and Compensation

The Charter 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 Charter Board's intent to review all compensation plans annually with representatives of the charter school's instructional staff. Once adopted by the Charter Board, these plans of compensation shall be displayed in the Charter Board's policy manual in subcategories of code GCB.

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

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

LEGAL REF.: C.R.S. 22-32-110 (5)
C.R.S. 22-32-126
C.R.S. 22-61-102
C.R.S. 22-63-202

First Reading: 3-8-2016

Adoption Date: 4-12-2016

Lake George Charter School

Instructional Staff Contracts/Compensation/Salary Schedules

The Charter Board annually shall adopt a salary schedule for its regular teaching personnel and shall place each teacher in the charter school on the salary schedule at least commensurate with, but not limited to, education, prior experience and experience in the charter school. The schedule adopted by the Charter Board shall remain in effect until changed or modified by the Charter Board in accordance with law. If the Charter Board declares a fiscal emergency during a budget year as allowed by state law and discussed in policy DBK*, salaries may be reduced for all employees on a proportional basis or the work year of employees may be altered. Any such reduction in salaries may be made notwithstanding any adopted salary schedule or policy.

Salary increments shall be conditioned upon evidence of the continued professional growth of the teacher. Within the framework of state statutes, employees who do not comply with the requirements of the Charter Board and state may not be granted salary increases or 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 Charter Board.

The charter school shall comply with statutory provisions regarding salary schedules.

Further information regarding Instructional Staff Contracts/Compensation/Salary Schedules may be found in negotiated agreements.

LEGAL REFS.: C.R.S. 22-32-110 (5) (*agreement with employee group cannot exceed one year term, unless subject to reopener on salaries and benefits*)
C.R.S. 22-44-115.5(2) (*reductions in salary or alteration of work year due to fiscal emergency*)
C.R.S. 22-60.5-110(*renewal of teacher license*)
C.R.S. 22-63-401 through 403 (*teacher compensation laws*)
C.R.S 22-69-101 *et seq.*(*grant program for alternative teacher compensation plans*)

CROSS REFS.: DBK*, Fiscal Emergencies
GCQA, Instructional Staff Reduction in Force

First Reading: 3-8-2016

Adoption Date: 4-12-2016

Lake George Charter School

Professional Staff Supplementary Pay Plans/Overtime

Teachers who are regularly assigned to duties which require extra time or responsibilities over and above their contractual obligations shall receive extra compensation in accordance with a supplementary salary schedule set annually by agreement between the Board and representatives of the instructional staff. 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.

Faculty members 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.

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

LEGAL REF.: C.R.S. 22-63-206 (3)

Professional Staff Fringe Benefits

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

Employees who work regularly 30 hours or more per week are covered by the charter's group life insurance and long-term disability insurance plans.

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

Charter school employees shall participate in the Public Employees' Retirement Association in which both the employee and the charter school make monthly contributions.

Workers' Compensation

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

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

First Reading Date: 3-14-2017

Adoption Date: 4-11-2017

Lake George Charter School

Staff Annual Leave

Each full time employee is entitled to receive 9 days leave each contract year. Employees with an extended schedule will be given 1 additional day for each additional month worked. Therefore, each employee shall acquire 9 days at the beginning of each additional year of employment or pro-rated if employed during the year. Unused days will rollover. Part-time employees shall get paid leave at a rate of 1 hour per every 30 hours worked, per state statute effective 1/1/21. Leave for service of less than one year is proportionate to time served.

All leave time is allocated to maintain health, or take care of family and other personal emergencies. A doctor's excuse is needed for any absence due to illness, exceeding three days in a row. Leave may also be used upon the death of a relative or friend. If an employee is absent beyond the accumulated leave days, that employee may request donations of leave days from other employees. An employee may donate a maximum of 8 days (2 weeks) to another employee upon request and with approval of the administrator and business manager.

The Charter Board recognizes that circumstances may make it necessary for employees to use more leave days during a contract year than earned. If a staff member is absent more than their accumulated and donated days, that staff member will lose pay for each day absent at a per diem rate.

No leave will be granted the day before or the day after Thanksgiving, Christmas, or Spring Break. An exception may be made in special circumstances with prior approval from the administrator.

Upon termination of employment, and if an employee has been working for the Charter School for three consecutive years, that employee is eligible to be reimbursed at the rate of \$15.00 per day for any unused leave which the employee has accumulated. Transfer or sale of these days upon termination is not allowed.

LEGAL REF.: C.R.S.	C.R.S. 22-32-110 (1)(j)
CROSS REF.: GCBD,	Professional Staff Fringe Benefits
GDBD,	Support Staff Fringe Benefits
GBGF,	Federally-Mandated Family and Medical Leave (waived)
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First Reading Date: 11-17-21

Adoption Date: 1-19-22

Lake George Charter School

(Prev. Rev. 4-14-21)
(Rev. 1-17-22)

Staff Maternity/Paternity/Parental Leave

This policy is restricted to the Federally-Mandated Family Leave which is 12 weeks of unpaid leave during any 12 month period.

Maternity Leave

Sick leave for maternity purposes shall be available to any female employee who becomes pregnant. Such leave shall be allowed during such period of the pregnancy and a reasonable time immediately following termination of the pregnancy as is medically necessary to safeguard the health of the mother and/or the child. Days taken for maternity leave will be deducted from the employee's accumulated sick leave.

Determination of necessity

The determination and designation of the period of time during which leave is necessary may be initiated by either the employee or the charter school. Final determination of such period including the beginning, duration, and end of the period shall be made by the Charter Board based on information provided by the employee, the employee's physician, the administrator, and if deemed necessary by a physician designated by the Charter Board.

Reinstatement

An employee who has taken leave in accordance with this policy shall be assured reinstatement at the beginning of the first semester following the end of the period of time during which leave is necessary. However, any leave granted shall in no way affect the powers or duties of the Board including but not limited to the nonrenewal of a contract of a probationary teacher.

Notice

An employee who becomes pregnant shall be encouraged to notify the administrator or his designee regarding the pregnancy well in advance of the expected leave so that the charter school may make appropriate staffing decisions. When an employee is no longer pregnant, she shall notify the administrator or designee of this fact.

Benefits

An employee on maternity leave for medical necessity as determined by the employee's or the Board's physician shall receive pay, insurance, and other benefits to the same extent and on the same basis as sick leave used for other purposes.

Parental Leave

Child care leave of absence without salary and fringe benefits shall be granted to all staff members without regard to the sex of the employee for the purpose of child rearing, child care or adoption.

File: GCCAC-Rev.

LEGAL REFS.: 29 U.S.C. 2601 *et seq.* (Family Medical Leave Act)
42 U.S.C. §2000e-2(a) (Title VII of the Civil Rights Act of 1964)
42 U.S.C. §2000e (k)
C.R.S. 19-5-211

Lake George Charter School

First Reading Date: 5-8-2001

Second Reading Date: 6-5-2001

Adoption Date: 8-15-2001

(Rev. 11-15-2001)

Instructional Staff Sabbaticals

The Board shall provide sabbatical leaves to help members of the staff improve themselves professionally.

Sabbatical leave may be granted in accordance with the following:

1. There shall be no monetary loss to the district.
2. A full-time employee can apply for sabbatical leave after seven years of full-time service in the district.
3. A person taking sabbatical leave of not more than two consecutive semesters after seven years will be granted:
 - a. The right to maintain health insurance coverage if desired, but the sabbatical leave recipient must pay for this coverage. No fringe benefits will be paid.
 - b. The guarantee of an equivalent job upon return to work
4. The sabbatical leave shall allow compensation starting the eighth year of service in Park County Re-2 based upon the difference between the regular staff member salary and the one year substitute salary. At no time shall an employee on sabbatical leave receive more than 50% of the regular salary.
5. Only one eligible faculty member per year shall be accepted for a sabbatical leave based upon appropriate application. Applications must be received by the administration before February 1 preceding the year in which the sabbatical leave would be taken. This is to allow the review board time to make a recommendation to the Board prior to the regular March Board meeting. The administration will appoint a review board committee to approve applications.
6. The Board shall approve sabbatical leave requests according to the following considerations:
 - a. Years of service
 - b. Impact on the district
 - c. Benefit to the district
 - d. Reason for the application
 - e. Building principal recommendation
 - f. Review board recommendation

7. By March 1 during the approved sabbatical leave the employee must notify the superintendent by certified mail of the intent to return to work for the district or to resign.
8. The employee shall not earn credit towards a higher placement on the salary schedule during the leave of absence. However, advancement may be earned for academic achievements.

Adopted July 11, 1994

Revised June 19, 1995

Revised to conform with practice: date of manual revision

LEGAL REF.: C.R.S. 22-63-203 (2)(b)(III)

Instructional Staff Extended Leave of Absence

Extended leaves of absence may be granted for a period of up to two semesters without pay. Application must be made for extended leave by March 1 preceding the semester(s) or year for which the leave is requested. Professional staff must be in at least the sixth year of uninterrupted, full-time service with the district at the time of application.

The following conditions apply to all requests and granting of professional staff extended leave:

1. The employee on extended leave shall retain non-probationary employment status.
2. The employee shall not earn any credit towards a higher placement on the salary schedule for teaching experience during the leave of absence. However, advancement may be earned for academic achievements.
3. No employee benefits shall be paid during the leave of absence unless the employee elects to pay for such benefits.
4. All employee sick leave benefits shall remain in force while the employee is on leave.
5. By March 1st of the year in which the leave is taken or 90 days prior to the conclusion of the leave (whichever occurs first), the returning teacher will notify the superintendent by certified mail as to the intent to return. Failure to notify the superintendent by March 1st of the intent to return shall be considered notice of resignation from the employee.

An employee complying the notification provisions provided in number five above will be assigned to a position in the district when returning, under the following conditions:

1. An attempt will be made to return the employee to the position formerly held.
2. If the former position is not available, an attempt will be made to assign the employee to a comparable position.
3. If the above provisions cannot be reasonably met, the employee may be assigned to a position for which the district determines the employee is qualified.

The number of professional staff members on extended leave shall not exceed two professional staff employees at any one time.

File: GCCAG*

Professional staff members may renew their request for an extended leave of absence after every five years of continuous service.

Professional staff members who have not been granted previous extended leave shall be given priority relative to applications.

Adopted July 10, 1995

Revised to conform with practice: date of manual revision

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 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 shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district schools. Any present employee of the Board may apply for a position for which he is certificated/licensed and meets other stated requirements.

Background checks

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment.

Applications

Records submitted to the district by applicants for professional staff positions shall remain confidential until the applicant becomes a finalist for the position if so requested in writing by the applicant when submitting the records.

When an applicant becomes a finalist, all records submitted by the applicant shall be available for public inspection except that letters of reference or medical, psychological and sociological data shall remain confidential.

An applicant shall become a finalist when chosen for an interview or when still being considered for the position 21 days prior to the Board's selection of a person to fill the position, whichever comes first. However if there are six or fewer applicants competing for the position, all shall be considered finalists.

Hiring

There shall be no discrimination in the hiring process on the basis of age, handicap, sex, creed, race, color, national origin or marital status.

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

All interviewing and selection procedures shall insure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection. However, the final selection for nomination shall be made only by the superintendent.

Appointment of candidates

Nominations shall be made at regular monthly meetings of the Board of Education. The vote of a majority of the Board shall be 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 shall submit a new recommendation to the Board for approval.

Adopted July 11, 1988

Revised to conform with practice: date of manual revision

LEGAL REFS.: C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-109.7
C.R.S. 22-32-126
C.R.S. 22-61-101
C.R.S. 22-61-103
C.R.S. 22-63-201
C.R.S. 22-63-202
C.R.S. 24-34-402 (1)
C.R.S. 24-72-202 (1.3)
C.R.S. 24-72-204 (3)(a)

CROSS REF.: GBA, Open Hiring/Equal Employment Opportunity and Affirmative Action

Park County School District Re-2
Administrative Hiring Procedures

File: GCE/GCF-E

NOTE: Only the Board can hire or fire personnel. This chart refers to the chief and/or lesser responsibility for recommending persons for hire to the Board.

POSITION	ADVERTISED	CHIEF RESPONSIBILITY	LESSER RESPONSIBILITY	NOT INVOLVED
SUPERINTENDENT	YES	BOARD	PRINCIPALS TEACHERS AND STAFF COMMUNITY	
BUSINESS MANAGER	YES	SUPERINTENDENT	BOARD	STAFF COMMUNITY
BOOKKEEPER	YES	BUSINESS MANAGER	SUPERINTENDENT	STAFF COMMUNITY
PRINCIPAL	YES	SUPERINTENDENT SELECTION CMTE	TEACHERS STAFF COMMUNITY	

POSITION	ADVERTISED	CHIEF RESPONSIBILITY	LESSER RESPONSIBILITY	NOT INVOLVED
TEACHERS	YES	SUPERINTENDENT SELECTION CMTE	TEACHERS STAFF COMMUNITY	
TEACHER'S ASSISTANT	YES	PRINCIPAL TEACHERS	SUPERINTENDENT BUILDING SECRETARY	COMMUNITY
ATHLETIC DIRECTOR	YES OR POSTED	SUPERINTENDENT PRINCIPAL	COACHING STAFF TEACHERS	COMMUNITY
COACH	POSTED IN BLDG	PRINCIPAL ATHLETIC DIRECTOR	SUPERINTENDENT	COMMUNITY TEACHERS STAFF
ASSISTANT COACH	POSTED IN BLDG	HEAD COACH ATHLETIC DIRECTOR PRINCIPAL	SUPERINTENDENT	COMMUNITY TEACHERS STAFF
SECRETARIES	YES	DIRECT SUPERVISOR BUSINESS MANAGER	SUPERINTENDENT SECRETARIAL STAFF	TEACHERS COMMUNITY
BUS MECHANIC	YES	DIRECT SUPERVISOR BUSINESS MANAGER	SUPERINTENDENT SECRETARIAL STAFF	TEACHERS PRINCIPALS COMMUNITY

POSITION	ADVERTISED	CHIEF RESPONSIBILITY	LESSER RESPONSIBILITY	NOT INVOLVED
BUS DRIVER	YES	TRANSPORTATION DIR SUPERINTENDENT		TEACHERS PRINCIPALS COMMUNITY
FOOD SERVICES MGR (HEAD COOK)	YES	FOOD SVCS DIRECTOR	SUPERINTENDENT PRINCIPAL	COMMUNITY TEACHERS
COOK OR DISHWASHER	YES	FOOD SVCS DIRECTOR FOOD SVCS MANAGER	SUPERINTENDENT	COMMUNITY PRINCIPALS STAFF
HEAD CUSTODIAN	YES	BUSINESS MANAGER SUPERINTENDENT	PRINCIPAL	COMMUNITY TEACHERS STAFF
CUSTODIAN	YES	PRINCIPAL HEAD CUSTODIAN	SUPERINTENDENT	COMMUNITY TEACHERS STAFF
TRANSFERS	POSTED IN BLDG	SUPERINTENDENT PRINCIPAL	TEACHERS STAFF	COMMUNITY

* Coaching positions are advertised outside of the building only if no one on staff is interested in filling those positions



**Professional Staff Recruiting/Hiring
(Recruitment/Hiring Committee)**

Purpose

The purpose of the committee is to screen and interview and make recommendations for the Board.

Responsibilities

1. All committee members must keep applicant information confidential.
2. The committee will proceed in a timely manner to ensure that the best qualified administrative candidate is employed.
3. All committee members must conduct themselves in a professional and polite manner.
4. All committee members should familiarize themselves with policies, guidelines and any other information needed to work effectively on the committee.

The committee

1. Committee members will be chosen by their own constituents from those who volunteer to serve.
2. Each committee will adopt its own rules of procedure.
3. Members of the committee will be selected January 10 of each year and will serve for one full year whenever the need arises.
4. Two classroom teachers with three or more years of employment within the district will be selected to serve on the committee. Alternates may be used.
5. The chairman of the committee will be the superintendent.
6. The chairman will be responsible for checking references of prospective applicants and reporting back to the committee.
7. Secretarial assistance will be used as needed by the central office.
8. The committee will screen and interview all applicants based on the criteria and guidance of the chairman.

Required job qualifications

1. All legal requirements will be supplied in writing to the committee by the superintendent.
2. A job description, character qualities and specific needs will be supplied by the superintendent and Board. Suggestions from students and teachers will be sought.
3. Criteria may be weighted but should be based upon the job description of the vacancy and vacancy notice, as advertised.
4. All criteria will be supplied to the committee as soon as the position opens.

Interviews

1. All interviews will be conducted as soon as reasonable. Times for the interviews and alternate times should be set prior to notifying the applicant.
2. A student and teacher handbook will be given at the interview.
3. A tour of the building and the grounds will be given at the interview.
4. All information possible regarding pay, benefits, working conditions, expectations and the community will be given at the interview.
5. Each committee member will develop a set of questions based upon the criteria supplied and other interests of the member. Those questions should be posed to each interviewee in order to establish a common basis for evaluating applicants.
6. Notification of the outcome of the interviews should be given as soon as possible.

Recommendations

1. A majority of the committee must be present to decide on the recommendations to be presented to the Board.
2. The chairman of the committee will make all recommendations to the Board.
3. Because this is a small school district, employees must be proficient in more than one area of education and must have the ability to be creative with the resources available.
4. All recommendations and information will be supplied to Board members as soon as the recommendation is completed. An informed decision may be made at the Board meeting.

5. All recommendations should be completed as soon as possible after the closing date advertised.
6. No more than five candidates should be presented to the Board for consideration.

Current practice codified October 1996
Approved: date of manual revision

**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 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.

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 teachers 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 regulations.

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 teachers by encouraging qualified persons to seek the appropriate license or authorization as provided by state law and regulation.

Current practice codified October 1996
Adopted: date of manual revision

LEGAL REFS.: 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, Rules 2202-R-4.09

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

Job Share Policy

Job sharing involves two Charter School employed teachers who wish to reduce their full-time status by sharing one full-time assignment. Job sharing is different from team teaching, which requires both teachers to be on the job full-time. Job sharing is also distinct from part-time teaching where a position calls for less than a full-time teacher and the hours are not flexible.

The Charter Board shall only allow job-sharing situations that do not have a negative impact on the educational experiences of students. Job sharing should also result in benefits to the staff members involved.

Job sharing provides students the opportunity to benefit from the strengths of two teachers and provides participants with career flexibility and fulfillment of their personal and professional needs.

Lake George Charter School believes that the Charter School as well as students and teachers can benefit by job sharing. These job sharing assignments enhance work incentives for participating teachers and, at the same time, demonstrate Charter School commitment to personal and professional growth. Job sharing also benefits those teachers, who wish to spend more time in the role of parent or student, but do not wish to leave teaching totally.

REQUIREMENTS AND CONDITIONS

1. Teachers interested in the job sharing program must find their own partner already employed in the Charter School.
2. All teachers involved in the job-sharing program must be qualified by certification and endorsement for the shared position.
3. All policies, agreements, and regulations shall apply to job sharing assignments.
4. Job sharers must make arrangements for their attendance at staff meeting and student staffing with the administrator. They will be expected to attend all in-service days, staff curriculum days, parent teacher conferences, teacher work days, and other activities in which a full-time teacher would normally participate as directed by the administrator.
5. Job sharing assignments shall be granted annually at the Board's discretion to teachers requesting such assignments. Requests for extensions of job sharing assignments may be made by the participants to the administrator.

6. Participants shall be placed on the salary schedule appropriately according to applicable Charter School policies and procedures. Compensation will be prorated in the assignment percentage.
7. Teachers working in job sharing positions shall receive a prorated amount of health and leave benefits. Contributions to PERA will be proportionate to the salary earned and PERA requirements.

JOB SHARING IN PROFESSIONAL STAFF POSITIONS

Guidelines for requesting job sharing positions:

1. One of the teachers requesting job sharing must be in a position in which job sharing may be considered. Such things as building program, community perception, staff acceptance must be taken into consideration.
2. There must be two teacher candidates who are willing to job share, are compatible and aware of the unique cooperative nature of pairing.
3. It is within the administrator's authority to decide if sharing may occur in his/her unit.

METHOD OF APPLYING FOR JOB SHARE REQUESTS

1. The staff that wishes to apply for job sharing must work cooperatively with the building administrator in drafting the proposal.
2. Submitted proposals must include precise statements using the following headings:
 - A. The relationships of the partners
 - How long have the partners known each other?
 - How long have the partners worked together?
 - Why do you think they would work well together?
 - How do their educational philosophies and methods interface with each other?
 - B. The division of tasks between the partners.
 - C. How will your proposal affect the building instructional program?
 - D. What students reaction do you expect?
 - E. What parent reaction do you expect?
 - F. Time scheduling.
 - G. Provisions for communication between the partners.
 - H. Provisions for communication between the partners, the rest of the staff, parents, and students.
 - I. Benefits to students.

- J. Benefits to the partners.
 - K. Benefits to the school system.
3. The job sharers voluntarily agree to this plan and understand that participation in this plan may alter the status and rights they would otherwise enjoy as employees of the Charter School and in consideration of the opportunity to participate in the job sharing plan, each expressly accepts the terms and conditions of the plan and waives any other status and rights he/she would have had he/she not elected to participate in this plan.
 4. The teachers shall submit the proposal to the administrator for his/her consideration by March 20.
 5. The administrator may give written approval or disapproval of the proposal no later than March 30. The administrator will then submit his/her recommendation on the proposal to the Board by the April board meeting.
 6. All proposals shall be evaluated by the administrator applying but not limited to the following criteria:
 - A. Analysis of statements made in section 4.
 - B. Advantages and disadvantages to student.
 - C. Advantages and disadvantages to the teachers involved.
 - D. Advantages and disadvantages to the school system.
 - E. Estimated probability of success.
 7. All job-sharing applicants who have their plans initially approved by the administrator will be advised of the disposition of the application by April 15.
 8. Salary adjustment will be completely prorated on the assignment percentage.
 9. Job sharers will agree to substitute for each other when a substitute cannot be found.
 10. If the job sharer wishes to increase from part-time to full-time, such increase will depend solely upon the staffing needs of the Charter School and the qualifications of the job sharer. In the event, the job sharer requests to return to all-time teaching assignment, the Charter School will grant such a request on a voluntary transfer basis before hiring personnel outside the Charter School.

11. Evaluation of the job sharer will be the responsibility of the administrator. Evaluation of the overall program will be the responsibility of the Charter School. Teachers who are involved in job sharing will be evaluated according to the Charter School evaluation process. Any pairing situation will be evaluated on the basis of its effectiveness for both students and the pair of teachers. If the pairing is judged unsuccessful, an effort will be made to rectify the situation and if necessary, change assignment as soon as reasonably possible. Should the administrator determine it to be necessary, any given plan may be canceled at any time by the administrator or his/her designee. Prior to such cancellation, the job sharers shall be advised of the reasons for the cancellation and be given an opportunity to express their views on the cancellation.

CROSS REF.: GCBA, Instructional Staff Contracts/Compensation/Salary Schedules
GCBD, Professional Staff Fringe Benefits

Lake George Charter School

First Reading Date: 1-8-2002

Second Reading Date: 2-5-2002

Adoption Date: 3-5-2002

Mentor Teachers/Administrators

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

Administrators and supervisors should encourage effective, experienced educators to take advantage of the mentoring program as a staff development opportunity. Those who are selected as mentors should work well with adults, be sensitive to the viewpoint of others, and demonstrate interpersonal and public relations skills.

To 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 charter school's formal evaluation system. A staff development program shall be available for mentors.

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

Administrators

Mentors for administrators may be selected from a variety of sources including charter school personnel, personnel from other districts, and retired administrators.

Mentors selected for administrators with provisional licenses shall be:

- Experienced administrators
- 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

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

CROSS REF.: GCHC*. Professional Staff Induction Program

First Reading: 8-5-2002

Adoption Date: 9-3-2002

NOT VALID DUE TO WAIVER

File: GCHC*-Rev.

PROFESSIONAL STAFF INDUCTION PROGRAM

The Charter School shall join with other school districts which belong to a BOCES, a consortium of districts, another educational entity which employs licensed educators 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 to 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 the Charter School.

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 BOCES 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 administrator shall make a recommendation regarding the completion of the induction program. The administrator 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.

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 (1)(b)(I)(C); C.R.S. 22-60.5-309 (administrators)

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

1st reading _____

2nd reading _____

Adoption date _____

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 administrator shall provide for a program of inservice education for teachers and other employees. The administrator 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, one another and parents more effectively.

The administrator shall coordinate professional development programs. He/she shall identify needs, including priority needs, of the charter school for staff training, provide training and assist schools in doing so, and evaluate the effectiveness of training. The dates of all inservice programs shall be included in the charter school calendar.

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

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

LEGAL REF.: C.R.S. 22-7-407(2)(e)provid. Prof. Educator dev. In stndrd-bsb. Ed
C.R.S. 22-32-109(1)(n),(z)next school yr. Length; child protec act
C.R.S. 22-32-110(1)(k)pol. And reg for prof growth, inserv. tm.
C.R.S. 22-60.5-110(3)(b)renewal of lic. and prof. dev.
1 CCR 301-1, Rule 2202-R-2.05(2)

CROSS REF.: ADA, Charter School Goals and Objectives
AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education
IA, Instructional Goals and Learning Objectives

First Reading Date: 2-5-2002

Second Reading Date: 3-5-2002

Adoption Date: 4-2-2002

Lake George Charter School

Professional Staff Training, Workshops and Conferences

Because the Board desires its professional staff to stay abreast of current trends and developments in education, the annual budget of the charter school shall provide a specified amount for school visitations, conferences and conventions.

Employees authorized by the administrator to represent the school system at such educational meetings shall be allowed salary and expenses in conformance with regulations on expense reimbursement.

Absence for the purposes of attending area, state, or national meetings may be approved by the administrator, within amounts budgeted for such purposes. Any leave for visitations or conferences involving exceptional expenses shall require prior Board action.

In attending conferences, the additional costs of obtaining college credit shall be the expense of the employee, unless the cost of credit is part of the regular registration fee. An exception to this policy will be college courses which offer credit, have no registration fee and are made a part of the professional growth for an individual by the administrator.

CROSS REF.: DKC, Expense Authorization/Reimbursement

First Reading Date: 1-8-2002

Second Reading Date: 2-5-2002

Adoption Date: 3-5-2002

INSTRUCTIONAL STAFF ASSIGNMENTS AND TRANSFERS

The assignment of instructional staff members and their transfer to positions in the Charter School shall be recommended by the administrator and approved by the Charter Board. The following criteria shall serve as guidelines:

1. Contribution which staff member could make to students in a new position.
2. Qualifications of staff member compared to those of outside candidates, both for position to be vacated and for position to be filed.
3. Recommendation and/or approval of the administrator involved.
4. Opportunity for the staff member's professional growth.
5. Wishes of staff member regarding assignment or transfer.

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

Transfers from one grade level to another may be made in order to fit personnel into their proper level. This may be done upon the advice of the administrator.

LEGAL REFS.: C.R.S. 22-32-126-(3)
C.R.S. 22-63-206

First Reading: 8-5-2002

Adoption Date: 9-3-2002

Professional Staff Schedules and Calendars

The following policies shall govern the time schedules of instructional personnel:

1. The work year for regular, full-time instructional employees employed on a school-year basis shall be 153 days. 139 days or 990 hours, for elementary students, shall be planned student-teacher contact and instruction days; four days for curriculum development, and ten days shall be used for building orientation, inservice training, or teacher work days. (This is based on a four-day work week with a nine-hour day.) 144 days or 1080 hours, for secondary students, shall be planned student-teacher contact and instruction days; four days for curriculum development, and five days shall be used for building orientation, inservice training, or teacher work days. (Secondary students will not have an afternoon recess.)

If the Charter Board declares a fiscal emergency during the budget year as allowed by state law, it may alter the work year of all employees.

2. Generally, the working day for these employees shall be determined by the school day established for students and by the instruction and activity schedules set up by the administrator.
3. Reasonable efforts shall be made by the administration to provide a uniform workday for employees where this is practical and consistent with the safe and efficient administration of the charter school.
4. The workday shall provide for a one-half hour, duty-free lunch period.

LEGAL REF.: C.R.S. 22-44-115.5 (2)

CROSS REFS.: DBK*, Fiscal Emergencies
IC/ICA, School Year/School Calendar

First Reading Date: 10-18-22

Adoption Date: 11-15-22

Lake George Charter School

(Prev. Rev. 1-10-01)
(Rev.: 10-25-22)

NOT VALID DUE TO WAIVER

Evaluation of Instructional Staff

The Board recognizes that the teaching process is extremely complex and that appraisal of the process is a difficult function. It also recognizes that sound appraisal of teaching performance is critical in achieving the educational goals of the school system.

The Board expects its supervisory and administrative staffs to exert every effort to help and encourage staff members to develop their teaching personalities and instructional abilities to an optimum degree.

In keeping with state law, the performance evaluation system shall serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure professional growth and development and level of performance of certificated personnel. The evaluation and documentation for dismissal for unsatisfactory performance.

The Board shall consult with district administrators, teachers, parents and the advisory school district personnel performance evaluation council in developing the evaluation system. A process shall be developed to conduct an on-going review of the evaluation system.

The basic requirements of the evaluation system shall be:

1. All full-time and part-time teachers shall be regularly evaluated by administrators/supervisors who have an administrative certificate 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 written criteria which pertain to good teaching and the staff member's particular position.
3. Standards for satisfactory performance of certificated personnel and criteria which can be used to determine whether performance meets such standards shall be developed. One of the standards for measuring teacher performance shall be directly related to classroom instruction and shall include multiple measures of student performance. 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 certificated personnel 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 document to the extent possible and available for the teacher's review.
6. 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. Probationary teachers shall receive at least two documented observations and one evaluation that results in a written report every year. Non-probationary teachers shall receive at least one documented observation each year and at least one evaluation that results in a written report every three years.
7. All written evaluation reports 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 staff member concerned shall have an 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 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.

8. The system shall contain a process to be followed when a teacher'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 charter school shall conduct all evaluations so as to observe the legal and constitutional rights of certificated 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 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.

LEGAL REFS: C.R.S. 22-9-101 et seq. (Certificated Personnel Performance Evaluation Act)
C.R.S. 22-63-301(grounds for dismissal)
C.R.S. 22-63-302(8)(burden of proof)

CROSS REFS: BDFA*, District Personnel Performance Evaluation Council
CFBA*, Evaluation of Evaluators
GCQF, Discipline, Suspension and Dismissal of Professional Staff
IK, Academic Achievement

Lake George Charter School

First Reading Date: _____

Second Reading Date: _____

Adoption Date: _____

(Rev. 11-12-2002)

NOT VALID DUE TO WAIVER

Evaluation of Instructional Staff

Evaluations will be conducted in accordance with state law and Board policy to improve instruction, enhance the implementation of programs in the curriculum, measure the professional growth and development of personnel and level of performance of each certificated employee. Evaluations also will serve as the measurement of satisfactory performance for teachers and documentation for dismissal for unsatisfactory performance.

Even though, the evaluation process is designed to encourage and assist certificated employees to perform at a level consistent with the district's standards, the evaluator or the administrator may recommend to the Board of Education that changes be considered in contract status or assignment.

The procedures necessary to administer and implement the district's evaluation policy are as follows:

Initial Requirements

All certificated personnel will be evaluated, including part-time teachers. An organization chart or comparable document will be prepared to identify the evaluator by the title or position for each certificated employee. The chart will indicate which positions each evaluator will evaluate and which administrator is responsible for evaluating the evaluator. In most situations, evaluations will be made by the administrator who directly supervises the certificated employee to be evaluated.

A job description will be developed for each certificated employee which sets forth expectations from the charter school for the position. Similar job descriptions will be used for all employees with similar staff assignments.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether a teacher's performance meets district standards. One of the standards for measuring teacher performance shall be directly related to classroom instruction and shall include multiple measures of student performance. The district personnel performances evaluation council will actively participate in the development of the standards.

Other criteria will be developed for evaluation of each position prior to the evaluation. The criteria will relate to the particular position as set forth in the individual's job description and any outcomes which are expected from the position.

Information will be made available to each evaluatee about the evaluation system, the evaluation policy and procedures and the responsibilities of the evaluator and evaluatee. In addition, all evaluation standards and criteria shall be given in writing to all certificated personnel and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.

Information Collection

The evaluator will directly observe the evaluatee as well as compile other data in accordance with the district's evaluation system. Peer, parent or student input may be obtained from standardized surveys.

No evaluation information will be gathered by electronic devices without the consent of the evaluatee.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgments.

Frequency and Duration

Probationary teachers shall receive at least two documented observations and one evaluation that results in a written report every year. Non-probationary teachers shall receive at least one documented observation each year and at least one evaluation that results in a written report every three years.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or evaluatee, when the evaluatee is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system.

A report shall not be written until the required documented observations and data collection are completed. Minor adjustments and variations in the process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected from which reliable findings and conclusions may be drawn.

All evaluations will be completed before (date) of each school year.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An important plan which is specific as to what improvements, if any, are needed in the performance of the teacher and which clearly sets forth recommendations for improvements including recommendations for additional education and training during the teacher's recertification process.
2. Specific information about the strengths and weaknesses in the performance of the evaluatee.
3. Documentation identifying when a direct observation was made.
4. Identification of all data sources.

The evaluation report will be discussed with the evaluatee. Both the evaluator and the evaluatee will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein. If the evaluatee disagrees with any of the conclusions or recommendation made in the evaluation report, he or she may attach may written explanation or other relevant documentation.

Each report will be reviewed and signed by a supervisor of the evaluator.

The evaluator will maintain a cumulative file of all pertinent data relating to each teacher's evaluation, including the evaluation report. This file will be available for the teacher's review and will include any written comments or document submitted by the teacher.

Unsatisfactory Performance

1. A teacher whose evaluation indicates performance is unsatisfactory will be given a notice of deficiencies.
2. A remediation plan to correct deficiencies will be developed by the evaluator and the teacher.
3. The teacher will be given a reasonable period of time to correct the deficiencies and a statement of resources and assistance available to improve performance.

4. Further evaluations of a teacher on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.
5. If the teacher's next evaluation shows the teacher is performing satisfactorily, no further action will be taken.
6. If the teacher's next evaluation indicates the teacher still is not performing satisfactorily, the evaluator either will make additional recommendations for improvement or take any necessary steps to recommend dismissal.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The evaluatee may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Some flexibility is necessary for proper administration of the evaluation system. Minor deviations or variances in the procedures will be allowed as long as the variances do not result in significant hardship for or malicious treatment of the evaluatee.

Informal evaluations or observations may be made whenever appropriate.

Lake George Charter School

First Reading Date: _____

Second Reading Date: _____

Adoption Date: _____

(Rev. 11-12-2002)

Evaluation of Administrative Staff

The Charter Board 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 Charter Board shall consult with the administrator, parents, and charter school personnel when developing the process for evaluation of administrators.

All certificated or licensed administrators 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 instructional administrators shall be:

1. All instructional administrators shall be regularly evaluated by properly certified supervisors in an administrative position and with 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 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 charter school personnel 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.

6. 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 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 three years.
7. All written evaluation reports 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 staff member shall have an opportunity to review the document with the administrator who makes the evaluation, and both shall sign it. The evaluation document may be reviewed by the charter board.

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.

8. The system shall contain a process to 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 charter school shall conduct all evaluations so as to observe the legal and constitutional rights of certificated 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 administrator shall make regular reports to the Charter Board concerning the outcome of the 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 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 procedure, failure to apply a procedure or adhere to a

First Reading Date: 3-14-2017

Adoption Date: 4-11-2017

Lake George Charter School

NOT VALID DUE TO WAIVER

Instructional Staff Reduction in Force

Definitions

1. "Cancellation of employment" means the cessation of employment of a teacher when there is a justifiable reduction in the number of teaching positions in the charter school for reasons of fiscal exigency 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. This shall also include individuals who are teaching without certification or license because of the current waiver to the policy.
3. "Fiscal exigency" means any significant decline in the Charter Board's ability to fund the operation of the Charter School.
4. "Program change" means any elimination, curtailment or reorganization of curriculum, program or school operation, or a reorganization or consolidation of two or more individual schools. A program change need not be caused by fiscal exigency.
5. "Day" means every day including Saturdays, Sundays, and teacher work days, but it does not include official school holidays such as Thanksgiving and Christmas.

General grounds for cancellation of employment

Cancellation of employment may take place when the Charter Board decides that a fiscal exigency exists or a program change is to be made and any resulting termination may be effected only in accordance with this policy and the accompanying procedures.

Charter Board's preliminary determination and statement

If the Board decides that cancellation of employment of one or more teachers may be required, it shall prepare a statement that identifies with reasonable particularity the reasons for the decision. This statement shall be transmitted to the administrator and the charter school faculty. The Board shall establish the actual number of professional staff to be reduced consistent with the Board's authority to establish educational programs within the charter school.

Administrator's action

Within 20 days after receiving the statement from the Board, the administrator shall submit to the Board recommendations for canceling the employment of particular teachers. In making this recommendation, the administrator shall not be limited to considering only the teachers in the area or program designated by the Board in its initial statements. The administrator shall, insofar as possible, meet the reduction in force by normal attrition such as layoffs, retirements, leaves of absence, or transfer of assignments.

When cancellation of a teaching position occurs within any particular endorsement area, the contracts of first-year probationary teachers who are occupying such positions shall be cancelled first.

If further reductions are necessary cancellation of contracts of second and third year probationary teachers and nonprobationary teachers then shall be considered as a group. In accordance with state law, this provision shall not create any express or implied property right or contract right for second- and third-year probationary teachers.

The administrator may consider the following factors in recommending a teacher for cancellation of employment:

1. The needs of the charter school.
2. Professional experience including experience as an administrator.
3. Education.
4. Length of service.
5. Merit.
6. Affirmative action considerations.

LEGAL REFS.: C.R.S. 22-60-105
C.R.S. 22-60.5-403
C.R.S. 22-63-202 (3)

First Reading Date: 2-5-2002

Second Reading Date: 3-5-2002

Adoption Date: 4-2-2002

Instructional Staff Reduction in Force

The following procedures will be followed in effecting a reduction in the professional staff work force.

1. Notice to individual teacher

Non-probationary teachers whose contracts are recommended by the administrator to be cancelled will be given notice in writing. The notice will include a statement of the conditions requiring such cancellation, a general description of the procedures followed in making the decision and a copy of the accompanying policy and this regulation. Notice will be served upon the teacher personally or by certified or registered mail. The teacher's address as it appears on the charter school's record will be deemed to be the correct address. It will be the teacher's responsibility to see to it that the school has his current address on file.

2. Review of individual cancellations

Within 10 days after receiving a notice of termination, a non-probationary may request a review of the action by the Charter Board. The request must be in writing, addressed to the president of the Charter Board. The request for review must specify the grounds on which the teacher relies and a short statement of facts that the teacher believes support the contention. When appropriate, more than one case may be heard at the same time.

Review may be had solely to determine the following:

- a. Was there a rational basis to determine that fiscal exigency or program change was necessary or appropriate? Or,
- b. Was the cancellation procedure arbitrary or capricious? Or,
- c. Was the decision to cancel the employment of the teacher arbitrary or capricious?

The Charter Board will consider the request and will schedule a hearing to be held within 14 days after the request is received. The teacher will be given at least seven days' notice of the hearing. The Charter Board may delegate the responsibility for conducting a hearing to an impartial hearing officer selected by the Charter Board.

3. Conduct of Hearing

The hearing will be conducted informally and, upon request of either party, in private. The teacher may be represented by counsel. The charter school will have no obligation to pay for the service of counsel representing the teacher. A recorded transcription of the proceedings will be maintained, and copies of the transcript will be made available at the expense of the party who makes the request.

The hearing will begin with the teacher's presentation, limited to those grounds specified in the request for a hearing and supported by testimonial and documentary evidence. The administrator or counsel may then present testimonial and documentary proof in rebuttal of the teacher's contentions or in general support of the decision to cancel. The Charter Board or hearing officer may establish other procedural rules as appropriate.

After the administrator or counsel completes the presentation, the Charter Board will consider the matter in executive session or, where there is a hearing officer, the hearing officer may take the matter under advisement. Written findings of fact and conclusions as to the issues raised will be forwarded to the teacher and to the secretary of the Charter Board within 30 days after the close of the hearing.

If the hearing was conducted by a hearing officer, the Charter Board will be bound by the findings of fact of the hearing officer as long as there is support in the record for such findings. However, any conclusions drawn from those findings will not be binding upon the Charter Board.

4. Procedure after hearing

The Charter Board will act on the findings and conclusions at its next regular meeting following receipt of the findings and conclusions.

If the Charter Board determines that the teacher's contention has not been established, it will notify the teacher and the administrator in writing. Such a determination finally confirms the decision to cancel.

If the Charter Board determines that the teacher's content has been established, it shall notify the teacher and the administrator by written notice that states that corrective action will be taken.

5. Exclusive procedure

This procedure is the only procedure that may be used in a reduction in force of teachers. Any existing procedure for reconsidering or examining an employee discharge, non reappointment, or grievance is not available for considering an issue that arises from a reduction in force. Similarly, no other personnel action other than reduction in force must be considered under this procedure.

First Reading Date: 3-8-2016

Adoption Date: 4-12-2016

Lake George Charter School

Resignation of Instructional Staff/Administrative Staff

In accordance with state statutes, a teacher or certified/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 Charter Board.

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 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 administrator 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 charter school 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 administrator shall notify CDE whenever a licensed/certified 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 charter school.
5. When the Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

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. 22-63-202
1 CCR 301-37, Rules 2202-R-15.05

First Reading: 8-5-2002

Adoption Date: 9-3-2002

Professional Staff Early Retirement
(Teachers and other staff)

The Lake George Charter School does not have an early retirement plan. The Charter Board has intentions of exploring the development of an early retirement plan when the financial stability of the Charter School is established. The salary committee will be given this responsibility.

First Reading Date: 3-13-2001

Second Reading Date: 4-24-2001

Adoption Date: 5-8-2001

Professional Staff Early Retirement
(Administrator)

The Lake George Charter School does not have an early retirement plan. The Charter Board has intentions of exploring the development of an early retirement plan when the financial stability of the Charter School is established. The salary committee will be given this responsibility.

First Reading Date: 3-13-2001

Second Reading Date: 4-24-2001

Adoption Date: 5-8-01

NOT VALID DUE TO WAIVER

Discipline, Suspension and Dismissal of Professional Staff

The Charter Board shall follow procedures established by law for the suspension and dismissal of teachers except to the extent that such procedures have been waived by Colorado Department of Education (CDE.)

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 pursuant to law unless such procedures have been waived by CDE.

The administrator 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 administrator shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted.

Teachers shall not be subject to any disciplinary proceeding including dismissal for actions, which were in good faith and in compliance with the Charter's discipline code, nor shall a contract non-renewal 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 sexual behavior, which is supported by a preponderance of evidence, the Administrator 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 Charter also shall notify the employee that information concerning the dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

The administrator shall notify CDE whenever a licensed/certificated employees dismissed for any of the following reasons:

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

3. The individual pleads guilty or nolo contendere or is found guilty of a felony which renders the person unfit to be a licensed professional including but not limited to drug possession, 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 as occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the charter school.
5. When the Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

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(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

First Reading: 8-5-2002

Adoption Date: 9-3-2002

Non-school Employment of Professional Staff

The Board considers teaching and/or administrative duties in the charter school full-time employment. However, if an experienced staff member in good health, a limited amount of college teaching or educational work with other agencies may be a rewarding experience in professional growth. Staff members who plan for such work may expect cooperation on the part of the Board.

Any other type of outside work by staff members shall be the concern of and warrant the attention of the Board only as it may directly prevent the member from properly performing assigned functions during duty hours or be prejudicial to effectiveness in the professional position.

For example, employees shall not at any time engage in any employment that would interfere with their effectiveness in performing their regular assigned duties, would compromise or embarrass the school system, would adversely affect their employment status or professional standing or would in any way conflict with assigned duties. Employees shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

First Reading: 8-5-2002

Adoption Date: 9-3-2002

Tutoring for Pay

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where there may be 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.

First Reading Date: 1-8-2002

Second Reading Date: 2-5-2002

Adoption Date: 3-5-2002

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 charter school data of any kind or staff or students as subjects must be approved in advance by the administrator or designee. Only those studies which have value to the charter school shall be approved.

The administrator or 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, an 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 a survey, analysis or evaluation that reveals information concerning:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or the 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 privileged 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.

LEGAL REFS: 20 U.S.C. §1232h

CROSS REF: JLDAC, Screening/Testing of Students
LC, Relations with Education Research Agencies

First Reading: 8-5-2002

Adoption Date: 9-3-2002

Lake George Charter School

(Rev. 11-12-2002)

Support Staff

Note: Policies and regulations in this GD section (Support Staff) pertain to classified and noncertificated /licensed staff and cover all categories of clerical personnel, food services personnel, maintenance and custodial personnel, bus drivers, etc..

Definitions

1. A *full-time* support staff employee is one who works a 36-hour, four-day week.
2. A *part-time* support staff employee is one who works less than 20 hours per week.
3. A *half-time* support staff employee is one who works at least 20 hours per week.

Adopted August 8, 1983

Revised to conform with practice: date of manual revision

Support Staff Positions

1. A custodian (12-month schedule) is employed to work 200 days/196 days after 5 years, and 192 days after 10 years (see Board Policy GDBF). This is based on a four-day workweek with a 10-hour day.
2. A secretary (10½-month schedule) is employed to work 168 days. This is based on a four-day workweek with a 10-hour day.
3. A cook (9-month schedule) is employed to work 148 days. This is based on a four-day workweek with an 8½ hour day.
4. A teacher assistant (9-month schedule) is employed to work 148 days. This is based on a four-day workweek with an 8½ hour day.
5. A bookkeeper (11-month schedule) is employed to work 176 days. This is based on a four-day workweek with an 8½ hour day.

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

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

First Reading Date: 11-14-2000

Second Reading Date: 12-5-2000

Adoption Date: 1-9-2001

Lake George Charter School

Support Staff Positions

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 a continuous effort to improve their work and expects their supervisors to assist them through supervision and an evaluation process.

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

Support staff employees, unless otherwise designated by contract or Board policy, shall 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 a job description setting forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities.

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

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

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

Note: Job descriptions for support staff positions are filed in a job description manual available in the personnel office.

Title 1 Paraprofessionals

A Title 1 paraprofessional is an individual who provides instructional support for students in a Title I Schoolwide or Targeted Assistance Program.

Title 1 paraprofessionals may perform the following instructional support duties:

- One-on-one tutoring for eligible students if the tutoring is scheduled at a time when the student would not ordinarily be receiving instruction from the regular teacher
- Assist in classroom management
- Conduct parent involvement activities
- Assist in computer instruction
- Provide instructional support in a library or media center
- Act as a translator
- Provide instructional support services under the direct supervision of qualified teachers
- And other duties as assigned by the Charter School Administrator.

Title 1 paraprofessionals may assume limited non-instructional duties, even if they benefit non-Title 1 students, in the same proportion to their total work time as non-Title 1 paraprofessionals.

Title 1 paraprofessionals do not include individuals who have only non-instructional duties such as providing technical support for computers, providing personal care services or performing clerical duties.

Qualifications

Title 1 paraprofessionals, regardless of hiring date, must have earned a secondary school diploma or its recognized equivalent (except for those who act as translators to enhance the participation of limited English proficient students or whose activities consist solely of conducting parent involvement activities.)

Title 1 paraprofessionals hired after January 8, 2002 must have:

1. Completed at least two years of study at an institution of higher education or obtained an associate's or higher degree; or
2. Demonstrated through a formal local academic assessment the knowledge of and ability to assist in instructing, as appropriate:
 - a. Reading/language arts, writing and mathematics; or
 - b. Reading readiness, writing readiness, and mathematics readiness

Title 1 paraprofessionals hired on or before January 8, 2002 must meet the above qualifications no later than January 8, 2006.

Notice to parents

An annual written notice shall be provided to parents of students enrolled in a Title 1 Schoolwide or Targeted Assistance Program telling them they may request information about any Title 1 paraprofessionals who provide instructional support for their child. The notice may be combined with a notice regarding Title 1 teacher qualifications.

LEGAL REFS.: C.R.S. 14-14-111.5 (Child Support Enforcement procedures)
C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)
C.R.S. 22-32-109.8 (fingerprinting requirements for non-certified positions)
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
15 U.S.C. et seq. (Fair Credit Reporting Act)
20 U.S.C. Section 1119(c) (No Child Left Behind Act of 2001)
34 C.F.R. 200.58, 200.59 (federal regulations related to paraprofessional qualifications)

CROSS REFS.: GDA, Support Staff Positions
GDE/GDF, Support Staff Recruiting/Hiring

First Reading Date: 3-8-2016

Adoption Date: 4-12-2016

Lake George Charter School

Support Staff 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. Once adopted by the Board, these plans of compensation shall be displayed in the Board's policy manual in subcategories of code GDB.

(Adoption date)

LEGAL REF.: C.R.S. 22-32-126

NOTE: Various contract forms for classified staff can follow as exhibits coded GDB-E under this code.

**NOTICE OF ASSIGNMENT
SUPPORT STAFF EMPLOYEE**

DATE: _____

TO: _____

SS# _____

Pursuant to your monthly/hourly employment with Park County School District Re-2, you are hereby notified that your assignment(s) shall be as follows:

Position: _____

Location: _____

The assignment (or assignment) may be changed and/or modified from time to time as the needs of the school district require in accordance with applicable policies, regulations, procedures and directives of Park County School District Re-2.

Your salary placement is Pay Grade ____, Step ____ while in this assignment and will be at the rate of \$____ monthly. You will be paid in ____ monthly installments.

It is recognized that in order to insure continuity and uniformity in payment of salaries, certain portions of your salary may be paid to you prior to the time the salary is earned. In the event you cease to be employed by Park County School District Re-2 for any reason whatsoever, you shall promptly repay to the district any amounts which have not been earned as of the date of such separation. You shall receive benefits and vacation in accordance with district policies and procedures.

This document is to provide you with written notice of actions taken pursuant to your employment. Employment shall at all times be subject to applicable policies, regulations, procedures and directives of Park County School District Re-2 through its appropriate supervisory personnel and all applicable state and federal statutes.

Other pay information may be attached and considered to be an integral part of this document if initiated by the director of personnel.

All employment actions are subject to ratification and approval by the Board of Education of Park County School District Re-2. Support staff employees serve at the pleasure of the Board and have only those employment rights expressly established by Board policy.

Park County School District Re-2, Park County, Colorado

By: _____
Business Manager

NOTE: Any questions regarding this Notice of Assignment must be submitted to the superintendent or designee within two weeks of the notice issue date.

Park County School District Re-2, Fairplay, Colorado

Support Staff Salary Schedules

The Board shall establish salary schedules for classifications of the support staff, including the secretarial staff, aides, custodians, maintenance workers, bus drivers, cafeteria workers and other categories as established by the Board.

Such schedules shall take into account the qualifications required, the responsibilities of the position and the number of years the employee has been in service with the district.

If the Board declares a fiscal emergency during a budget year as allowed by state law, it may reduce salaries for all employees on a proportional basis.

Annual increments shall be dependent upon the employee's satisfactory performance in the position. Advancement from one step to another on the guide shall require the superintendent's recommendation and Board approval.

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

LEGAL REFS.: C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-110 (5)
C.R.S. 22-44-115.5 (2)

CROSS REF.: DBK*, Fiscal Emergencies

Compensatory Time (Overtime) for Employees

This policy applies to all employees of the charter school and defines the normal work week for Lake George Charter School custodial employees as a total of forty (40) hours. Any employee with more than thirty (30) hours in their work week are considered full time and must abide by this policy for compensatory time. These hours are to be determined in a schedule set by the administrator of the school and in accordance with state law.

Compensatory time (overtime) is defined as that amount of work time in excess of the forty weekly hours described above.

Employees who work in excess of the normal work week during any pay period shall be compensated at one and one-half times the regular rate of pay, or compensated at the actual hours worked times one and one-half.

Because of extra-curricular activity demands, the use of accumulated compensatory time in the form of time off must be authorized by the administrator.

Due to budgetary considerations, if an employee requests payment for earned compensatory time, approval for such payment must be given by the Charter Board.

Compensatory time may be accrued to a maximum of forty (40) hours and must be taken within four (4) months after the time was accrued. It is essential that the administrator be kept aware of all overtime as it is accrued. The employee's time sheet must reflect accurate accruals of time worked and all time taken off. All overtime must be documented accurately by the employee at the time it was accrued in order to be compensated. Times and dates of accrual of overtime can be verified with a time clock. Employees with compensatory time should use the time clock to verify the overtime.

First Reading Date: 3-15-22

Adoption Date: 4-19-22

Lake George Charter School

(Prev. Rev. 5-13-2009)
(Rev. 4-1-22)

Support Staff Supplementary Pay/Overtime

Overtime

The administration shall determine which charter school 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.

All overtime work shall require the advance approval of the employee's administrator and/or other immediate supervisor. 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 employee's supervisor.

Rates for supplementary services

Charter school employees who put in extra hours to supervise and/or serve community groups using school facilities shall be paid the rate established by the Charter Board for such contract services. Any supplementary pay shall be in accordance with state and federal law.

LEGAL REF.: 29 U.S.C. §201 *et. seq.* (Fair Labor Standards Act)
29 C.F.R. Parts 510 to 794

CROSS REF.: KF, Community Use of School Facilities

First Reading Date: 3-13-18

Adoption Date: 4-9-18

Lake George Charter School

Support Staff Fringe Benefits

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

Employees who work regularly 30 hours or more per week are covered by the charter's group life insurance and long-term disability insurance plans.

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

Charter school employees shall participate in the Public Employees' Retirement Association in which both the employee and the charter school make monthly contributions.

Workers' Compensation

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

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

First Reading Date: 3-14-2017

Adoption Date: 4-11-2017

Lake George Charter School

Support Staff Vacations and Holidays

Regular classified personnel working on a 12-month basis are entitled to paid vacation for a period determined by Charter Board policy.

All vacation time earned by all employees in the previous fiscal year shall be taken before June 30, of the following fiscal year, upon approval by the administrator of the charter school, unless a deferred vacation is approved by the administrator of the school.

Vacations shall be scheduled at the convenience of the charter school and as nearly as possible at the convenience of the employee. All summer vacation schedules shall be arranged for all employees and reviewed with the administrator.

New employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year.

Custodians employed up to five years with the charter school shall receive two weeks of vacation. Custodians employed six through nine years with the charter school shall receive three weeks of vacation. Custodians employed ten years and over shall receive four weeks of vacation.

Holidays

The following days are considered paid holidays for support staff:

4 th of July	New Year's Eve & Day
Labor Day	President's Day
Thanksgiving	Memorial Day
Christmas Eve & Day	

Unless excused, an employee must work the last working day prior to and the first working day after a holiday to receive holiday pay.

LEGAL REF.: C.R.S. 8-13.3-101 *et seq.* (leave for parental involvement in academic activities)

C.R.S. 22-1-112 (school year- national holidays)

First Reading Date: 3-15-22

Adoption Date: 4-19-22

Lake George Charter School

(Prev. Rev. 8-5-2009)
(Rev. 4-1-22)

Support Staff Vacations and Holidays

Annual Vacations

All personnel employed for 12 months of the year shall be entitled to an annual vacation with pay. January 1 of any year shall be the employment anniversary date used to calculate paid vacation allowance.

Vacation time shall accrue at the following rates:

1. During the first year of employment, an employee shall earn vacation at the rate of 1.3 days for each complete month employed.
2. Employees with one through 5 complete years of service shall be entitled to 2 weeks (10 working days) of paid vacation.
3. Employees with 6 through 10 years of service shall be entitled to 3 weeks (15 working days) of paid vacation.
4. Employees with 15 or more completed years of service shall be entitled to 4 weeks (20 working days) of paid vacation.

Holidays

Paid holidays for the classified staff shall be established when the Board approves the calendars for the classified staff, and shall include those holidays established by law as paid holidays.

Generally, when a holiday falls on a Saturday, Friday will be the official day off, and when a holiday falls on a Sunday, Monday will be the official day off.

Unless excused, an employee must work the last working day prior to and the first working day after a holiday to receive holiday pay.

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

First Reading Date: 2-5-2002

Second Reading Date: 3-5-2002

Adoption Date: 4-2-2002

Lake George Charter School

(Rev. 4-4-2002)

Support Staff Recruiting/Hiring

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

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

All vacancies shall be made known to the present staff. Ones who believe they are qualified for a position may submit an application.

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment.

All applicants recommended for a position in the district shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall 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.

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.

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

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

LEGAL REF.: C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8
C.R.S. 24-34-402 (1)

Support Staff Recruiting/Hiring

Applications of all regular personnel to be employed by the charter school will be processed according to the procedure. Short-term, temporary or interim appointments may be made directly by the administrator, subject to the approval of the Charter Board, without following the advertising procedure.

Background Checks

Prior to hiring and in accordance with state law, the personnel office shall:

1. Conduct a background check through the Colorado Department of Education (CDE/CBI/FBI) to determine the applicant's fitness for employment.

CDE records shall indicate if the applicant has been convicted of, pled *nolo contendere* to, or received a deferred sentence for a felony or misdemeanor crimes involving unlawful sexual behavior, unlawful behavior involving children, or domestic violence. CDE shall provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior which was supported by a preponderance of evidence according to information provided to CDE by a school district and confirmed by CDE in accordance with state law. CDE shall also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked, or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national information clearinghouse.

Information of this type that is learned from a different source shall be reported by the charter school to CDE.

CDE will not disclose any information reported by a school district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

2. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.

Credit Reports

The personnel office will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notice, that the charter school would like to obtain a credit report and requesting the individual's written authorization to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The personnel office will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant's rights. If an application for employment is denied because of the credit report, the personnel office will give the applicant notice that the action has been taken, as well as:

1. the name, address, and phone number of the credit bureau supplying the report;
2. a statement that the credit bureau was not involved in the decision to deny the application; and
3. a notice of the applicant's right to dispute the information in the report.

Fingerprinting

1. All applicants selected for employment in a support staff position must submit a complete set of fingerprints taken by a qualified law enforcement agency or an authorized charter school employee and a notarized, completed form (described in 2 below) as required by state law.
2. On the form the applicant must certify either that he or she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he or she has been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The form must specify the felony or misdemeanor, the date of conviction and the court entering judgment.
3. The charter school will release the fingerprints to the Colorado Bureau of Investigation (CBI) for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the CBI and the Federal Bureau of Investigation (FBI).
4. Although an applicant may be conditionally employed prior to receiving the results, he or she may be terminated if the results are inconsistent with the information provided on the form. In accordance with state law, the employee or applicant shall be terminated or disqualified from charter school employment if the results disclose a conviction for any of the following offenses:
 - a. felony child abuse, as described in C.R.S. 18-6-401;
 - b. a crime of violence, as defined in C.R.S. 18-1.3-406 (2);
 - c. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
 - d. felony domestic violence, as defined in C.R.S. 18-6-800.3;
 - e. a felony drug offense, as described in C.R.S. 18-18-401 *et seq.*, committed on or after August 25, 2012;
 - f. felony indecent exposure, as described in C.R.S. 18-7-302;
 - g. attempt, solicitation or conspiracy to commit any of the offenses described in items a-f; or
 - h. an offense committed outside of this state, which if committed in this state would constitute an offense described items a-g.

The charter school shall notify their attorney of inconsistent results for action or possible prosecution.

5. The charter school will charge the applicant a nonrefundable fee to be determined by the Charter Board to cover the direct and indirect costs of fingerprint processing. [NOTE: *This fee shall be an amount equal to the direct and indirect costs to the district of fingerprint processing.*]

The applicant may pay the fee over a period of 60 days after employment. The fee will be credited to the fingerprint processing account.

Information report to state

1. In accordance with federal and state law, the administrative office will report the name, address, and social security number of every new employee to Colorado State Directory of New Hires, PO Box 2920, Denver, CO 80201-2920.

2. This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, shall be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee's last known address, the fact of the termination, and the name and address of the employee's new employer, if known, shall be reported to the applicable court or agency.
3. Upon receiving a Notice of Wage assignment, the charter school shall remit the designated payment within 7 days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages,

Title 1 Paraprofessionals

Prior to hiring paraprofessionals to work in Title 1 or targeted assistance programs, the personnel office shall determine whether the applicant meets the qualifications required under federal law and regulations.

First Reading Date: 12-13-2016

Adoption Date: 1-17-2017

Lake George Charter School

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 on the list to perform as substitutes 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 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.

Current practice codified October 1996

Adopted: date of manual revision

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 Seniority

A new classified employee or regular 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 at least twice 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 the employee has been appointed.

Adotped March 13, 1978

Revised to conform with practice: date of manual revision

CROSS REF.: GD, Support/Classified Staff
GDA, Support Staff Positions
GDO, Evaluation of Support Staff

Support Staff Assignments and Transfers

The superintendent or designee shall make assignments and transfers of support staff members as the best interests of the school district indicate. Such transfers and assignments may be either permanent or temporary.

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 which will be granted when this is to the advantage of the district and individual.

Within an individual school, a principal may assign classified employees to tasks appropriate 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.

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 classification 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.

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

LEGAL REF.: 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. If the Board declares a fiscal emergency during a budget year as allowed by state law, it may alter the work year of all employees.

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

LEGAL REF.: C.R.S. 22-44-115.5 (2)

CROSS REFS.: DBK*, Fiscal Emergencies
IC/ICA, School Year/School Calendar

Support Staff Career Development

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

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 the administrator to assist to the maximum degree in the training of custodians, clerks, and other classified employees assigned to the building. The dates of all inservice programs shall be included in the charter school's calendar.

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

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

First Reading Date: 1-8-2002

Second Reading Date: 2-5-2002

Adoption Date: 3-5-2002

Evaluation of Support Staff

The **Charter** Board delegates to the administrator or designee the responsibility for developing evaluation procedures for all classified/support personnel. Such plans ensure that classified/support employees are evaluated at least twice during the probationary period and at least once annually.

Probationary employees

The purpose of the six-month probationary period is to permit the training and observation of the newly-hired employee in the job setting and to determine the employee's suitability for permanent employment.

The employee shall be evaluated at least twice during the probationary period. A copy of the evaluation shall be signed by the employee and supervisor and given to the employee upon completion of a post-evaluation conference. A copy of the evaluation will be sent to the personnel office and placed in the employee's permanent file.

Permanent employees

Each classified/support employee shall be evaluated at least once each year (no later than May 1) by the immediate supervisor. A copy of the evaluation shall be signed by the supervisor and given to the employee upon completion of a post-evaluation conference. A copy of the evaluation will be sent to the personnel office and placed in the employee's personnel file.

Substitute employees

All substitute employees who are employed for 10 consecutive working days on any one assignment shall be evaluated by the administrator, using the procedure described above.

First Reading Date: 3-8-2016

Adoption Date: 4-12-2016

Lake George Charter School

Resignation of Support Staff

In those cases where a classified employee submits a voluntary resignation, the employee shall be required to give two weeks' written notice. Failure to comply with this requirement may result in forfeiture of any termination benefits. Exceptions may be granted for extenuating circumstances upon application to and approval by the administrator or designee.

If an employee resigns for health reasons, a doctor's letter shall be required stating that the reason for quitting is due to a health problem.

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 administrator 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 charter school 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.

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

First Reading Date: 1-8-2002

Second Reading Date: 2-5-2002

Adoption Date: 3-5-2002

Retirement of Support Staff

Employment decisions of the Board of Education are based on many factors. Therefore, the Board has no mandatory retirement age for district employees.

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 October 1996

Adopted: date of manual revision

LEGAL REFS.: Age Discrimination in Employment Act, 29 U.S.C. 621 *et seq.*
C.R.S. 24-51-101 *et seq.* (Public Employees' Retirement Association)
C.R.S. 24-34-402

Discipline, Suspension and Dismissal of Support Staff

The dismissal of support staff members as a disciplinary matter is separate and distinct from decisions the Board of Education makes as needed about employment or continued employment of support staff members.

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 for good cause as a disciplinary measure.

Classified employees generally shall be given notice of their dismissal two weeks prior to the effective date. At a minimum, the superintendent or designee notifying an employee of dismissal for cause shall have a conference with the employee.

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

Current practice codified October 1996

Adopted: date of manual revision

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)

CROSS REF.: GD, Support/Classified Staff

Discipline, Suspension and Dismissal of Support Staff

A. Causes for disciplinary action

Any regular classified employee may be subject to disciplinary action for one or more of the following reasons:

1. Dishonesty, incompetence or insubordination.
2. Reporting to work under the influence of or use or possession of alcohol while on duty, or the use or possession of controlled substances at any time.
3. Repeated unsatisfactory evaluations of any factor on the employee's performance evaluation report, provided sufficient evidence exists to support such evaluations.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Persistent violation of or refusal to obey state laws or regulations prescribed for the government of the public schools by the State Board of Education or by the local Board of Education.
6. Falsifying any information supplied to the school district including information supplied on application forms, absence reports, or any other information supplied to the school district.
7. Violation of local, state or federal laws which result in cancellation of licenses required for assigned duty.
8. Conviction of a felony or any crime involving moral turpitude.
9. Unprofessional conduct.

B. Warning notice

1. A warning notice may be issued at any time to an employee by the supervisor or any other administrator in line authority for any reasons listed above.
2. Prior to the issuance of a warning notice, an informal conference will be held between the employee and the person who is considering the issuance of a warning notice.

3. Upon delivery of the warning notice to the employee, a copy will be sent immediately to the supervisor of the person issuing the warning notice and to the personnel office.
4. The employee may request a hearing as specified in the grievance procedure to appeal the warning notice to the supervisor of the person issuing such warning notice. Such supervisor's decision is final.
5. Three warning notices are sufficient cause for demotion, suspension or dismissal or any combination thereof. It is not necessary, however, for three warning notices to be given before an employee may be suspended, demoted or dismissed.

C. Suspension, demotion or dismissal

1. The appropriate administrator may suspend an employee, and the superintendent may demote or dismiss a classified employee for any of the causes listed above.
2. In the event any employee is suspended, demoted or dismissed, the employee has a right to a hearing with the superintendent as set forth in the grievance procedure.
3. The employee has a right to a hearing with the Board of Education to appeal the decision of the superintendent. The grievance procedure is applicable to a hearing with the Board, except that written notification of the charges against the employee will not be required again and the hearing will be conducted in executive session.

D. Relieving from duty

1. Any supervisor or any other person in line authority may relieve an employee from duty for a maximum of the remainder of the employee's daily duty period plus the employee's next working day for any of the causes listed above.
2. The supervisor taking such action will immediately report the relieving of an employee from duty to the appropriate administrator through the line of authority.
3. The employee will not be compensated during the time of being relieved from duty, subject to review by the appropriate administrator.

E. General provisions

1. The employee will be given written notification of the specific charges, a statement of the right to a hearing of such charges, a right to request a hearing within six working days after the service of the notice to the employee, and a form, the signing and filing of which with the person before whom the appeal is to be heard will constitute a demand for a hearing and a denial of all charges.
2. All information or records relating to the charges in the custody or control of the school district, its agents or representatives or the employee, agents or representatives will be freely exchanged between the parties unless otherwise privileged. The person conducting the hearing will set the time and place of the hearing. The employee is entitled to the presence of a conferee provided he gives 24 hours of advance notice to the person conducting the hearing. At the conclusion of the hearing, the person conducting the hearing will prepare and forward to the employee a written decision within 10 working days.
3. Any notice or request will be deemed sufficient when it is delivered in person to the recipient or when it is deposited in the U.S. first-class mail, postage prepaid, and addressed to the last known address of the recipient.
4. All writings relating to any disciplinary action will be filed in the personnel file of the employee involved.
5. If an employee is completely exonerated during the disciplinary action process, any record pertaining to such disciplinary action will be expunged from his personnel file, and the employee will suffer no loss of pay, grade or position.
6. Any action taken as a result of this procedure will be considered settled at the completion of any step if the employee does not request a hearing within the prescribed period of time.
7. Time limits set forth in this section may be extended by the written mutual agreement of the employee and the superintendent.
8. Only the forms provided by the personnel office will be used pursuant to this section. Procedural assistance will be provided to all employees, supervisors and others by the personnel office upon request.

F. Definitions

For the purposes of this procedure:

1. Working day—Any day the administrative offices of the district are open for business.
2. Supervisor—The person responsible for the employee's evaluation.
3. Warning notices—A written notification indicating that an employee has performed an act or omission which falls within A. 1-9 above as causes for disciplinary action.
4. Demotion—A reduction of a person to a lower salary range and/or a reclassification to another position.
5. Dismissal—The termination of employment with the school district.
6. Suspension—The placing of an employee on a nonduty status for a period not to exceed 30 working days without pay or accrual of benefits.
7. Supervisors—Will include the Board of Education where appropriate.
8. Administrator—The superintendent and principal.

G. Termination

1. If it becomes necessary for the school district to terminate the employment of any employee because of a reduction in the work force, lack of work, termination of a service or other reason, layoff procedures will be followed and two weeks' notice will be given the employee. A termination interview with the director of personnel may be scheduled on school district time.
2. The termination date of an employee will be the last actual working day.
3. If a classified employee is physically or mentally unable to perform the duties as determined by a qualified physician appointed by the district, the employee will be placed on sick leave.
4. A classified employee on sick leave who fails, refuses or is unable to return to work will be terminated as an employee of the district when the earned full-pay sick leave is exhausted unless a leave of absence is granted by the Board of Education.

Current practice codified October 1996
Approved: date of manual revision

**CROSS REFS.: GBEC, Drug-Free Workplace
GBK, Grievance Procedures
GDO, Evaluation of Support Staff**

