

# Ellicott School District 22



Ellicott School District 22  
(719) 683-2700  
[esd22.org](http://esd22.org)

## Employee Handbook 2023-2024

# **TABLE OF CONTENTS**

<b>Superintendent Statement</b>	<b>6</b>
<b>CONSOLIDATED SIGNATURE PAGE</b>	<b>7</b>
<b>District Calendar (K-12)</b>	<b>8</b>
<b>District Calendar (Pre-K)</b>	<b>9</b>
<b>VISION</b>	<b>10</b>
<b>MISSION STATEMENT</b>	<b>10</b>
<b>CORE VALUES</b>	<b>10</b>
<b>Standards of Conduct</b>	<b>11</b>
<b>Board Policies</b>	<b>11</b>
Staff Code of Conduct	12
Rules of conduct	12
Possession of deadly weapons	12
Felony/misdemeanor convictions	13
Personnel addressing health care treatment for behavior issues	13
Mandatory Reporting of Child Abuse	13
Drug-free Workplace	13
Use of Internet & Electronic Communication	14
Blocking or filtering obscene, pornographic and harmful information	14
No expectation of privacy	14
Public records	14
Unauthorized and unacceptable uses	14
Security	15
Confidentiality	15
Use of social media	15
Vandalism	15
Staff Dress Code	15
Code of Ethics for the Education Profession	16
Responsibilities Relating to Students	16
Commitment to Students	17
Discipline, Suspension, and Dismissal of Professional Staff	17
Accident Reports	18
Contract Hours	18
Weather Cancellations	18
Professional Development & Staff Workdays	18
Evaluation	19
Classified Staff	19

Certified Staff	19
Instructional Staff	19
Observations	19
Safety	19
Crisis Prevention and Management	20
Sexual Discrimination and Harassment	20
Sexual Harassment	20
Sexual harassment prohibited	20
Reporting, investigation, and sanctions	21
Prevention of Disease and Infection	21
Visitors to School	22
Personal Security and Safety for Staff	23
Offenses against school employees	23
Communication of disciplinary information to teachers/counselors	23
Business Office & Human Resources	23
Non-Discrimination/Equal Opportunity	23
Absences and Leave	24
Discretionary Days	24
Bereavement Leave	24
Professional Development or Workdays	24
Sick Bank	24
Legal Leave	25
Victim Leave	25
Professional Development Leave	25
Purchasing Procedures	25
Salary Schedules	25
Payroll	25
Personnel Records	26
District Medical, Vision, and Dental Insurance	26
Cobra	26
Workers' Compensation Insurance Policy	27
Accident Reporting	27
Grievance Procedure	27
District Educational Objectives	27
Instructional Goals	27
Standards-Based Instruction	28
Curriculum Development & Adoption	28
Instructional Materials	28
Textbook Selection & Adoption	29
Positive Behavior Support (PBIS)	29
Features of School-wide Positive Behavior Intervention Support:	29

Eight Practices of Positive Behavior Intervention Support:	29
What are the outcomes associated with School-wide Positive Behavior Support?	29
Multi-Tiered Systems of Supports (MTSS)	30
Teacher Responsibilities	30
Instruction	30
Weekly Instructional Plan	30
Posting Lesson Objectives/Demonstrations of Learning	30
Bell-to-Bell Instruction	30
Direct Instruction	30
Student Engagement	31
Rigorous Academics and Instruction	31
Use and Reporting of Data	31
Teacher Goals	31
Student Goals	31
Homework Policy	32
Classroom Safety	32
Communication	32
Infinite Campus Parent Portal	33
Grades	33
Extracurricular Activity Eligibility	33
Assessment and Grading Systems	33
Kindergarten-1st Grade	34
2nd Grade-8th Grade (rounding factored into gradebook) & 9th Grade-12th Grade (rounding not factored into gradebook)	34
Student Grade Reports to Parents	34
Elementary School	34
Middle School	34
High School	35
Additional Information	35
Student Discipline	35
Immunity for enforcement of discipline code	36
Remedial discipline plans	36
Discipline of habitually disruptive students	36
Distribution of conduct and discipline code	36
Disciplinary information to school personnel	36
Disciplinary information to victims and witnesses	36
Discipline of Students with Disabilities	36
Physical Intervention and Removal from Class	37
Use of Physical Intervention and Restraint	37
Physical Intervention	37
Restraint	37

Exceptions	37
Disciplinary Removal from Class	37
Staff Continuing Education (for CDE Licensure)	38
Professional Development vs Credits for Lateral Movement on Pay Schedule:	38
<b>Appendix A - Alcohol and Drug-Free Workplace</b>	<b>40</b>
<b>Appendix B - BUSINESS PROCEDURES</b>	<b>40</b>
<b>Appendix C - WORKERS COMPENSATION</b>	<b>41</b>
<b>Appendix D - CLAIMS MANAGEMENT GUIDE</b>	<b>42</b>
<b>Appendix E - ELECTRONIC COMMUNICATIONS</b>	<b>43</b>
<b>Appendix F - SAFETY POLICY</b>	<b>43</b>
<b>Appendix G - SAFETY COORDINATOR OBJECTIVES</b>	<b>44</b>
<b>Appendix H - SAFETY/LOSS PREVENTION RULES</b>	<b>44</b>

# Superintendent Statement

Our schools provide students with a truly outstanding education that will better prepare them for life in a global community. As an employee of the Ellicott School District, you play a vital role in making this happen. This handbook will help you to be the best professional educator possible and gives you the opportunity to make a lasting impact that will help shape our future.

Ellicott School District 22 complies with all federal and state employment laws, and this handbook generally reflects those laws. The district also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook. The district's staff handbook is designed to provide you with the information needed to be a successful employee of the Ellicott School District. The staff handbook is used as a guide in carrying out the school board policies and the administrative rules and procedures of the Ellicott School District.

Please take the time now to read this handbook carefully. You have/will electronically sign during your annual HR onboarding to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The district reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a district administrator or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact the district office.

We wish you success in your employment here at Ellicott School District 22!

All the best,

A handwritten signature in blue ink, appearing to read "C. Smith", is positioned above the printed name of the superintendent.

Chris Smith, Superintendent  
Ellicott School District 22

# CONSOLIDATED SIGNATURE PAGE

Employee:

By initialing and signing this form, you are acknowledging receipt of the Employee Handbook and the appendices.

(Initial on lines below.)

- \_\_\_\_\_ Employee Handbook
- \_\_\_\_\_ Appendix A – Alcohol and Drug-Free Workplace
- \_\_\_\_\_ Appendix B – Purchasing
- \_\_\_\_\_ Appendix C – Worker’s Compensation
- \_\_\_\_\_ Appendix D – Claims Management
- \_\_\_\_\_ Appendix E – Electronic Communications
- \_\_\_\_\_ Appendix F – Safety Rules
- \_\_\_\_\_ Appendix G – Safety
- \_\_\_\_\_ Appendix H – Safety/Loss Prevention Rules

I have received and I am fully aware of the above district policies.

\_\_\_\_\_  
Printed Name

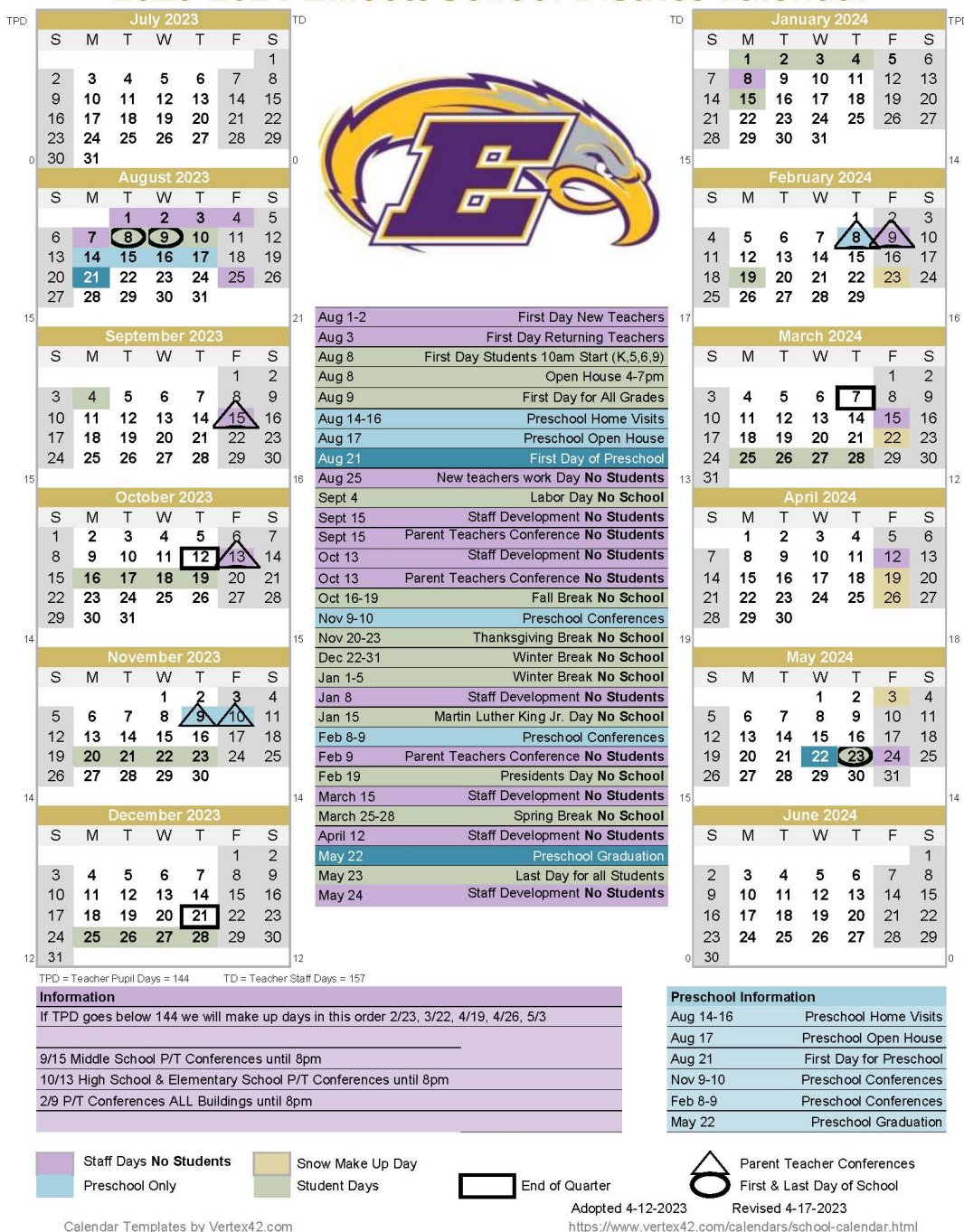
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete this form (or the electronic version found in the employee portal) and return it to HR at the District Administration Office by August 31, 2023.

# District Calendar (K-12)

## 2023-2024 Ellicott School District Calendar





# VISION

*Success for all students.*

# MISSION STATEMENT

*Inspiring everyone to think, to learn, to achieve, and to care in a safe environment*

# CORE VALUES

## WE VALUE:

- Providing a safe and caring environment for learning
- High expectations for the growth and academic achievement of each student
- Developing meaningful relationships with students, families, and the community through respect and understanding
- Respectful communication at all levels of the educational organization
- Engaging students, parents, and the community as partners in education through involvement and empowerment
- Attracting and retaining high quality personnel who are knowledgeable, care deeply about our students, and understand and embrace the diversity of our community
- An accountable and accessible staff
- A guaranteed, verifiable, standards-based curriculum that leads to success

# Standards of Conduct

Ellicott School District 22 wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, students, parents, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on district property (including in district vehicles), or on district business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the district or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying district property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking on district property.
- Working unauthorized overtime.
- Solicitation of fellow employees on district premises during working hours.
- Failure to dress according to district policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Lending keys or fobs to district property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

## Board Policies

All staff members are employees of Ellicott School District 22 and therefore responsible for knowing and following all school board policies. Please take the time to read and review them. For all Ellicott School Board Policies, go to our district webpage at [www.esd22.org](http://www.esd22.org). Click on Our District, Board of Education, then Board Policies.

Caveat: Officially approved Board Policies always take precedence over anything in this handbook.

# Staff Code of Conduct

*Board Policy GBEB.*

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

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

## Rules of conduct

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

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

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern. It shall not be considered a breach of conduct for a staff member to:

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

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

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

## Possession of deadly weapons

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

## Felony/misdemeanor convictions

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the district shall make inquiries to the Department of Education for purposes of screening the employee. In addition, the district may take other approved actions cited in policy.

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

## Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students.

School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

## Mandatory Reporting of Child Abuse

*For more information, see entire Board Policy JFL.*

It is the policy of the Board of Education that this school district complies with the Child Protection Act. All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect **must immediately** upon receiving such information report such fact in accordance with Board policy and state law. **Please make all reports of child abuse to 1-844-CO-4-KIDS.**

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

## Drug-free Workplace

*For more information, see entire Board Policy GBEC*

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

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

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

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

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

## **Use of Internet & Electronic Communication**

*For more information, see entire Board Policy GBEE.*

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

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

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that violates this policy.

### **Blocking or filtering obscene, pornographic and harmful information**

The district will block material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the Board. If an educator needs access to blocked material they believe to be useful in teaching state standards, IT can be notified through a help request after extensive research.

### **No expectation of privacy**

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

### **Public records**

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act.

### **Unauthorized and unacceptable uses**

Staff members shall use district computers and computer systems in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following. [Note: The Board has discretion to determine which uses are unacceptable. The following list provides examples the Board may wish to consider.]

## **Security**

Security on district 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

Any staff member identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

## **Confidentiality**

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, district employees or district affairs that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

## **Use of social media**

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

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

## **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action.

## **Staff Dress Code**

*For more information, see entire Board Policy GBEBA.*

Teachers and other staff members project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. The principal has the final authority to decide what professional attire is.

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

1. Unprofessional footwear appropriate for the weather conditions and work situations (ie: no flip-flops).

2. No inappropriately short, sheer, or low-cut clothing such as midriff shirts, halter tops, backless clothing, tube tops, muscle tops, tank tops, and garments made of fishnet, mesh, or similar material that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, torso, and breasts.
3. Inappropriately short skirts/dresses (skirts or dresses must not be more than three inches above the knee).
4. Headwear, hats and sunglasses may not be worn in the building.
5. Dress shorts (may be worn on Fridays)
6. Jeans, sweatpants, or coveralls/overalls (jeans may be worn when approved by Administration or during scheduled Friday professional development days however they must not be torn or ripped).
7. Exposed undergarments
8. Other unacceptable items include: clothing, paraphernalia, grooming, jewelry, hair coloring, accessories or body adornment that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - a. Refer to drugs, alcohol, tobacco, or weapons
  - b. Imply anything of a sexual nature
  - c. Denote or advocate gang affiliation, violence, or disruptive behavior

#### **Exceptions:**

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

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

## **Code of Ethics for the Education Profession**

*For more information, see entire Board Policy GCDA.*

Ellicott School District 22 will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our educational services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. Our district administration and employees are expected to adhere to high standards of business and personal integrity as a representation of our school district.

Principals, directors, and employees will not knowingly misrepresent the district and will not speak on behalf of the district unless specifically authorized. The confidentiality of students and similar confidential-sensitive information about the School is to be treated with discretion and only disseminated on a need-to-know basis (see policy GBEA relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

### **Responsibilities Relating to Students**

1. Teachers are expected to be responsible for the care, discipline, safety and instruction of their students.
2. All teachers who are sponsors of a class or organization shall be present at all meetings, parties or functions sponsored by such organization. Everything sponsored by an organization shall be cleared by the sponsor and the Principal. No purchase from organizational funds shall be made without the permission of the sponsor.
3. All teachers shall exercise their authority in maintaining order in the halls and about the building and grounds.
4. Teachers shall not grant permission to any student to leave school during school hours. This permission is to be granted only the principal or superintendent.
5. All teachers shall assume their share of extracurricular activities and playground duty. At least one teacher will be

responsible for playground duty at all times.

6. Teachers shall enforce all regulations concerning the use of drugs, alcohol and tobacco.

7. Teachers shall report to the administration any student who potentially may be retained or demoted before action is taken. The administration alone has the power to demote with the approval of the School Board.

### **Commitment to Students**

The educator strives to help each student realize his or her potential as a worthy and effective member of society.

The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
  - a. Exclude any student from participation in any program.
  - b. Deny benefits to any student.
  - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

In fulfillment of the obligation to the student, the educator:

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2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
  - a. Exclude any student from participation in any program.
  - b. Deny benefits to any student.
  - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

### **Discipline, Suspension, and Dismissal of Professional Staff**

*For more information, see entire Board Policy GCQF.*

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

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

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



A teacher shall not be subject to any disciplinary proceeding including dismissal for actions which were in good faith and in compliance with the district's discipline code, nor shall a contract non renewal be based on such lawful actions. The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act.

## Accident Reports

*For more information, see entire Board Policy EBBB.*

Adequate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or property damage, prompt reports also are vital in assuring the district staff, students, and others of insurance coverage. Such reports may be important in the event of litigation.

The Board requires that an accident report be filed on every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

## Contract Hours

Certified staff members are expected to be working in their building during contract hours, 7:45am to 4:15pm. Any scheduled duties outside that time will be given reasonable compensation. Various forms of "compensation" are available with the input and consent of the superintendent.

## Weather Cancellations

It is understood that after the first five snow days, staff will make up snow days as student contact days. The dates designated for these make up days are noted above on the District Calendar.

The superintendent may pick which dates will be used if a makeup is needed based on the needs and objectives of the district (might not be in chronological order). Whenever possible, the superintendent will choose the next available makeup day.

## Professional Development & Staff Workdays

When the Ellicott School District adopted a 4 day school week, one goal was to improve teacher instruction. To that end, staff are mandated to attend all professional development days and workdays noted on the above District Calendar.

These days will be used for professional development that will help address the needs of our students and allow staff time in classrooms and PLCs. Staff development hours are the same as contract hours, unless the administrator directs otherwise.

The following is a breakdown of the responsibilities for all parties involved:

**Certified Staff & Para-professionals:** Be present, engaged, and implement the information obtained during the PD trainings into daily routines. It is the staff member's responsibility to sign-in, ensuring credit is given for the professional development. Lastly, staff members are responsible for retaining their PD certificate in their own personal files.

**Principals & District Office Staff:** Organizing PD days, building agendas, creating sign in sheets for each topic, and implementing the trainings. Agendas, a brief description about the PD topics, and sign-in sheet(s) should be submitted to

HR by the end of the current month.

**Human Resources:** HR will create a certificate for the entire PD series that occurred during the school year, validate, sign and deliver to staff members. A copy of the certificate will also be uploaded into each certified staff member's electronic employee file; however, this does not negate the fact that it is the staff member's responsibility to maintain their copies. The Staff Development Certificate should contain the specific individual details to include name of recipient, date, and activity details. Activity details will include (1) title of approved activity, (2) learning hours, and (3) date(s) of activity.

## Evaluation

*For more information, see entire Board Policy GCOA and GDO.*

### Classified Staff

The Board expects all employees to make continuous efforts to improve their work and expects their supervisors to assist them through supervision and evaluation processes. All staff will have at minimum one mid-year review and one end of year evaluation annually.

### Certified Staff

The evaluation system shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance. The evaluation process shall be aligned with the Colorado Department of Education's Educator Effectiveness guidelines as required by law. All certified staff performance monitoring will take place in the Colorado State Model Performance Management System RANDA system.

### Instructional Staff

In keeping with state law and Board policy, 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 licensed personnel. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance.

The ideals, standards, and structure for observations and evaluations shall follow the Colorado State Model Performance Management System framework.

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.

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.

### Observations

Observations are used by administrators to gather information on teaching and learning. An observation can be defined as a brief, structured, non-evaluative observation by the principal or other trained staff that is followed by a conversation between the principal and the educator about what was observed. Used well, an observation can provide both administrator and educator with valuable information about the status of the school's instructional program.

## **Safety**

*For more information, see entire Board Policy ADD.*

### **Crisis Prevention and Management**

*For more information, see entire Board Policy GBGAA.*

In order to support the District's efforts to prevent and manage crisis, the staff will be trained in areas of: recognizing indicators of possible violence and when to report suspected violence, physical security methods for self and others, conflict resolution techniques, sharing information with parents in crisis prevention, tolerance, implementation of crisis prevention and management plans, and involvement of psychological specialists to manage the debriefing of a crisis situation.

All classrooms will have:

- An emergency supply bag to include: hard candy, water, first aid kit, medical gloves, high calorie nutrition bars, flashlight, light sticks, tissue, toilet paper, hand sanitizer, wet towelettes, privacy tarp, blanket, female personal items, and a medical mask.
- An emergency folder to include: an updated class list, emergency plans and maps (building specific), health information and red, yellow, and green indicator cards.
- Evacuation map – this should be posted by the classroom door.
- Standard Response Protocol poster in English and Spanish (all rooms)

The district will have a crisis response team with members from each building; your building administrator will announce selected personnel. Crisis training and drills will be presented and performed throughout the school year. Feedback will be utilized to make adjustments to the crisis management procedure.

## **Sexual Discrimination and Harassment**

*For more information, see entire Board Policy GBAA.*

### **Sexual Harassment**

The district is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the district staff to harass another staff member or student through conduct or communications of a sexual nature. 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 committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

### **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.
6. Sexual violence.

### **Reporting, investigation, and sanctions**

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the district's complaint process.

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the district's compliance officer.

All reports of sexual harassment received by any district employee shall be promptly forwarded to the compliance officer. The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the district's complaint and compliance process. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing such conduct in the future.

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

### **Prevention of Disease and Infection**

*For more information, see entire Board Policy EBBA.*

All school district personnel shall be advised of and follow routine procedures regarding handling body fluids. The procedures shall be published as school district regulations and distributed to all staff on a regular basis. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a district-wide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions.

**Under no circumstances shall students be directed or knowingly be allowed to handle body fluids other than their own.** All school district personnel in all situations involving potential contact with any body fluids and substances shall comply with the following infection control practices:

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, urine, feces, wound discharge, oral secretions, sputum or vomitus).
2. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well; paying particular attention to areas around and under fingernails and between fingers.
4. Clean up as soon as possible after skin contact with any body fluid or substance.

It is strongly recommended that barriers be used when contact with body fluids or substances is anticipated.

#### **Routes of Entry for Bloodborne Pathogens**

- Mucous membranes of the eyes, nose and mouth
- Open sores
- Cold sores
- Cuts
- Abrasions
- Hangnails
- Any sort of damaged or broken skin such as sun burns, blisters or rashes
- Needle sticks

#### **High-Risk Activities or Areas**

- Bloody noses
- Cuts
- Abrasions
- Vomit
- Blood or bodily fluids on floors/furniture
- First aid
- Bathrooms
- Trash cans
- Special Ed. Classroom with students prone to biting, scratching or lashing out

### **Visitors to School**

*For more information, see entire Board Policy KI.*

Parents, guardians and other citizens of the school district are always welcomed at the school, and may access their children at anytime. With our greater safety concerns, we will ask parents to make previous arrangements to visit the classroom. They may call the front office or email the teacher directly to set up a visit or time to talk with the teacher.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school. Authorized visitors will: (1) be required to sign in and out; (2) be given name-tags to wear identifying themselves as visitors; and (3) be accompanied by a district employee for some or all of the visit. If you see a visitor in the building without a visitor's sticker, please direct them back to the front office.

To check out a student, parents must report to the office. The office will call the room to request the student. No

parent will be permitted to go to the room to remove a student.

The district will make reasonable efforts to accommodate requests to visit the district's schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

1. Parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian; and
3. Board members and other persons invited by the district for official business purposes.

School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

## **Personal Security and Safety for Staff**

*For more information, see entire Board Policy GBGB.*

### **Offenses against school employees**

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

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

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for a minimum of three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall 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 to teachers/counselors**

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

## **Business Office & Human Resources**

### **Non-Discrimination/Equal Opportunity**

*For more information, see entire Board Policy GBA.*

Ellicott School District 22 is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 or older), sex (including pregnancy, childbirth, and related conditions), sexual orientation (including transgender status), race, national origin, disability, creed, religion, genetic information, ancestry, military or veteran status, or any other status protected by federal, state, or local laws. The District is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The District will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The School will take appropriate corrective action, if and where warranted. The School prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

All Staff are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your District Administration or any other designated member of management.

## **Absences and Leave**

*For more information, see entire Board Policies GBGE, GBGF, GBGF-R, GBGH, GBGJ, GBGK, and GBGL.*

### **Discretionary Days**

One day of leave is accumulated for each 20 days worked, accumulative to 60 days. Leave shall be taken for the reasons of employee's illness, illness in the immediate family, or to conduct personal business. Arrangements for leave shall be made as far ahead of time as possible with the building principal or supervisor and complete an absence request via the district absence management system. ALL absences, as well as partial days, shall be reported.

Absence entries for support personnel should correspond to documented time sheets. Time sheets are not to be completed before or after scheduled days and should reflect actual time on the job. BOCES employees must report absences to both the school district and to the BOCES office.

A leave day may not be used to extend a vacation period except as approved by the principal for extenuating circumstances. With the final paycheck of each annual contract, unused days over the limit of 60 days will be paid to the employee at the rate of  $\frac{1}{4}$  employee's current daily rate of pay. Upon retirement from the district (following PERA guidelines) unused accumulated leave days up to 60 days will be reimbursed at  $\frac{1}{2}$  those same daily rates.

### **Bereavement Leave**

You are entitled to take up to 1 work week off with pay for the funeral of an immediate relative. Pay is based on the regular rate for an eight-hour day. Authorized leave without pay is available for extended funeral matters. Personal leave time may also be taken when necessary. Notify Human Resources of your intention to take bereavement leave as soon as the need arises. The district will request documentation to support absences for bereavement leave.

### **Professional Development or Workdays**

Certified Professional Staff Development days are exempt from normal leave criteria. Only emergency-type leave may be taken on district identified professional development days, i.e., illness, illness in the immediate family, or bereavement. Attendance at all Staff Development days is required - principals and/or office staff will be tracking absences. A doctor's note will prevent dock of pay.

## **Sick Bank**

The purpose of the Sick Leave Bank is to provide a source of leave for employees who sustain a catastrophic illness or injury and use up *all* accumulated leave days. Participation in the Sick Leave Bank must be indicated at the beginning of each school year by donating one of the annually allotted discretionary days. In order for absences to be considered by the sick leave bank committee, each absence must have a reason documented on the leave request form.

In order to request days from the Leave Bank, send an email to the district office containing the following information: # of days requesting, brief description of the catastrophic injury or illness.

## **Legal Leave**

An employee will be excused with pay for jury duty or when ordered to appear in a proceeding pursuant to any court order, provided any numeration received (mileage, etc.) is turned over to the School District.

## **Victim Leave**

Any staff member who has been employed with the district for at least 12 months and is the victim of certain crimes/actions, may request and shall be granted up to one work week of leave during any 12 month period with pay after providing appropriate documentation (court summons, subpoena, victim notice, etc.).

## **Professional Development Leave**

Professional days and related expenses are to be pre-approved via an Electronic Leave Request. Please list the activity attended (many of these have to be charged to a grant or special program). Reimbursement for any pre-approved expenses must be submitted on an Expense Voucher Form by the 1<sup>st</sup> of the month for payment that month, and must be accompanied by an acceptable receipt(s). Please submit the above mentioned form within 30 days of incurring expenses otherwise reimbursement will be forfeit.

## **Purchasing Procedures**

All purchases require a purchase requisition (PR) and/or a purchase order (PO). A PR is for staff members to create and submit for building admin or supervisor approval. Once approved, the PR will turn into a PO. A PO is then the all clear for the purchase to be transacted. Building Admin and Supervisors have the ability to create a PO and skip the PR process. There are two different types of purchase orders:

1. General purchases for normal day-to-day expenditures. These type of purchase orders will be put through the web-based program AptaFund (same as the payroll portal). AptaFund contains both the budgetary limitations and approval capability from the building principal or immediate supervisor.
2. Activity based purchases that are based outside the scope of district expenditures being that they are student funded activities. The sponsor of the activity becomes responsible along with the activities director to watch that these funds are expended only for the activity for which they were raised. These types of purchase orders go through the web-based program AAWeb.

If you need access to these program please contact your building admin who will send a request of approval to the district office. The district office will then create your login for the system. All general account purchase orders must be submitted prior to April 1<sup>st</sup> and only for current classroom usage for that fiscal year.

## **Salary Schedules**

Current schedules are available on the [District website](#). Per School Board Policy GCBA, a salary and benefits committee will discuss compensation on an annual basis and make a recommendation to the school board for approval.



## Payroll

Paydays are the 20<sup>th</sup> day of each month or the next business day if the 20<sup>th</sup> falls on a weekend or holiday.

Changes affecting payroll (deductions, withholding, advances, etc.) must be submitted to the office in writing prior to the first day of the month to be effective on that month's payroll.

Extra-curricular duty assignments will be paid one of two ways:

- Seasonal activities will be paid upon notice to the office by the Activities Director of completion of the activity.
- Year-round activities will be paid in two equal installments with the December & May payrolls.
- Extra duty amounts will be paid in combination with the regular payroll amount.

Changes to personal data (name, address, marital status, etc.) should be reported to the administration office ASAP. Teaching certificates, W-4's, and personal information must be current at all times. Many changes will also need to be reported to insurance carriers, PERA, or other entities.

## Personnel Records

*For more information, see entire Board Policy GBJ.*

Ellicott School District 22 maintains a personnel and medical file for all employees. Medical records will be kept in a separate folder. Every effort will be made to keep your personnel and medical records confidential. Access is on a "need-to-know" basis only. This includes, but is not limited to, supervisors and others in management reviewing the file for possible promotion, transfer, or layoff.

Upon request, you will be permitted to inspect and/or obtain a copy of your own personnel or medical file. Inspection will occur at the School office in the presence of a School representative. All requests by an outside party for information contained in your personnel file will be directed to the Human Resources department, which is the only department authorized to give out such information.

## District Medical, Vision, and Dental Insurance

*For more information, see entire Board Policy GBGD.*

Regular full-time employees are those who have completed their introductory period and are regularly scheduled to work more than 30 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to employees at Ellicott School District 22 are for regular full-time employees only. This includes paid time off, health insurance, and other benefits coverage.

The District works with an insurance brokerage company to offer the best possible benefit package for their full-time employees. The District must keep all employees in mind when selecting a benefit package each year. The district contributes \$594 per month towards a combination of health, vision, and dental insurance. Anything above the monthly allowance is the employees' responsibility. The employee will have the option to elect if their health benefits are pre-tax or post-tax deductions each year.

## Cobra

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Ellicott School District 22 employees and their beneficiaries to continue health insurance coverage under the School health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact Human Resources to learn more about your COBRA rights.

## **Workers' Compensation Insurance Policy**

*See Appendix B.*

The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Ellicott School District 22, no matter how slightly, you are to report the incident immediately to your District Administration. Consistent with applicable state law, failure to report an injury within a twenty-four hours of time could jeopardize your claim for benefits.

BOCES employees are covered under BOCES and should report injuries to their office immediately.

## **Accident Reporting**

Any type of accident involving staff, student, or visitor, occurring on school grounds, in a classroom, or at a school-sponsored event must be reported to the office. Accident forms may be picked up in the main office and must be returned within 24 hours. Be conscious at all times of your liability in both handling and reporting accidents/injury.

## **Grievance Procedure**

*For more information, see entire Board Policy GBK and GBK-R.*

A "grievance" is defined as an alleged violation of Board of Education policies or administrative regulations that apply to employees.

It is the 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. Specific steps for complaints and grievances can be found within Ellicott School District Policy.

## **District Educational Objectives**

### **Instructional Goals**

*For more information, see entire Board Policy IA.*

The goals of education for this school district shall be to:

- Provide Career Education and Career Counseling for all students.
- Teach students to be competent in communicative, computational and decision making skills.
- Develop within students an excitement about learning.
- Make provisions for students of different talents, intellectual capacities and interests.
- Provide a comprehensive evaluation program.
- Encourage all youth in the community to complete a high school program.
- Provide students with the knowledge to develop sound mental and physical health.
- Develop within students an appreciation of the aesthetic values of life and the capacity to use effectively their leisure time.

- Develop within each student the confidence of knowing what is useful, relevant and meaningful for him or her.
- Develop attitudes, interests and values within students that are essential attributes for citizenship in the home, community, nation and the world.
- Teach students to appreciate and understand man/woman in relationship to his/her environment.

## **Standards-Based Instruction**

*For more information, see entire Board Policy AEA.*

In accordance with state law, it is the intent of the Board that the district's program of instruction and assessments be aligned with content standards.

The superintendent shall be responsible for developing a plan to implement content standards that meet or exceed the model state content standards and revise curriculum and programs of instruction to align them with the district's standards to provide students with the educational experiences necessary to achieve the standards. The plan shall also address the professional development of teachers and administrators to enable successful implementation of standards-based education. The plan shall ensure that the educational programs of the district actively address the needs of all students.

Parents shall be kept informed of student progress in achieving content standards and how such progress will be measured. This information shall also be provided to the district accountability committee and school accountability committees.

## **Curriculum Development & Adoption**

*For more information, see entire Board Policy IGA & IGD.*

The board expects its faculty and administration to regularly evaluate the education program and to recommend modifications of practice, changes in curriculum content, as well as the addition of new courses to the instructional program.

All teachers have professional obligations to the school program beyond regular classroom duties, and these duties shall include work on curriculum committees. It is expected that all teachers will make a contribution to this work.

After planning by the faculty and with the approval of the administration, all new programs and courses of study, as well as the elimination and extensive alteration of the content of current programs and courses, will be presented by the superintendent to the Board of Education for its consideration and action.

Generally, new courses will be introduced on an experimental basis and will be evaluated at least annually by the Board. When the administration feels that an experimental course should become a regular part of the curriculum, such a recommendation will be presented by the superintendent to the Board for approval.

## **Instructional Materials**

*For more information, see entire Board Policy IJ.*

The Board delegates to professional personnel of the district the authority for the selection of instructional and library materials in accordance with board policy.

Materials for school classrooms and school libraries shall be selected by the appropriate professional personnel in consultation with the administration, faculty and students. Final decision on purchase shall rest with the superintendent or his designee, subject to adoption by the Board.

## **Textbook Selection & Adoption**

*For more information, see entire Board Policy III.*

The Board shall officially adopt textbooks and textbook programs for use in the district schools upon recommendation of the superintendent.

Responsibility for the review and selection of textbooks to be recommended shall rest with textbook and/or curriculum committees as appointed by the superintendent or his designee. Membership on such committees shall include representation for teachers who will use the texts, administrators and other staff members as found desirable. Students and parents may be asked to serve.

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

The mission of the Colorado School-Wide Positive Behavior Intervention Support Initiative is to establish and maintain effective school environments that maximize academic achievement and behavior competence of all learners in Colorado. PBIS is not a specific “model” but a compilation of effective practices, interventions, and systems. Current research suggests that punishment is one of the least effective ways to reduce violent and antisocial behavior in schools.

### **Features of School-wide Positive Behavior Intervention Support:**

- Teaching behavioral expectations to all students.
- School-wide behavioral expectations.
- Continuum of consequences for violating behavioral expectations.
- Acknowledging appropriate behavior.
- Ongoing use of data for decision making.
- Function-based support for students with chronic problem behavior.

### **Eight Practices of Positive Behavior Intervention Support:**

1. Administrative Leadership (State, district, and school leaders’ support)
2. Team-Based Implementation (Special and general education staff plan and implement)
3. Define Behavior Expectations (Concrete, positive behavior that every student can remember)
4. Teach Behavior Expectations (Explain, model, practice, and process)
5. Acknowledge and Recognize Appropriate Behavior (For students and adults).
6. Monitor and Correct Behavior Errors (Consistent consequences for a continuum of behavior)
7. Use Information for Decision Making (Data regarding What, When, Where, Who and How)
8. Build Family and Community Collaboration (Involve as partners in successful implementation in home, school and community)

### **What are the outcomes associated with School-wide Positive Behavior Support?**

- Decrease in office discipline referrals.
- Increase in instruction time.
- Decrease in administration time spent on discipline issues.
- Increase in perceived school safety.
- Sustainability through team approach.

## Multi-Tiered Systems of Supports (MTSS)

MTSS is a prevention-based framework of team-driven, data-based problem solving for improving the outcomes of every student through family, school, and community partnering and a layered continuum of evidence-based practices applied at the classroom, school, district, region, and state level. The essential components of MTSS that make it successful are:

- Team-Driven Shared Leadership
- Data-Based Problem Solving and Decision-Making
- Family, School, and Community Partnering
- Layered Continuum of Supports
- Evidence-Based Practices

For more information, go to [cde.state.co.us/mtss](http://cde.state.co.us/mtss).

## Teacher Responsibilities

### Instruction

*For more information, see entire Board Policy IA.*

### Weekly Instructional Plan

All instructional staff are required to turn in weekly instructional plans which include four daily components, by Monday morning at 8:00 AM for the week of instruction.

All instructional plans are to follow the required format provided by administration.

The instructional plan includes the following sections:

- |                               |                      |
|-------------------------------|----------------------|
| • Name of Unit                | • Content/Objectives |
| • Dates of Unit               | • Skills             |
| • Instructor Name             | • Lessons            |
| • Colorado Academic Standards | • Assessment         |
| • Demonstrations of Learning  | • Resources          |
| • Essential Questions         |                      |

Instructional plans are to be posted on the Google Drive. If there is a problem with the Google Drive, provide a copy of the instructional plan to your building administrator to avoid late submission.

### Posting Lesson Objectives/Demonstrations of Learning

All instructional staff is required to post and discuss daily lesson objectives and Demonstrations of Learning in every classroom. Objectives need to be specific and student friendly. It is expected that students be able to verbally identify the objective to any administrator or visitor to the classroom.

### Bell-to-Bell Instruction

Ellicott School District operates on a four-day week schedule. We have limited instructional days to provide rigorous aligned instruction. All instructional staff is expected to utilize the entire class period. Instructors are expected to provide bell-work to engage students immediately. Students should be engaged in direct instruction, guided practice, independent practice until the end of the class.

### Direct Instruction

Direct Instruction (DI) provides active presentation of information. DI incorporates well-developed, carefully planned lessons designed around small learning increments and clearly defined teaching tasks. Instructors:

- Use many examples, visual prompts, and demonstrations.
- Constant assessment of student understanding (before, during and after the lesson).
- Alter the pace of instruction based on assessment of student understanding.
- Effective use of time and maintaining students' attention.

The basic components of Direct Instruction are:

1. Setting clear goals for students and making sure they understand these goals.
2. Presenting a sequence of well-organized assignments.
3. Giving students clear, concise explanations and illustrations of the subject matter.
4. Asking frequent questions to see if students understand the work.
5. Giving students frequent opportunities to practice what they have learned.

Ellicott administration and trained instructional coaches/designees will monitor direct instruction through the use of walk-throughs, sweeps, and observations. Administration expects instructional staff to use researched-based best practices to inform instruction over the period of the course. Teachers will receive feedback by administration.

## **Student Engagement**

Teachers will monitor student engagement and adjust instruction accordingly.

Students who are engaged exhibit the following characteristics during direct instruction and time-on-task:

- Appears to be paying attention to materials or presentations.
- Willingness to participate in routine school activities.
- Participates in discussion as an active listener or speaker.
- Displays enthusiasm, optimism, curiosity, and interest.

## **Rigorous Academics and Instruction**

Rigorous Instruction refers to pacing, timing, and effective use of class time. Instruction which is thoroughly planned, encourages active participation, presents opportunities for mastery of objectives, and engages the learner in making connections is considered rigorous. In addition to comprehensive planning, rigorous instruction is well-paced—with no “down time”—and includes smooth transitions.

A rigorous instructional program includes a demanding curriculum—also termed rigorous academics. Students should feel challenged in the instructional program.

## **Use and Reporting of Data**

Ellicott School District provides all district instructional staff with comprehensive training in our various data management systems to disaggregate student level data. Instructors will utilize all available data systems to access student-level data. A format for reporting student-level data will be provided by building administration.

## **Teacher Goals**

Teachers are expected to create professional goals for the year including goals specifically addressing student achievement. Goal summaries will be included throughout the RANDA evaluation process.

## **Student Goals**

Student goal setting, monitoring and reflection are an integral part of the instructional program. Goals must be appropriate for the grade level and content. Teacher guidance is vital. All instructional staff is required to demonstrate goal setting, progress monitoring, and evaluation of student goals in their instructional program.

## Homework Policy

Homework is a vital part of a rigorous instructional program. The administration of Ellicott Schools expect homework to be an extension of learning and should be reviewed whenever possible. Feedback is crucial to student improvement.

Homework should:

- Advance the students' learning
- Be a natural extension of the lesson
- Be relevant
- Be differentiated for individual student needs
- reinforce learning that has taken place in the classroom

Homework should not:

- Include unfamiliar/untried concepts
- Be given sporadically
- Be evaluated on a "completion" status
- Be used punitively

Instructional staff will do their best to not overwhelm students with homework, taking other classes into consideration. Homework should always be reflective of and appropriate for the grade that a student is in. Teams are expected to use team meetings to discuss homework expectations in each class and monitor the amount of assignments and projects given to students in your grade level.

## Classroom Safety

Teachers are responsible for creating an environment in the classroom that is nurturing and promotes safety. A neat, organized room is essential to create that environment. Also teachers are required to have clear expectations for appropriate behavior and establish consequences for inappropriate behavior.

Safety instruction shall precede the use of materials and equipment by students in applicable units of work in the courses listed above, and instructors shall teach and enforce all safety rules set up for the particular courses. These shall include the wearing of protective eye devices in appropriate activities.

## Communication

Communication with the community and parents is crucial to the safety and achievement of students in the District's schools. Effective communication includes two-way communication involving both listening and telling activities, has a primary goal of building productive relationships between the District, Board, staff, parents, students and community members.

It is the expectation that teachers make every attempt to be in constant contact with parents regarding their children's progress in school. Teachers should call parents for accomplishments, failing grades, and general behavior of students. Communicating with parents about positive and negative issues about their children opens lines of communication that can create a partnership between the parent and teacher that will make the students successful.

Examples of effective communication are the following:

1. Use the student planners.
2. Calling the parents.
3. Sending a letter home.
4. Emailing the parents. It is encouraged to utilize mass emailing distribution lists in Infinite Campus to update parents on class updates, projects, tests, etc.
5. Various approved mobile device platforms.

Remember when communicating with parents regarding students, dialogue should remain professional and positive. At the same time teachers must be able to be open and honest regarding the student.

All documentation of parent contact should be maintained by teachers and available to administration upon request. It is highly suggested that this information be logged in the Contact Log of Infinite Campus.

## **Infinite Campus Parent Portal**

Another tool for communication the district has is the Infinite Campus Parent Portal. This portal will allow parents to check on the student's progress. It is an excellent tool for parents to see missing assignments, grades, and upcoming projects. The key for this tool to be effective is that it is continuously and consistently updated. It is required that teachers keep grades updated by Monday at 8:00 am of each week to assist parents and students to keep on track.

## **Grades**

*For more information, see entire Board Policy JJJ and JJJ-R.*

## **Extracurricular Activity Eligibility**

The following rules shall govern participation in all school-approved extracurricular activities:

1. Participants must be enrolled in the district as full-time middle school students or high school students or enrolled in a nonpublic home-based program or an independent or parochial school as a full-time student.
2. Students enrolled in the district must be in attendance at school for the entire school day in order to participate in any school-sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to other students since the district cannot effectively monitor their daily attendance.
3. At the high school, an eligibility list will be distributed to all teachers on every Monday (or the first day of the school week) school is in session for district students. Students who receive two failing grades for the week will not be eligible to participate during the following week. Students who receive one failing grade and/or two near failing grades are not eligible to participate until they verify passing grades. No eligibility lists will be published the first three weeks of each semester. The activities director will certify individual student eligibility in cooperation with the guidance office. Students participating in activities who are not enrolled in the district must provide appropriate certification stating that the academic eligibility requirements have been met.
4. At the middle school, an eligibility list will be distributed to all teachers on every Monday (or the first day of the school week) school is in session for district students. Students who receive one one failing grade or two "D's" will not be eligible to participate during the following week. No eligibility lists will be published the first three weeks of each semester. The activities director will certify individual student eligibility in cooperation with the guidance office. Students participating in activities who are not enrolled in the district must provide appropriate certification stating that the academic eligibility requirements have been met.
5. Students must submit a current physical examination statement to the school before participating in any sport. Physicals are valid for one calendar year.
6. Students must have emergency treatment, district parent permission and athletic insurance waiver forms, if applicable, filled out, signed and on file with the school before being allowed to practice in a sport or participate in any activity.
7. Students violating the district code of conduct will be ineligible until they have complied with all disciplinary sanctions.

## **Assessment and Grading Systems**

*For more information, see entire Board Policy IKA.*

Assessment is an integral part of the teaching and learning process that should occur continuously in the classroom. The primary purpose of classroom assessment shall be to enable teachers to make instructional decisions for students on a continual basis.

Students should be encouraged to engage in informal self-assessments as they study and attempt to solve problems, monitor their own progress, and improve their learning.



### **Kindergarten-1st Grade**

- P (Proficient) - 90-100%
- S (Satisfactory) - 80-89.9%
- NI (Needs Improvement) - 70-79.9%
- U (Unsatisfactory) - 0-69.9%

### **2nd Grade-8th Grade (rounding factored into gradebook) & 9th Grade-12th Grade (rounding not factored into gradebook)**

- |                |                |
|----------------|----------------|
| ● A+ : 97-100% | ● C : 73-76%   |
| ● A : 93-96%   | ● C- : 70-72%  |
| ● A- : 90-92%  | ● D+ : 67-69%  |
| ● B+ : 87-89%  | ● D - : 63-66% |
| ● B : 83-86%   | ● D- : 60-62%  |
| ● B- : 80-82%  | ● F : 0-59%    |
| ● C+ : 77-79%  |                |

### **Student Grade Reports to Parents**

The type of reports sent to parents shall follow district administrative guidelines, shall be uniform throughout the district at comparable grade levels, and shall be approved by the Board. In an effort to hold students accountable, inform parents, and ensure the timely completion of tasks, the following guidelines will be used in each building in regards to student grades:

#### **Elementary School**

- At a minimum, teachers will have grades updated every other Monday in Infinite Campus; preferably every Monday.
- Progress reports will be communicated to parents halfway through a quarter from Infinite Campus (via student folder, mail, or email) for all students.
- Student work will continue to be graded up to no earlier than two days before the last day of a quarter. Teachers may opt to assign assignments in those two days to the following quarter. The last quarter of the year being the exception in which students should continue to turn in work until the last day of school.
- Secretaries will enable the grade submission window the Monday of the last week of a quarter so teachers can see the orange "Post" button in their grade books.
- Teachers will have all grades finalized and posted in IC at the end of the last day of a quarter. Secretaries will close the grade submission window once all staff have posted grades.
- Report cards will be printed using a district approved template in IC and sent home via student folder or mail with any other supporting documentation:
  - The Monday following the last day of 1st quarter
  - The Monday following winter break by 4:15pm
  - The Monday following the last day of 3rd quarter
  - The day after the last day of the school year

#### **Middle School**

- At minimum, teachers will have grades updated in Infinite Campus each Monday.
- Progress reports will be communicated to parents halfway through a quarter from Infinite Campus (via mail or email) for all students.
- Student work will continue to be graded up to no earlier than two days before the last day of a quarter. Teachers may opt to assign assignments in those two days to the following quarter (if that applies). The last quarter of the year being the exception in which students should continue to turn in work until the last day of school.

- Secretaries will enable the grade submission window the Monday of the last week of a quarter so teachers can see the orange “Post” button in their grade books. Enter comments for students with a D or F grade.
- Teachers will have all grades finalized and posted in IC at the end of the last day of a quarter. Secretaries will close the grade submission window once all staff have posted grades.
- Report cards will be printed using a district approved template in IC and sent home mail with any other supporting documentation:
  - The Monday following the last day of 1st quarter
  - The Monday following winter break by 4:15pm
  - The Monday following the last day of 3rd quarter
  - The day after the last day of the school year

## High School

- At minimum, teachers will have grades updated in Infinite Campus each Monday.
- Progress reports will be communicated to parents halfway through a quarter from Infinite Campus (via mail or email) for all students.
- Student work will continue to be graded up to no earlier than two days before the last day of a semester. Teachers may opt to assign assignments in those two day to the following semester (if that applies). The last semester of the year being the exception in which students should continue to turn in work until the last day of school.
- Secretaries will enable the grade submission window the Monday of the last week of a semester so teachers can see the orange “Post” button in their grade books. Enter comments for students with a D or F grade.
- Teachers will have all grades finalized and posted in IC at the end of the last day of a semester. Secretaries will close the grade submission window once all staff have posted grades.
- Progress reports, report cards, or transcripts will be printed using a district approved template in IC and sent home via mail with any other supporting documentation:
  - The Monday following the last day of 1st quarter (progress report)
  - The Monday following winter break by 4:15pm (report card/transcript)
  - The Monday following the last day of 3rd quarter (progress report)
  - The day after the last day of the school year (report card/transcript) Graduating seniors grade will be posted earlier to ensure accurate grades for graduation.

## Additional Information

- District admin office available for printing, folding, and sending of all report cards if IC information is verified first by school secretaries. Especially useful for Q2/S1 report cards and Q4/S2 report cards.
- December 2-hour early release is to be used to ensure grades are in IC and ready for printing upon return from winter break.

It is also highly recommended that notes of praise or letters noting outstanding achievement be sent whenever a teacher feels a student deserves recognition.

Conferences shall also be used as an integral part of the reporting system. See District Calendar for conference dates.

## Student Discipline

*For more information, see entire Board Policy JICDA & JK.*

Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Board shall consult with administrators, teachers, parents, students and other members of the community in the development and review of the conduct and discipline code.

### **Immunity for enforcement of discipline code**

An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

### **Remedial discipline plans**

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

### **Discipline of habitually disruptive students**

Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student's suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

### **Distribution of conduct and discipline code**

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle, and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

### **Disciplinary information to school personnel**

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee shall inform the student and the student's parent/guardian when such disciplinary information is communicated and provide a copy of the disciplinary information to the student and student's parent/guardian if requested to do so.

### **Disciplinary information to victims and witnesses**

The District may share factual information regarding a behavior incident with parents of victims and witnesses as long as the disclosure does not indicate whether the perpetrator was found to be at fault or whether the perpetrator received any disciplinary consequences of the behavior.

### **Discipline of Students with Disabilities**

Appropriate discipline for students with disabilities shall be in accordance with the student's Individual Education Plan (IEP), Section 504 Plan or any Behavior Intervention Plan and policy JK-2, Discipline of Students with Disabilities. In order to comply with all state and federal laws, the special education director shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's IEP, Section 504 Plan or Behavior Intervention Plan.

## **Physical Intervention and Removal from Class**

*For more information, see entire Board Policy JKA and JKA-R.*

### **Use of Physical Intervention and Restraint**

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

#### **Physical Intervention**

Corporal punishment shall not be administered to any student by any district employee. Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

#### **Restraint**

Restraint is defined by state law and this policy as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals and seclusion. Restraint shall not include the holding of a student for less than five minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a mechanical restraint or chemical restraint, as those terms are defined by applicable State Board of Education rules and this policy's accompanying regulation.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules. All restraints must be documented in Infinite Campus' Behavior Management system for state reporting purposes.

#### **Exceptions**

The restraint provisions in this policy and accompanying regulation shall not apply to:

1. Peace officers as defined by C.R.S. 16-2.5-101 et seq. who are acting within the scope of their employment or in accordance with C.R.S. 16-3-109; and
2. When the district is engaged in transporting a student from one facility or location to another facility or location when it is within the scope of the district's powers and authority to effect such transportation.

#### **Disciplinary Removal from Class**

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of

improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

## **Staff Continuing Education (for CDE Licensure)**

The Continuing Education Certificate will be completed by each school, signed by the participant and building principal, and submitted to Human Resources, along with a copy of the signed attendance sheet for each session, within 7 days of the staff professional development. It is the building administrator's responsibility to provide a sign in sheet with the date and topic of each session, verify that certified staff personally signs-in for each session, and that they attend the entire session to obtain continuing education credit. Human Resources will use the copy of the sign in sheet to validate, sign, seal, and return the official Continuing Education Certificate to the school for distribution.

It is the certified staff's responsibility to ensure they attend and sign in for district professional development and maintain their official certificate.

## **Professional Development vs Credits for Lateral Movement on Pay Schedule:**

**Professional Development** is a benefit provided by the district to help certified staff in gaining required recertification credits. On professional development days, time spent in individual classrooms or offices will not be used for continuing education calculations.

**Professional Development for Lateral Movement on the Salary Schedule:** There will be a few instances where a PD training could be used for credit advancement on the pay scale. This type of opportunity would be announced prior to the training and certified staff would be instructed to fill out an Advanced Credit Approval (ACA) form. In this case you would get 1 credit hour for 15 hours of training. Generally, PD is for re-certification purposes only.

**Lateral Movement on the Salary Schedule** is a system that allows professional staff, following the successful completion of college courses, to ultimately increase their salary. When a certified staff member desires to advance on the pay scale they must submit an ACA form to their building admin and the superintendent. A course description must be attached to the ACA form to show relevance to their current assignment. Once the courses are complete an official transcript must be sent to the personnel office to support the lateral advancement. Generally, official transcripts with graduate level courses related to the teaching assignment will be accepted for lateral movement. Please seek pre approval if you are at all concerned about a course meeting necessary requirements for lateral movement.

In order for the pay advancement to occur the following timeline must be met **by September 1st** :

- Advanced Credit Approval (ACA) form found on website Staff Links
- Official transcript stating graduate credit awarded by accredited institution
- Course description for each class being used for pay advancement

Credits that count for lateral movement:

1. Official Transcripts with Graduate Level Courses related to the teaching assignment at the time of enrollment in the course.
2. Predetermined PD credits approved by Board of Education.

## Appendix A - Alcohol and Drug-Free Workplace

I, THE UNDERSIGNED EMPLOYEE OF ELLICOTT SCHOOL DISTRICT, have received a copy of the Alcohol and Drug-Free Workplace policy and:

1. I agree to abide by the terms of the policy.
2. I agree to notify my 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.

## Appendix B - BUSINESS PROCEDURES

Whenever you need to make a school purchase or encumber funds for registrations, fees, professional development, etc. the steps you need to take are as follows:

EVERY expense needs prior approval, either via a General Fund (AptaFund) or Activity Fund (AAWeb) Purchase Order. You can log in with permission assigned by your principal/supervisor.

- ❖ General Fund purchases come out of your department's or building's budget. Use AptaFund (a web base purchasing system) to create a Purchase Request (PR); the PR must be than approved by your principal/supervisor. A Purchase Order (PO) number is automatically assigned once approved, you will then get an email notification. You will then be able to place your order. (Exception – if you make a note in the comment section to fax the order in; a fax number should be in the contact section in AptaFund). NEVER order or purchase anything before getting the approved PO.
- ❖ Activity Fund expenses come out of each building's account, which is accumulated through fundraisers, pop/candy sales, concessions, etc. These purchase orders are created in AAWeb and then approved by your principal/supervisor.

All of these processes ***have to be approved before you purchase anything or commit to any expense***. PO numbers run the system - everything is tracked by the PO number and must be used. Make sure you give all vendors the assigned PO number when ordering. Remember, *you* are responsible for processing orders unless otherwise noted in the comment section of the PO in AptaFund. If the purchase was not approved beforehand **you will be personally responsible for payment of the invoice**.

IMPORTANT: Packing slips; invoices or receipts you receive should be sent or scanned and emailed or attached to the PO in AptaFund immediately. The invoice will not be paid unless there is a packing slip or an email stating the PO was received.

Please remember to plan ahead. Your emergency is not our emergency. Also remember it takes about three weeks to process purchases fully; about a week to get the proper approvals and ordering then a week or two to receive the items.

Reimbursements also have to be pre-approved by one of the above methods. To receive payment the actual costs

should be submitted via a PO, receipts scanned, emailed or attached in AptaFund.

Any taxes charged will not be included in the reimbursement. It is your responsibility to purchase through approved vendor that have us tax exempt.

If you have any questions during the process, please call an administrator or the accounting assistant.

# Appendix C - WORKERS COMPENSATION

## WC - FORM 1

### Designated Medical Provider for Work-Related Injuries and Illnesses

All employees must obtain treatment of work-related injuries and illnesses from:

- Ccom Sisters Grove Pavilion, 6011 E Woodman Rd Ste 100, Colorado Springs, CO 80923
- Falcon Urgent Care, 7475 McLaughlin Rd, Falcon, CO 80831
- Emergicare Medical Clinic, 4083 Austin Bluffs Pkwy, Colorado Springs, CO 80918
- Emergicare Medical Clinic, 3002 S Academy Blvd, Colorado Springs, CO 80916

In case of a life-or-limb threatening emergency, the injured employee will be sent to the nearest emergency medical facility. Follow-up care must be provided by the medical provider designated above.

If an employee is treated by an unauthorized medical provider the employee may be held responsible for payment of said treatment.

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## WC - FORM 2

### Workers Compensation Procedure for First Report of Injury

**Report every injury whether it is reported to a doctor or not!!**

Mrs. Kimberly Ekberg is the Worker's Comp Director for Ellicott School District 22. If you have any questions or concerns, please see Mrs. Ekberg.

If you have an accident or injury of ANY kind, it MUST BE REPORTED BETWEEN 24 HOURS! We have a first report of injury form that must be completed and returned to the District Office with this 24-48 hour time period.

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## WC - FORM 3

### Safety Rules – Enforcement Policy

#### A. OBJECTIVE

Safety rules are provided as guidelines for safe operations. All employees must follow these rules as a condition of employment.

#### B. SCOPE

Safety rules apply to all employees and contractors.

#### C. PROCEDURE

All employees will be given a copy of the following safety and health rules upon initial employment. All employees must sign and return the acknowledgement form after they have been given a chance to review the safety rules and ask any questions. The safety rules will be periodically reviewed to ensure they are applicable and current.

#### D. ENFORCEMENT

Employees will be subject to disciplinary action for violations of safety rules. Such action may include any one or more of the following depending on the severity of the violation.

Employees shall be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under organizational guidelines. However, nothing in this policy or this safety program will preclude management from terminating an employee for a safety violation. This is not a progressive discipline system and any safety violation may lead to an employee's termination without prior instruction or warning. Management reserves the right to impose whatever disciplinary action it deems appropriate:

- Verbal warning with documentation in personnel file.
- Written warning, outlining the nature of offense and necessary corrective action with documentation in personnel file.
- Termination

Management, including supervisory personnel, shall be subject to the above disciplinary action for the following reasons:

- Repeated safety rule violation by employees under their supervision.
- Failure to provide adequate training prior to job assignment.
- Failure to report accidents and provide medical attention to employee injured at work.
- Failure to control unsafe conditions of work practices.
- Failure to maintain good housekeeping standards and cleanliness in their departments.

The employee is expected to act in accordance with the safety rules at all times while working, and understand that the violation of any rule is cause for stern disciplinary action, which could include termination of employment.

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## **WC - FORM 4**

### **Return to Work Program**

Studies show that injured workers who return to productive work as early as possible following an injury, heal faster and better than those injured workers who remain off work and injured workers who return to work during their healing period tend to require fewer medical treatments. Work becomes part of the medical treatment and rehabilitation and allows the injured worker to take an active role in his or her recovery.

All efforts will be made to eliminate situations that could cause accidents, injuries and illnesses. When making assignments or modifications for workers under this program, aspects of the job that could cause them further risk or harm will be considered and avoided.

The designated Administrator of the Return to Work Program is Mrs. Kimberly Ekberg,, HR. Supervisors and employees should request from this person any other information they need to have about our Return to Work Program.

All injuries will be reported immediately to the injured worker's supervisor.

Except in case of emergency, the injured worker will be treated at:

- Ccom Sisters Grove Pavilion, 6011 E Woodman Rd Ste 100, Colorado Springs, CO 80923
- Falcon Urgent Care, 7475 McLaughlin Rd, Falcon, CO 80831
- Emergicare Medical Clinic – Austin Bluff Pkwy, 4083 Austin Bluffs Pkwy, Colorado Springs, CO 80918

The treating physician is responsible for providing information regarding the abilities of the injured worker so that his or her employer can make informed return to work determinations.

After the initial examination, the treating physician is required to send the employer and insurance carrier a completed M-164 report stating the injured worker's physical capabilities as they relate to the injury and to the injured worker's ability to carry out job tasks. Changes in the condition of the injured worker are also reported on the M-164 report periodically until the injured worker is fully released to return to work.

After reviewing the completed M-164 report, Ellicott School District 22 can determine if there is suitable work available that accommodates the employee's restrictions. After this determination is made, the employer may make a bona fide job offer. Once a bona fide offer is made, the employer will contact the treating physician for approval.

Modified duty will continue until the treating physician releases the injured worker to full duty, and/or maximum medical improvement and/or it is feasible for the modified job to continue.

While on modified duty, the job tasks/assignment and the employee performance will be reviewed.

The Return to Work Program provides opportunities for an employee who is injured on the job to return to work. If the injured worker is not physically capable of returning to full duty, the program provides opportunities to perform his or her regular job with modifications or, when available, to perform alternate temporary work that meets the injured worker's physical capabilities.



# Appendix D - CLAIMS MANAGEMENT GUIDE

Fear and uncertainty are primary reasons for injured employees to delay reporting injuries and to seek assistance from attorneys. This may be due to concern over medical bills, lost income or even the loss of employment. The following procedures will be conducted to alleviate these fears and ensure that workers' compensation claims will be handled in a fair and expeditious manner.

1. All employees will be provided with an explanation of the workers' compensation system and the benefits it will provide.
2. In the event of a work-related injury or illness, the injured employee must report it to their immediate supervisor or the safety coordinator before the end of the work shifts.
3. If the injured employee needs immediate medical attention, they will be driven or sent to the nearest appropriate hospital or clinic.
4. If the injury is not an emergency, appointment will be made with the designated medical provider as soon as possible.
5. An accident investigation will be conducted following all work-related injuries. The supervisor or safety coordinator will be responsible for interviewing the injured employee and all witnesses.
6. The safety coordinator will report the claim by phone to Pinnacol Assurance (800-873-7242) within 24 hours of the accident.
7. If the incident involved and employee death or catastrophe (three or more employees admitted to the hospital) the Colorado Division of Workers' Compensation (303-318-8700) will be notified.
8. The safety coordinator will use information from the accident investigation to identify changes that may help prevent future incidents.
9. For lost time claims, the supervisor will contact the injured employees to answer questions, keep the injured employee informed of the organization activities, and discuss return to work options.
10. The safety coordinator will contact the medical provider after each appointment to keep current on the employee's work status, medical progress, and to ensure the appointments are being kept.
11. Modify duty procedures will be as follows:
  - The employee's supervisor, who will determine if the employees can return to their regular job duties, will evaluate the medical restrictions.
  - If the employee is unable to return to normal job duties, the supervisor will determine if the employee's position can be temporarily modified to accommodate the restrictions.
  - If the job cannot be modified, the safety coordinator will evaluate other tasks or positions the employee may be able to perform until the medical restrictions are lifted.
  - If the employee is unable to return safely to a modified position, the medical restrictions will be re-evaluated after each doctor's visit to ensure the employee is returned to work as soon as possible.
12. Accurate records will be kept for all workers' compensation claims. This file will document all communications regarding the claim and all records from the medical providers and Pinnacol Assurance.

## Appendix E - ELECTRONIC COMMUNICATIONS

### Staff Use of the Internet and Electronic Communications – Annual Acceptable Use Agreement

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

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

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

# Appendix F - SAFETY POLICY

It is the policy of Ellicott School District 22 that the safety of its employees and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. Ellicott School District 22 requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the organization policy manual.

The designated safety coordinator for the Ellicott School District 22 is Chris Smith. He is the primary contact for safety-related matters. All employees will receive an orientation to the safety policy and rules of Ellicott District 22 upon initial employment, and are encouraged to bring to the attention of their immediate supervisor any unsafe conditions and practices. Supervisors will communicate these concerns to the safety coordinator, who will respond to this concern within 24 hours.

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety coordinator and other members of our management team will participate with you in ongoing safety and health program activities.

## Employer Responsibilities:

- Provide a safe workplace
- Provide safety and health education and training
- Annually review and update workplace safety rules

## Employee Responsibilities:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear the required personal protective equipment
- Abide by the organization's safety rules at all times

The goal for 2020-2021 is to reduce the number of slips, trips and falls by making employees aware of safety policies and responsibilities through frequent trainings and reminders.

# Appendix G - SAFETY COORDINATOR OBJECTIVES

Mr. Chris Smith is designated for Ellicott Schools District 22 and is the primary contact for safety-related matters. All employees will receive an orientation to the safety rules upon initial employment. Employees are encouraged to bring to the attention of the safety coordinator any unsafe conditions or practices. The safety coordinator will respond to this concern within 24 hours.

The primary goal of the safety coordinator will be to:

- Maintain minutes and logs at meetings.
- Serve as liaison between workers and management in matters concerning safety.
- Discuss with management and recommend safety policies.
- Identify unsafe conditions and practices, determine remedies, and report on the program.
- Investigate and report on accidents.
- Determine applicable safety rules, know where safety training is needed, and review safety procedures.
- To insure adequate documentation, dated minutes and attendance sign-offs of these meetings must be maintained.

# Appendix H - SAFETY/LOSS PREVENTION RULES

1. Being impaired by, or under the influence of, alcohol or illegal drugs while at work, is strictly prohibited. If taking prescription drugs, please follow physician recommendation and notify management if medications made you drowsy, etc.
2. Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.
3. Threatening, intimidating, or using abusive language to other employees is strictly prohibited.
4. Whenever employees are driving, or a passenger in a motor vehicle, during the course and scope of employment, they must wear seat belts.
5. Employees must immediately report all injuries, no matter how minor, to their supervisor.
6. Employees shall report any safety hazards/conditions immediately to management.

## Prevention Slips/Falls

1. Wear appropriate footwear on snow and ice. If necessary, bring a change of shoes for inside the building.
2. Report slippery surfaces to management immediately.
3. Clean up spills immediately. If immediate cleanup is not possible, use traffic cones or other warning signs to mark spills or slippery surfaces.
4. Do not take short-cuts. Only walk on sidewalks that have been cleared of snow and ice.
5. Use handrails on stairways.
6. Use extra caution when carrying objects on ice and snow.

## Lifting Procedures

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 – 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use the handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
17. Avoid trying to catch falling objects. Move out of the way to avoid being struck by the object.

## Office

1. Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, or while standing on damp floors.
2. Never use carbon tetrachloride for typewriter cleaning.
3. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
4. Do not stand on chairs or desks. Use an appropriate ladder or stool.
5. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.

6. Do not compact material in a wastebasket with your hands or your feet.
7. Do not use cardboard boxes as waste receptacles.
8. Store materials in file drawers or on shelves; do not store material on the floor, especially in a walkway.

### **File Cabinets**

1. Do not leave file drawers open; always use the handles to close them.
2. Do not stack file cabinets on top of one another.
3. Open one file cabinet drawer at a time.
4. If possible, secure file cabinet to a wall to prevent tipping.
5. Put heavy files in the bottom drawers of file cabinets.

### **General**

1. Eye protection must be worn whenever you are in the shop.
2. Closed toe shoes must be worn in the shop.
3. Use the correct tool for the job.
4. Tools and equipment are to be used only by employees who have been trained and authorized to use them.
5. When the shop bay doors are closed, use a flexible exhaust hose to vent engine exhaust outside.
6. When handling hot automotive parts, wear leather gloves or use heat-resistant pads.
7. Dump gasoline or other liquid chemical waste into approved containers labeled "FLAMMABLE WASTE".
8. Compressed air used for cleaning purposes must not exceed 30 psi. Wear eye protection when working with compressed air.
9. When lifting batteries or other heavy objects from an engine compartment, use the following guidelines:
  - a. Press thighs against the fender to brace the body.
  - b. Grasp the object firmly with both hands.
  - c. Keep the back as erect as possible and the load as close as possible, with elbows close to the body.
  - d. Turn by pivoting feet instead of twisting at the waist.
  - e. Lower the object to the workbench or other surface by bending the legs as opposed to the back.

### **Flammable Materials and Chemicals**

1. Solvents and all flammable liquids must be stored in appropriate containers and away from heat sources.
2. All containers must be labeled with information about hazardous contents.
3. Material Safety Data Sheets (MSDS) are available and will be reviewed prior to using any new chemical material.
4. The appropriate personal protective equipment must be worn (gloves, goggles, etc.)
5. MSDS sheets can be requested from Kimberly Ekberg.
6. Smoking is prohibited.
7. Always clean up and dispose of spills promptly when working with a known substance.
8. Eyewash stations must be available, in working order, and have unobstructed access.
9. Rags contaminated with oil, grease, chemicals, etc. must be stored in a metal container with a self-closing lid.

### **Electrical-Electricians, Custodians, Electronic Technicians**

1. When using an extension cord:
  - a. Look to see what the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord.
  - b. Do not run the cord through doorways, holes in ceilings, walls or floors.
  - c. Never remove, bend or modify any metal prongs on the plug of the cord.
  - d. Do not use the cord under wet conditions.
  - e. Do not plug one extension cord into another.
  - f. Never drive over, drag, step on or place objects on a cord, or walk on it.
  - g. Always unplug the cord when you have finished using it.
  - h. Do not use the cord as a permanent power source.
  - i. Remove damaged cords from service.
2. When working on live circuits, use the tools that have blue rubber hand grips, and that have the UL approved label on the tool; these tools are insulated. Use one hand, keep the other away from, and off of, metal material.
3. When doing electrical work from a ladder, do not use a metal ladder.
4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15 amp outlet.
5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or accident prevention tags to warn personnel of electrical hazards.
7. Wear your protective gloves and aprons, as well as your face protection when you are working in the battery service rooms.
8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.

9. Visually inspect light poles, stadium poles, and court poles for decay before climbing them. Do not climb any poles that are decayed.
10. Use your safety belt when climbing poles.
11. Wear your safety glasses when you are working with the drill.
12. When working in an area that has signs posted “High Voltage Area”, wear your insulated gloves. If the gloves have cracks or “pin pricks”, do not use the gloves.

### **Handling Materials – Custodial Workers, Relocation Unit, Labor and Construction Crews, Plumbers, and Carpenters**

1. Wipe off greasy, wet, slippery or dirty objects before trying to handle them.
2. Prior to adjusting or changing your grip, set the object down.
3. When moving materials on hand trucks or dollies, push rather than pull.
4. When carrying glass, carry it on the outside of your arm, with the palm of your hand facing outward and the other hand reaching across the body and grasping the glass on top.
5. Never carry a sheet of glass under your arm.
6. Keep your shirt sleeves buttoned around the wrists.
7. Protect your wrists by wearing leather cuffs.

### **Lockout/Tagout (Basic Rules) – Service Maintenance Workers, Custodians, Food Service Personnel**

1. Do not remove locks from equipment unless it is your own lock.
2. If you need to have an energy source tagged, do it yourself.
3. Use tagout/ lockout when you are working alone, and out of visual contact of the controlling switch or valve.

### **Ladders**

1. Read and follow the manufacturer’s instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose/damaged rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign “Detour”.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet with one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by tying off or having another employee hold it.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.
17. Do not try to “walk” a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.
19. Position the ladder so that reaching is not necessary.

### **Scaffolding**

1. Read and follow the manufacturer’s instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted or otherwise damaged.
5. Do not use any scaffold if any rope is frayed, torn or visibly damaged.
6. Do not use any scaffold tagged “Out of Service”.
7. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
8. Do not work on platforms or scaffolds unless they are fully planked.
9. Do not use a scaffold unless the guardrails and all flooring are in the place.
10. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.

11. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.
12. Use your safety belts and lanyards when you are working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
13. Do not climb the cross braces for access to the scaffold. Use a ladder.
14. Do not jump from, to, or between scaffolding.
15. Do not slide down cables, ropes or guys used for bracing.
16. Keep both feet on the decking. Do not sit or climb on the guardrails.
17. Do not lean out from the scaffold. Do not rock on the scaffold.
18. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
19. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
20. Do not move a mobile scaffold if anyone is on the scaffold.
21. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

## **Hand Tool Safety**

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
3. Keep the blade of all cutting tools sharp.
4. Carry all sharp tools in a sheath or holster.
5. Never attempt to catch a falling, sharp tool.
6. Tag worn, damaged or defective tools "Out of Service" and do not use them.
7. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
8. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
9. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
10. Do not perform "makeshift" repairs to tools.
11. Do not use "cheaters" on load binders or "boomers".
12. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area, using a hand line.
13. Do not throw tools from one employee to another, from scaffolds nor from other elevated platform.
14. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.
15. Remove damaged hand tools from service.

## **Chisels**

1. Chisels with "mushroomed heads" must be ground down or taken out of service.

## **Files/RASPS**

1. Do not use a file as a pry bar, hammer, screwdriver or chisel.
2. Do not hammer on a file.

## **Hammers**

1. Use the claw hammer for pulling nails.
2. Do not strike nails or other objects with the "check" of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy or wet.
6. Do not use a hammer as a wedge, a pry bar, nor to pull large spikes.
7. Use only a sledge type hammer on a striking face wrench.

## **Pliers**

1. Do not use pliers as a wrench or a hammer.
2. Do not attempt to force pliers by using a hammer on them.
3. Do not slip a pipe over the handles of pliers to increase leverage.
4. When you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated.
5. Do not use pliers that are cracked, broken, or sprung.
6. When using the diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

## **Screwdrivers**

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the workpiece against your body while using a screwdriver.
3. Do not put your finger near the blade of the screwdriver when tightening a screw.
4. Use an awl, drill or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. When using a spiral ratchet screwdriver, push down firmly and slowly.
8. Do not carry a screwdriver in your pocket.
9. Do not use a screwdriver if your hands are wet, oily or greasy.
10. Do not use a screwdriver to test the charge of a battery.

## **Wrenches**

1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
2. Do not slip a pipe over a single head wrench handle for increased leverage.
3. Do not use a shim to make a wrench fit.
4. Size the adjustable wrench to fit the nut before turning the nut.
5. Use the split box wrench on flare nuts.
6. Do not use a wrench that has broken or battered points.
7. Use a hammer on striking face wrenches.
8. Discard any wrench that has spread, nicked or battered jaw or if the handle is bent.
9. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.

## **Handsaws**

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Does not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut.
3. Do not use a saw if it has a dull saw blade.
4. Oil saw blade after each use of the saw.
5. Keep hands and fingers away from the saw blade while using the saw.
6. Do not carry a saw by the blade.
7. When using a hand saw, hold the workpiece firmly against the worktable.
8. The first cut of a handsaw must be made toward you.

## **Bow Saws**

1. When inserting a blade in the bow saw frame, keep your hands and fingers “in the clear” before the tension lever snaps into or against the saw frame.
2. When removing the blade from the bow saw frame, remove the blade in the direction away from your body.

## **Crosscut Saws, Band Saws, Power Table Saws**

1. Use the teeth guard on the blade of the saw when carrying the saw to and from work.
2. Only power saw operators may use the power saws.
3. Use a push stick when operating power table saws.
4. Keep all guards in place.
5. Be sure to use the kickback device.

## **Machine/Power Tools**

1. Electrical power tools must be double-insulated or grounded.
2. Never lift or carry electrical tools by the cord.
3. Power tools with “continuous on” buttons must be removed from service.
4. Tools with cut, frayed or exposed wires must be repaired or taken out of service.
5. Never use extension cords or other 3-prong power equipment if the ground prong is missing.
6. Unplug powered equipment and tools before performing maintenance or service work.
7. Never disengage or override any safety guards or features on powered equipment.
8. Always disconnect pneumatic tools from the air line before making adjustments or repairs.
9. When digging, using a trencher or “ditch witch”, do not begin work until you have located all underground utilities.

10. Use a hair net, rubber band, cap, clamp or other mechanism to contain long hair that could get caught in the moving parts of machinery.
11. Only make adjustments to machinery after the power switch of the machinery has been turned to the “off” position.
12. When using a jackhammer, wear earmuffs, safety shoes, and protective gloves and goggles.

## **Drills**

1. Do not use dull, cracked or bent drill bits.
2. Wear your safety glasses or face shield when using the drill press.

## **Grinders**

1. Safety glasses and face shields should be used when grinding.
2. All bench and pedestal grinders should be permanently mounted.
3. Always wear eye protection when operating a grinder or when in the vicinity of grinding work.
4. Do not operate a grinder that is missing tongue guards or tool rests.
5. Do not use grinding wheels that are chipped, cracked, or deeply grooved.
6. Always “ring test” any new grinding wheel before installation.
7. If a grinding wheel wobbles, discard it.
8. Adjust tool rests at 0 inch from wheel and tongue guards at ¼ inch.
9. Never try to stop a rotating wheel with your hand.
10. Never clamp a portable grinder in a vise to use as a bench grinder.
11. Wear a respirator if the grinding operation produces quantities of dust.
12. Flammables must be kept clear of grinding operations that produce sparks.
13. Keep standing areas and walking areas free from accumulated debris, scraps, etc.

## **Air Compressors**

1. Follow the manufacturer’s recommendations for care and maintenance procedures and intervals.
2. Always bleed the system before performing any maintenance on the pressure components.
3. Signs must be posted to warn of the automatic starting feature of compressors.
4. Compressed air used for cleaning purposes must be reduced to 30 psi or less.
5. V-belts and moving parts must be guarded to prevent employee injury.
6. Eye protection must be worn when cleaning with compressed air.

## **Hydraulic Jacks**

1. Set the grooves of the jack head under the vehicle so the frame rests along the grooves.
2. Know the rating capacity of the jack, and never exceed it.
3. Chock all vehicle wheels before raising the vehicle with a jack.
4. Clear all tools, equipment, etc. before lowering the vehicle.

## **Automotive Lifts**

1. Ensure the area is free of tools, equipment, or other debris before driving the vehicle into the service bay.
2. Ensure lift arms and supports are away from tires before driving the vehicle into the service bay.
3. Never stand in front of a vehicle being driven into a service bay.
4. Inspect the lift and its components for cracks or any damage on a regular basis.
5. Never use wood or concrete blocks as a substitute for an extender.
6. Chock wheels of any vehicle on a runway lift.
7. Never leave controls unattended while the lift is in motion.
8. Never “tie open” or block the lift’s control while the lift is in motion.
9. Always be alert to ensure the top of a vehicle has enough clearance to avoid hitting ceiling fixtures.
10. If a vehicle starts to slip off the lift, run in the opposite direction of the fall. Try not to run toward a wall or fixed object to avoid being trapped between it and the vehicle.
11. Ensure tools, equipment, and debris are removed from the area before lowering a vehicle.

## **Gas Powered Lawn Tools**

1. Read and follow the manufacturer’s routine and preventive maintenance schedule posted on the workshop wall.
2. Tag damaged tools “Out of Service” to prevent accidental start up or use.



3. Only use grip locations as specified by the manufacturer as a handhold when operating the unit.
4. Do not pour fuel into the tank of a running engine.
5. Do not smoke while servicing, using or refueling a gasoline-powered tool.
6. Do not run a gasoline engine inside the storage shed.
7. Turn the power switch to the engine to “off” when you are not cutting or trimming.
8. Allow the engine to cool before performing maintenance or refueling.
9. Stop the engine and disconnect the spark plug wire from the spark plug before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.
10. Allow the engine to cool before covering or storing it in the storage shed.
11. Wear safety glasses, gloves, long pants, long-sleeved shirts, and closed-toe shoes.
12. Wear a hat, apply sunscreen, and drink plenty of water when working in the sun.

### **Cafeteria/Food Service Safety**

1. Unplug electrical appliances, such as blenders, grinders, and coffee pots from their power source before cleaning them.
2. Wear closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products along with food products.
4. Turn the power switch of the exhaust hood fans to “on” when the ranges are in operation.
5. Do not stand on chairs, buckets, etc. to access elevated items. Ladders and/or step stools are provided and will be used.
6. Long hair should be tied back, tucked under a cap or hair net or otherwise restrained.
7. All jewelry except one ring shall be removed before starting the work shift.
8. No glass items in the kitchen.
9. Do not use mixers, blenders and other electrical equipment if the three-pronged cord has a missing or broken prong or cord is frayed.
10. Never place hands or utensils into powered mixers or cutting equipment while it’s in operation. Turn unit off first then proceed.
11. Do not let pot/pan handles stick out beyond the stove edge or over another burner.
12. Assume pot/pan handles are hot. Always use a dry mitt or potholder.
13. When removing a lid from a pot/pan, use the lid to direct steam or hot liquids away from you.

### **Storage Area**

1. Do not place more weight on the shelves than the rated load limit imprinted on the label, which is located on the sides of the shelving.
2. Store heavy items on lower shelves; store items that are used often at a height between the knee and waist level.
3. Use the ladder to reach items that are above chest level.
4. Store cartons and materials labeled “flammable” at least 18 inches from the overhead light bulbs and sprinklers.
5. After changing light bulbs, replace the screen guards.

### **Knives/Sharp Instruments**

1. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after using the knives.
4. Use the knife that has been sharpened; do not use knives that have dull blades.
5. Do not use honing steels that do not have disc guards.
6. Do not attempt to catch a falling knife.
7. Use knives for the operation for which they are intended.
8. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
9. Do not use knives that have broken or loose handles.
10. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
11. Do not leave knives in sinks full of water.
12. Do not pick up knives by their blades.
13. Carry knives with their tips pointed towards the floor.
14. Follow this procedure before picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off, using two hands, and hold the bag away from your body.
15. Do not submerge hot glass in cold water nor submerge a cold glass in hot water.
16. Wear cut gloves when cleaning slicers.