

Moffat PK-12th Grade

School Employee Handbook

2024-2025



Moffat School Mission Statement

Moffat School strives to create a safe environment where students will excel and explore their developing potential, high expectations and self-accountability will prepare students for life beyond school and mold them into contributing members of society.

P.O. Box 428
501 Garfield Ave
Moffat, CO 81143
Telephone (719) 745-0500
www.moffatschools.org

Office Hours: 7:30 to 4:30PM Monday – Thursday
Teacher Hours: 7:30AM to 4:15PM Monday – Thursday
Instructional Hours: 7:50AM to 4:00PM Monday – Thursday
School Mascot: Cowboy
School Colors: Green & Gold

Moffat School Administration

Joe Torrez, Superintendent
Kathy Garcia, Principal

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Moffat Consolidated Schools

Follow sporting events on the
Moffat/Mountain Valley Facebook page

Note: This handbook does not attempt to address every possible situation, question or concern that may arise. In addition, all employees of Moffat Consolidated School District #2, are encouraged to be aware of all Board and Administrative Policies. All abbreviated policies noted in this handbook can be found in their entirety in the policies manual online at www.moffatschools.org.

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Moffat Consolidated School District #2 reserves the right to change, withdraw, apply or amend any of our policies, practices, or procedures including those covered in this handbook, at any time.

DISTRICT VISION

Reaching and Achieving!

DISTRICT MISSION

Moffat Consolidated School District exists so that our students have a safe learning environment with unique learning opportunities that prepare them for their future.

To accomplish this, the district is committed to offering the following:

I. Safe Learning Environment

The district will operate with policies that ensure the physical and emotional safety of students and staff.

II. Unique Learning Opportunities

The district supports two campuses where every child will have the learning opportunities they need to be successful. The district maximizes opportunities for collaboration between the campuses to improve education.

III. Preparation for the future

The district will prepare students for the future by offering the education they need to navigate the future choices they will make by developing:

- life, postsecondary and workforce readiness skills,
- a passion for lifelong learning, and
- the skills to be a productive member of the global community.

GENERAL POLICIES

Board Of Education

Members

Tina Freel, President	tfreel@moffatschools.org
Michael Booth	mbooth@moffatschools.org
Virginia Drake	vdrake@moffatschools.org
Lynn Ertle	lertle@moffatschools.org
Patte Smith	psmith@moffatschools.org

Equal Employment Opportunity – District Policy GBA

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

Therefore, the district shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation (which includes transgender), religion, national origin, ancestry, age, genetic information, marital status, disability or conditions related to pregnancy or childbirth.

The district shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

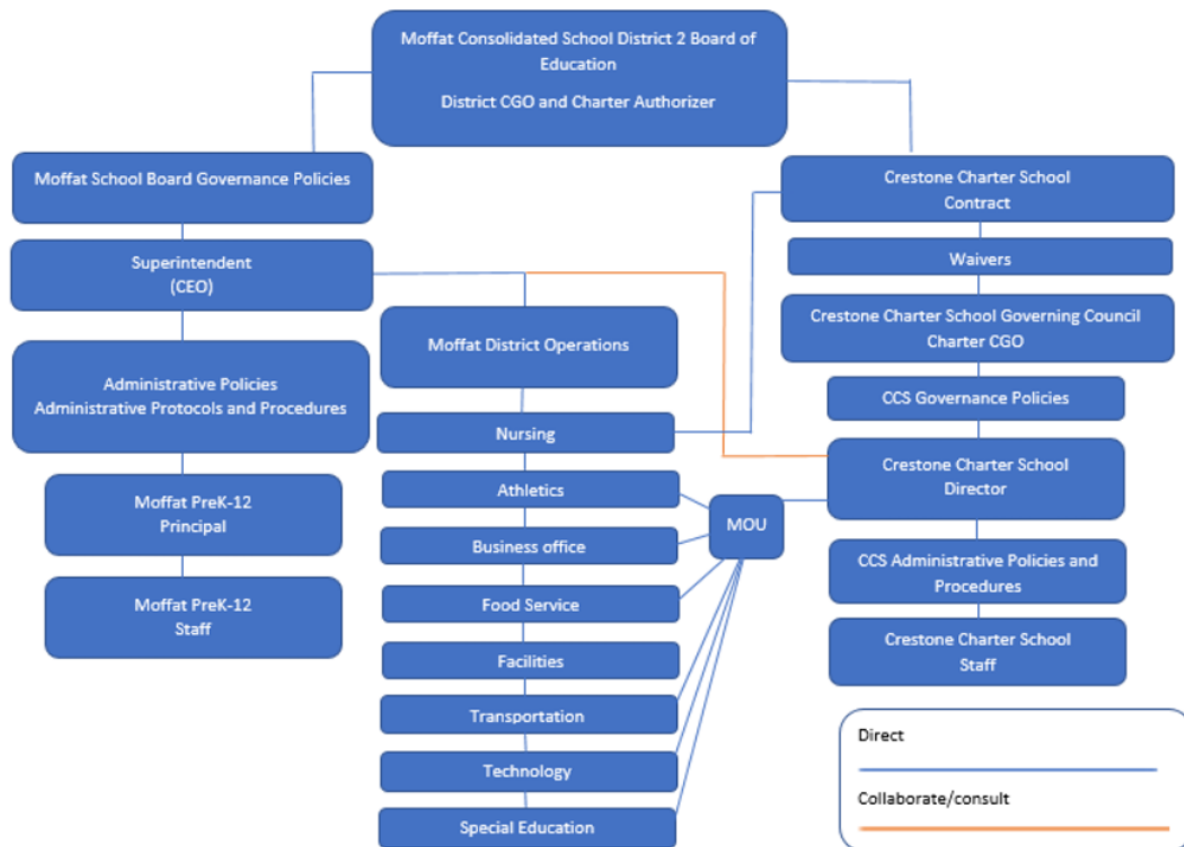
This notice is provided as required by Title VI of the Civil Rights Act of Amendments of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws including grievance procedures may be forwarded to the Superintendent.

District Organizational Structure

Adherence to a positive decision-making process fosters a climate of trust between all levels of school employees and with our entire school community. However, when there are questions about decisions, policies, or procedures, we will clearly respect the appropriate lines of authority. The Board is committed to referring individuals to the chain of command when presented with problems by individuals. School employees should talk with their immediate supervisor to seek resolution to problems. Parents will be asked to talk with the teacher first to seek resolution to problems.

In pursuit of achieving the identified Goals, Strategic Priorities, and Objectives identified in this Strategic Plan, Moffat Consolidated School District 2 will utilize the following organizational structure:

Moffat Consolidated School District 2 Organizational Structure



GENERAL INFORMATION

Awareness of Policies

It is the responsibility of each employee to be familiar with and to comply with the laws, board policies, and building or department regulations related to the job assignment. The district has the responsibility to make these documents available to you, but the employee should read and seek answers to any questions about any law, policy, or regulation. One of the main purposes for this handbook is to begin to provide you with the information you will need to be a productive employee. Being aware of the laws, policies, and regulations governing your employment will help avoid problems for you and the district.

Changing Personal Information

It is your responsibility to notify Human Resources as quickly as possible of any change of address (physical and/or mailing), name, telephone number, email or emergency contacts.

Shared Decision Making

The Superintendent supports the philosophy of shared decision making as reflected in Colorado state law and district Policy.

While fully supporting these collaborative efforts, the Superintendent recognizes that Board policies hold the Superintendent accountable for the achievement of Ends policies and compliance with Operating Limitations. Accordingly, except as provided by law or applicable master agreement, the Superintendent shall implement shared decision-making by gathering feedback and input from appropriate stakeholders to inform his/her final decisions.

As part of shared decision making, Moffat PK-12 uses a Building Leadership Team (BLT).

ATTENDANCE AND ABSENCES FROM WORK

Attendance and Reporting an Absence

Proper, thorough, and timely communication is essential. If you anticipate being late or absent from work, you are responsible for contacting your supervisor. All staff (Teachers and Paraprofessionals) needing sub coverage, must contact the Principal, or their designated representative, by 6:00 am on the date of absence. Preferably, contact the Principal the night before if at all possible.

Planned Absence Procedure

Please submit a leave request to your immediate supervisor two weeks in advance when possible.

- Discretionary leave is for illness, bereavement situations and personal business that cannot be taken care of outside of school hours.
- Professional development leave is for personal growth activities specifically related to the employee's role in the school or for school-related business that would require absence from school and is related to the employee's role in the school (e.g., knowledge bowl).

Absence from regular assigned duties for participation in professional development or school business shall not be charged to an employee's discretionary leave account, provided the employee has received the prior approval of his/her supervisor and provides supporting documentation to the district business office.

All leave should be requested by entering a leave request into AptaFund. Once approved, the principal or supervisor is responsible for recording the absence on the Google Leave Calendar. The employees' supervisor is

responsible for making sure the leave information has been turned into the business office. **Communicate with the school secretary.**

Short-Notice Absences

If you should experience an illness or an emergency that results in an unplanned absence, please follow the following procedure *no later than 6:00 AM the day of the absence*:

1. Contact the School Secretary, Amy Freel, or their designated representative, so they may arrange for a sub to cover your absence. Amy's phone number is 719-580-4560.
2. Make sure that a leave request form is/has been completed either by you or your immediate supervisor.

Substitute Teaching Plans

Please provide your sub with adequate sub plans. All sub plans must be located in your classroom and able to be located by the substitute on the day of your approved/short notice absence. You must include a class roster for every period that you have students so that the substitute may take attendance, in addition to activities that will ensure every student is engaged in a meaningful activity for the entire class period.

All teachers **must create an emergency sub folder** that will be kept in the office. The folder should include class lists, fire drill procedures, lock down procedures, and other relevant information to ensure that your sub and students have a successful day in your absence. Check out the following link to see an excellent example of how to create an effective sub folder: <http://www.teachjunkie.com/planning/sub-plans-emergency-sub-plans/>

DOMESTIC VIOLENCE LEAVE

An employee or family member who is a victim of domestic abuse, sexual assault, or harrassment that needs to seek medical attention as a result of the abuse, assault, or harrassment; obtain services from a victim services organization; obtain health or other counseling; or seek relocation and/or legal services related to the abuse, assault, or harrassment will be excused from work. Employees are not required to supply detailed information regarding domestic violence, sexual assault, or stalking.

PUBLIC HEALTH EMERGENCY

In the event of a public health emergency and the District decides to shut down, employees will still receive compensation as if they had worked.

If the school or place of care of the employee's child is closed due to a public health emergency and the employee needs to be absent to care for their child (ren), the employee will still receive compensation as long as documentation is provided about the closure.

Additional paid sick leave is available once during a public health emergency, even if the emergency is amended, extended, restated, or prolonged.

In the event that any issue addressed in the Healthy Families and Workplace Act, C.R.S. 8-13.3-401 ("the Act") is not addressed in this Policy, or in the event of inconsistency between this Policy or the School's Leave Policy and the Act, the Act shall control. In interpreting the Act, the School shall give appropriate weight to any administrative rulings, official regulatory interpretations, or court decisions.

FMLA - Policy GBGF

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period

preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

Permitted reasons for FMLA leave

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

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

Paid Holidays

The district recognizes the following holidays:

- Labor Day
- Day before Thanksgiving
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day - **If Christmas Holidays fall on other than work days, 2 days of holiday pay are guaranteed**
- Day after Christmas
- New Years Eve
- New Years Day - **If New Years Holidays fall on other than work days, 2 days of holiday pay are guaranteed**
- Day after New Years
- Memorial Day
- President's Day
- Independence Day

Staff Leave - Policy GBGG

Staff Discretionary Leave/Accumulated Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to illness or other personal concerns. Therefore, paid leave is provided for full time employees in accordance with this policy. Discretionary leave is established by policy to be earned at a rate of:

- 1 day per month for 9 month employees
- 1.25 days per month for 10 month employees
- 2 days per month for 11 month employees

- 2 days per month for 12 month employees

The discretionary leave granted to the employee for the school year may be used for sick, personal, or bereavement purposes. Discretionary leave cannot be used to extend a holiday or break unless approved by the superintendent.

Special Leave Request

Except for highly unique and rare situations, illnesses or emergencies, staff leave days shall not be used during the following critical days:

- The first or last two weeks of the school year.
- State standardized testing (applies in individual buildings during scheduled testing times).
- Work days immediately before or following a paid holiday, vacation, or school break.
- Parent-teacher conferences
- Professional development days.
- More than three consecutive school days without prior approval

An employee must make a request for staff leave on these critical days by completing the exhibit form that accompanies this policy at least 8 working days prior to the leave. The employee will state the highly unique and rare situation for the leave request. The principal or immediate supervisor, human resource representative or the superintendent will review the request. If approved as a highly unique and rare situation, the leave will be granted at a rate of one day for every leave day used. If not approved as a highly unique and rare situation, and the employee chooses to take the leave, the employee will have a choice between receiving a payroll deduction equal to the per diem amount of their contract/notice of assignment or two days reduced from their accumulated general leave for every day used.

If an employee is absent on the restricted days listed above due to medical or other emergency circumstances where postponement is not possible, the supervisor must be notified and verification of the emergency/illness will be required. If the illness or emergency is substantiated the employee's general leave will be approved and will be deducted for the day(s) absent.

If an employee has accumulated sick leave based on prior administrative policy or practice, they will be able to use their accumulated sick leave for personal illness or illness or bereavement of an immediate family member. Immediate family members are defined as parents, grandparents, spouses, partners in a civil union, domestic partners, sisters, brothers, children, grandchildren or spouse's parents. Administration may ask for a doctor's excuse or other documentation for an extended illness/absence beyond 3 days. The employee must use all of their allocated discretionary leave for the year before accumulated sick leave may be used.

A staff member may elect into a cash payout to be distributed in the employee's final paycheck for the year or may choose to rollover the days into their accumulated discretionary leave.

Discretionary leave may be accrued for up to a maximum of 44 days.

If an employee leaves the district, they will be paid out for their discretionary days. Sick leave will only be paid out at retirement up to a total of 30 days.

District employees have the benefit of many different types of leave in addition to those listed here. Some of the types of leaves include Military Leave and Leave for Jury Duty.

BENEFITS

Insurance Benefits

A complete range of insurance benefits are available for all full-time employees. These benefits include:

- Medical Insurance
- Life Insurance
- Dental Insurance
- Vision Insurance
- Flexible Spending Account
- Disability Insurance

Retirement and Savings

Public Employees' Retirement Association of Colorado (PERA) serves as a substitute for Social Security. Once your employment begins, you will be contributing to PERA. PERA provides benefits to you when you retire or are disabled.

You will contribute a percentage of your earnings and the district will contribute a percentage to your PERA account. PERA members may take advantage of voluntary programs such as life insurance or 401K. You will complete a PERA enrollment form when hired and you will receive additional information from PERA.

BUSINESS OFFICE

Athletics and Activity Cash Including Concessions

Gatekeepers and other activity personnel will tally gate receipts with a witness immediately after closing the gate or concession stand. After completing the count, both individuals should initial the receipt provided and an administrator or office staff will lock it in the safe.

Class Supply Funds

Per state law, supply funds are designated for materials that will be utilized directly in the instructional process and will *not be used to purchase snacks/candy for students*.

Fraud

The School is operated with public funds and therefore funds, supplies and expenditures are closely monitored. Nothing purchased with public funds may be used for personal gain or use. Some common misuses are:

- technology use
- using school postage &/or supplies for personal use
- long distance charges for personal calls
- using the school trash bins for personal trash (as we are billed by the weight)
- pens, paper, etc. for personal use
- commodities and food from the kitchen
- school vehicles for personal use
- alcohol purchases for meal reimbursements (NO ALCOHOL shall be purchased with school funds)

- Manipulation of time clock

If at any time you are aware of or suspect fraud of any kind, you are obligated to report it to your immediate supervisor. If the supervisor is suspected or does not respond to your concerns, you should report the concerns to the Superintendent.

Fundraising

All fundraising projects must be pre-approved by administration. Larger fundraising project proposals should be submitted to the Principal for approval. **All staff and students may not use the name, image, likeness, or logos associated with the school or school district for fundraising without prior approval.** The Principal will monitor the amount and type of fundraising projects in their building. It is recommended that fundraising is kept at a minimum and that it supports specific projects that directly benefit the school's instructional program. All funds raised in the name of Moffat School must flow through the District accounting and Business Office for audit requirements.

Please do not keep any amount of money (cash or checks) in classrooms. It only serves as an enticement to youth and may cause someone to do something they wouldn't ordinarily do. It can also cause additional expense if doors, desks, and file cabinets are forced open. Staff members who collect monies are directed to receipt the money into the office through proper procedures daily. **All monies collected should be received into the Main Office daily by the teacher and hand delivered to the Secretary or Business Manager directly. Never leave money unattended on a desk, mailbox or other unsecured location.**

Employees are personally responsible for money collected and can be required to reimburse the district for missing funds if this directive is not followed.

Inventory

Inventory is an important part of accounting for the expenditure of public funds, which is required on a yearly basis through the school audit. Each teacher and the business manager are responsible for maintaining a complete, updated inventory of all materials in their area of responsibility. A copy of current inventory is provided to each individual to complete at the end of the year.

It is important that materials assigned to specific locations remain in that location. Additions to the inventory of all materials and equipment purchased since July 1st of the previous year, become the responsibility of each person responsible for inventory.

If changes are made (e.g., disposal of inventory items, moving of inventory items to a new location) fill out an *Inventory Transfer* form and turn it into the school office. Updated and complete inventory lists are due back to the school office before checking out of school in May. This enables the school to keep the inventory current. This is a district and teacher priority.

Daily Inventory- Chromebooks and Technology

Teachers/employees are required to maintain a daily/hourly inventory of student technology devices. Teachers will be provided secure cabinets, with lists of students assigned to specific devices and a process for maintaining the inventory. This is the teacher's responsibility and failure to maintain inventory may result in a charge to the teacher/employee.

Outstanding Debts

If an employee has any outstanding monies due to the district, including food service balances, that amount will be settled on a monthly basis through deduction of the employees' payroll.

Purchase Order Procedures

A purchase order (PO) **must** be completed prior to purchasing any items(s). All POs must be requested through AptaFund as a purchase requisition. The requisition will electronically be sent to the “approver” for the employee. Upon approval, the Business Office ordering procedure will complete the transaction. If the requisition is not approved, communication with the employee will occur to determine if there is more information needed or if the budget is exceeded.

Reimbursement and Travel Costs – Policy DKC

District employees and Board members who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed and approved expense form and accompanying receipt(s), if required.

Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses, Board policy and applicable law.

Travel costs

This policy ensures that:

- district employees and Board members are reimbursed for the cost of approved district-related travel;
- reimbursed travel costs are properly documented;
- reimbursed travel costs are consistent with cost-effectiveness and efficiency principles;
- reimbursed travel costs are within this policy's parameters and applicable state and federal law.

For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, meals and related items incurred by district employees or Board members who are on district-related travel. District-related travel is defined as attendance at conferences, seminars, meetings or other events related to district business and that promote or benefit the district.

When district-related travel by an employee's or Board member's personally owned vehicle has been authorized, mileage reimbursement shall be made at the rate approved by the Board or superintendent. Such mileage reimbursement rate shall not exceed the mileage rate established by the Internal Revenue Service.

Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

Travel costs not covered by the district

The following expenses shall not be reimbursed:

- alcohol
- expenses for spouse, significant other or guest
- gas for personal use of private vehicles
- mini-bar in hotel
- movie rental (which includes in-room movies)
- other forms of entertainment
- fines for parking or traffic violations

Per Diem Policy – Policy DKC-A

It is the intention of the school to provide employees with expenses while they are representing the school and/or district in an official capacity within the regulations set by the Internal Revenue Service and the District, as well as to *ensure that the per diem is not considered taxable income.*

In order for this per diem to be non-taxable, the Internal Revenue Code Section 162 (a)(2) says that the employee must be traveling away from home overnight and payment must be under an accountable plan. The requirements to meet the above regulation are:

- Away from area of principal place of business (tax home) substantially longer than an ordinary day's work
- Away long enough that returning home is unreasonable and sleep or rest is required before continuing work. (Rest requirement is not satisfied by napping in an automobile.)
- No distance requirement
- Actually stayed overnight

The School will provide a per diem equal to the base as set for within the CONUS (contiguous United States) . The amount is determined by the city that the employee will be traveling to.

Per Diem Advance Request

Per Diem advances are allowed as long as sufficient time is given to the business office. When submitting in Aptafund, the "vendor" should be selected as the employee. If an employee is unable to locate themselves as a vendor, please contact the business office to have you set up as one.

Documentation for per diem

No receipts are required for meals that are approved for a travel advance.

Meals included within the registration of a conference are not considered taxable and will not be subject to per diem. Conference information must be presented with per diem request to provide documentation of meals to be purchased by the employee. If a meal is provided in the conference/workshop, the school will not provide per diem or reimbursement for that meal. Absolutely no alcoholic beverages will be provided at any time by the school and/or district.

Lodging

Lodging will be arranged by the office.

Mileage

Mileage for approved use of private vehicles will be reimbursed by the district at a rate equivalent to the state employees' reimbursement rate. Reimbursement for use of personal vehicles must be approved in advance through the Principal and Superintendent. School vehicles will be used unless none are available for your use. If you choose to use your personal automobile without prior approval, reimbursement will not be provided, and this expense cannot be claimed as personal expense for tax exemption.

Security of Cash and Keys

All teachers have individual room keys issued to them. It is important that the teachers retain possession of keys at all times and not give keys to students or any other individual for any reason. Inform the building principal immediately if keys are lost. Although locks may not be changed every time someone loses his/her keys, the maintenance department will assess a \$25.00 replacement fee to offset future costs of lock replacement.

The Health Insurance Portability and Accountability Act Privacy Notice

This notice tells all employees how and why we collect personal information about employees and maintain it securely. This notice applies to information regarding all current and former employees.

Why we collect personal information

- To determine eligibility for health care coverage.
- To transmit premium payments to the health insurance carrier.
- To provide test results to an officer of the company, government regulatory agencies or companies that require certain tests under contract.

- To determine fitness for duties of the employee's job.
- To evaluate work-related injuries and comply with workers' compensation laws.
- For requests for accommodation under the ADA.
- To administer leave under FMLA.
- To comply with OSHA, MSHA and similar state laws.

Personal information we collect from employees.

We ask people seeking employment to provide certain information when they begin employment and enroll in a benefit plan. This information includes but is not limited to:

- Social Security Number
- Birth Date
- Marital Status
- Information regarding current illnesses, injuries or disabilities that may affect the ability to perform the job
- Consent to release all applicable information, including physical exam, drug screening and fitness-for-duty results to the company and its agents and service providers.

How we protect personal information

Employee personal medical information is maintained in accordance with HIPAA, OSHA and/or any other state or federal law to protect the privacy of such information.

If you want more information on HIPAA as it applies to your personal health information, please contact the business manager.

FACILITIES

Maintenance Requests

Maintenance Requests are available in the file cabinet in the office. All maintenance requests should be directed to the Facilities Manager. It is important to remember that our maintenance staff receives many requests and that your request will be dealt with as soon as possible. Granting requests will depend on the priority given to the request and by funds available in the maintenance budget.

PAYROLL

Paydays shall be on the last working day of each month. No requests for early paychecks will be granted.

PROFESSIONAL STATUS/EVALUATION AND DISCIPLINE

Principal and certified staff will be evaluated using the Colorado State Model Evaluation System in accordance with Senate Bill 10-191.

EVALUATION: PROBATIONARY AND NON- PROBATIONARY PERIODS

Certified employees are on a probationary status for the first three years of employment. Probationary teachers are evaluated twice a year by the principal. Non-probationary teachers are generally evaluated at least one time

per school year.

Senate Bill 10-191 includes a provision (22-63-203.5) of non-probationary portability. Beginning with the 2014-2015 school year, a non-probationary teacher who chooses to seek employment in another Colorado school district and has received effective or higher ratings in the two years prior shall be granted non-probationary status by a hiring school district if the teacher can provide the hiring district evidence of his/her effectiveness ratings through his/her measures of student learning and performance evaluations. The portability provision in statute does not address portability for probationary teachers.

For support staff and hourly employees, the probationary period is the first six months of employment, with the exception of summer break. Thereafter, the employee must be evaluated annually.

FACULTY AND STAFF DISCIPLINE - POLICY GCQF

There are policies in place for discipline of professional and support staff. When an honest mistake is made, inform your supervisor immediately, so corrective action can be quickly taken without escalating the issue. According to Administrative Policy GCQF, "A teacher shall not be subject to any disciplinary proceeding including dismissal for actions which were in good faith and in compliance with the district's discipline code, nor shall a contract nonrenewal be based on such lawful actions." Generally speaking, a teacher or support staff member will be notified in writing of any serious violation of policy. Willful violation of policy is considered insubordination.

School professionals are held to a much higher standard in law than other members of our community. As a school employee, there are a number of violations of state and federal law, which must be reported to the Colorado Department of Education. Notification will be made by the school district as soon as we receive notification from the proper law enforcement agency. These infractions are detailed in Administrative Policy GCQF.

RISK MANAGEMENT AND SAFETY

General Safety Precautions

There is no issue more important than the safety of our students and employees. For this reason, the district has safety policies, rules, training and on-going review of safety by the Principal, Transportation Director, Maintenance Director, Business Manager and Director, and the Superintendent. Please refer any issues of safety to your immediate supervisor.

General Safety Rules

It is the intent of the Moffat School District to limit the risk of injury to students and staff by asking that staff members keep in mind the following safety rules.

1. Attend all training sessions on first aid, the handling of body fluids, and safety procedures.
2. When lifting boxes, desks, supplies, etc., remember to lift with your knees and not your back.
3. Do not stand on desks or chairs to hang items on bulletin boards or from the ceiling.
4. Do not place heavy items on shelves higher than shoulder level.
5. Keep the windows and exit doors clear of obstruction in case of a fire.
6. Be conscious of safety hazards around the campus and report them quickly to the building administrator.
7. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
8. Be considerate of fellow employees, keep their safety in mind when working together.
9. Follow the proper procedures and have appropriate certification/licensure for transporting students to ensure their safety.

10. Supervision of students is a prime responsibility of certified staff. Particular care must be taken in areas of high accident rates (e.g., playground, gym, shop).
11. When in doubt of safety procedures when doing any task, it is always better to ask than to risk injury.
12. Do not overload equipment or vehicles.

Safety Violations

Workers Compensation benefits can be reduced by 50% if a safety violation is the cause of the injury or if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirement was not enforced.
4. The violation was willful.

Willful or repeated violations of safety rules by employees will result in disciplinary action.

General Safety: Facilities

You are the most important factor in eliminating unsafe exposures. It is the responsibility of everyone to maintain the school grounds and buildings to ensure safety to all staff and students. All members of the maintenance and custodial staff will follow the following safety rules.

1. Keep work areas clean and orderly. Clean up all tools and equipment and put them up properly when a job is finished.
2. Be alert, watch for, and heed all warning signs and tags when working on such things as:
 - a. Electric lines
 - b. Water/Steam lines
 - c. Chemicals
 - d. Power equipment
2. Report any unsafe conditions to your supervisor immediately. Correct the situation if possible.
 - a. Appropriate clothing and safety wear must be used as appropriate; examples include:
 - i. Gloves
 - ii. Masks
 - iii. Safety glasses
 - iv. Hard hats
 - v. Back support
3. Horseplay, practical jokes, fighting or other disorderly conduct which may endanger an employee or student or disrupt the operation of the school will not be tolerated.
4. Do not perform any task unless you are trained and aware of the hazards associated with that task, examples include:
 - a. Boiler/Hot water heater repair
 - b. Chemical use
 - c. Equipment use
 - d. Practice safe work habits. When in doubt about performing a job safely, contact the supervisor for instruction and training.
5. Be considerate of fellow employees; keep their safety in mind when working together.
6. Always perform an assigned job in a safe and proper manner. **DO NOT TAKE SHORTCUTS.** Taking shortcuts, excessive speed, and ignoring established safety rules are leading causes of employee injury.
7. Follow safe lifting practices; if in doubt ask for help.
8. Make sure all fire exits and fire doors are kept clear of obstructions.
9. If an injury does occur, report the incident to your supervisor immediately.
10. Avoid unnecessary moving of an injured person.
11. Notify First-Aid personnel and keep the injured as comfortable as possible until medical assistance arrives.

12. Follow safety rules for each specific duty that your job may require.

General Safety: Food Service

- Only authorized, paid personnel may operate food service equipment. All food preparation areas are off limits to unauthorized personnel.
- If a gas odor is detected, notify the school office immediately.
- Be cautious of knives and sharp utensils, and use proper caution when using any mechanized kitchen equipment.
- Avoid unsanitary conditions and be aware of proper food preparation procedures.

General Safety: Transportation

- Seatbelts must be worn while operating a district vehicle.
- A vehicle safety pre-inspection must be conducted prior to use of district vehicles.
- When backing a district vehicle, always use another adult to assist in guiding when possible.
- Only back vehicles on school grounds if in an emergency situation and then only with assistance.
- Always follow all posted traffic signs and heed all traffic regulations.
- Drive defensively and to the conditions of the surrounding environment.
- Always chain and secure compressed gas containers and follow the Compressed Gas Association recommendations for storage and usage.

Injuries and Workmen's Compensation Procedures

It is extremely important that any work-related injury is reported immediately and the proper forms (available from the business office) are filled out. The business manager or director is the contact person in this area and can be contacted in the event of questions. It is also important to know that medical treatment for work-related injuries can be obtained only from the district's designated provider(s). This is necessary to retain a low workmen's compensation premium. Therefore, the following instructions apply:

- All employees must obtain medical treatment of work-related injuries and illnesses from the **Regional Occupational Medical Program**, 2115 Stuart St., Alamosa, CO 81101. The phone number is **589-8110**. Or **1st Street Family Health**, 910 Rush Dr. Salida, CO 81201. The phone number is 719-539-6637.
- In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility.
- The designated medical provider listed above will then provide follow-up care.
- If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment.

As required by district procedure, all work-related injuries must be reported in writing within 4 days of the incident. The district must then provide a *First Report of Injury* to the workmen's compensation insurance carrier within 10 days of the incident.

A *First Report of Injury* should be filed:

- When there is an injury or illness that requires medical attention.
- Anytime an employee reports an injury and requests a report be filed.
- Anytime an employee misses work due to a work-related injury.

- Anytime doubt exists, since an employer may be penalized \$500 per day for filing late.

Accidents must be investigated immediately to identify and eliminate the cause.

The district may provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure that any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

Student Accident Reports

There is no issue more important than the safety of our students and employees. For this reason, the district has safety policies, rules, training, and on-going review of safety by the Principal, Transportation Director, Maintenance Director, Business Manager and Director, and the Superintendent. Please refer any issues of safety to your immediate supervisor.

STAFF CONDUCT/USE OF INFORMATION SOURCES

Alcohol and Drug-Free Workplace – Policy GBEC

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

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 sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

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

Cell Phones/Devices

Personal use of cell phones/electronic communication devices during work hours must not disrupt or compromise district work activity. Cell phones must be out of sight, and turned off or set for silent alert during meetings and class time to avoid disruption. Employees are expected to be fully considerate of others in their environment when using cell phones/electronic communication devices.

Personal electronic devices shall not be used in a manner which is unsafe, illegal, inappropriate, or contrary to district policies. Prohibited uses include, but are not limited to, creating video or audio recordings of students and/or staff, or taking photographs of students and/or staff, without permission of the student, parents, and/or staff member.

Committees

Currently there are the following standing committees at Moffat School. Additional committees may be established as needed.

Building Leadership Team
Sunshine Group
PTO
PBIS
Safety/Threat Assessment Team

Various co-curricular activities are a regular part of the school program. These additional programs provide leadership and learning experiences for students and staff. Some of the activities are listed below:

HS Student Council
MS Student Council
National Honor Society
Science Fair
Knowledge Bowl
HS Cross Country
MS Cross Country
HS Boys Basketball
HS Girls Basketball
MS Boys Basketball
MS Girls Basketball
HS Track
MS Track

Conduct Expectations

Administrative policies outline staff responsibilities with regard to information disclosure, licensure, child abuse, drug and alcohol use. The following expectations also apply to all employees:

- Faithfulness and promptness in attendance at work
- Support and enforcement of policies of the Board and school administration regulations in regard to students
- Care and protection of school property
- Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are appropriately supervised at all times.
- Professional interaction with colleagues and recognition of their professional roles with students and the community
- Careful attention to all assignments and professional duties
- Establishment of an appropriate atmosphere through behavior and dress to support academic learning and individual growth
- Practice of professional and personal ethics

Moffat School operates with strong organizational commitment to utilizing restorative practices and principles with employees as well as the students and families we serve. Moffat School has made an effort to model and uphold behavioral expectations for which reflect restorative approaches to relationships and conflict management. The following are commitments and requests Moffat School makes to support a positive organizational culture:

1. Provide space for and engage in training and practice of proactive strategies that build relationships and reduce conflict. i.e., staff meetings and professional development activities facilitated in circle, utilize

affective language in regular communications and impromptu conferencing to address misunderstandings or minor conflicts

2. Deal with Conflict Responsibly and Respectfully

- a. Avoid gossip. If you are experiencing an issue with someone, speak to that person directly in the kindest way possible. Use effective language ("I" statements), speak and listen respectfully, be open to hearing their story and be willing to resolve the conflict.
- b. If you are experiencing a problem with a Moffat Consolidated School staff member, address the matter with that person directly in an attempt to resolve the problem before involving your supervisor or others.
- c. Attempt to utilize or offer alternative conflict resolution options or services before resorting to or requesting supervisor involvement or disciplinary action.
- d. If you have an issue with someone outside of Moffat School, go to your supervisor to explore the most effective approach to address the problem.

All school personnel should support and help other faculty members in their professional/work endeavors. Within the framework of the school, teachers need to speak cordially, work harmoniously with other teachers, students, and the community.

It is particularly important to be aware of how our individual behavior, demeanor, and dress contribute to what message the public receives about our schools. We must all work to establish an atmosphere of professionalism and trust within the school and the greater community.

Dress, Accessories and Grooming

The district is committed to providing a safe and secure environment in school and at school activities which promotes achievement of Board Ends. In order to hold students to a standard of dress, the staff **must meet or exceed those expectations of students. This is our profession, please hold it in high regard.** Staff must exercise good judgment in their choice of professional appearance for work or work-related activities by always appearing in a manner:

- that is appropriate to the situation as an education professional;
- that reflects high standards;
- that provides appropriate role modeling for students;
- that promotes a working and learning environment that is free from unnecessary disruption

Business casual is expected Monday through Wednesday. Staff is encouraged to wear Moffat Cowboy gear on Thursday. Blue jeans are acceptable with Cowboy gear on Thursday. The principal may relax the dress code on designated days such as Homecoming Week.

Driving School Vehicles

Driver's License Required

Any personnel that will be driving a district vehicle are required to take the training and pass the test for the operation of small vehicles.

Procedures

Submit a request form to the Transportation Director at least two weeks prior to the date that transportation is needed. The Transportation Director will indicate on the request form which vehicle is to be used. Staff will pick up the key to the assigned vehicle from the Transportation Director. Before leaving and upon return, record the mileage on the mileage sheet available in each school vehicle. Keys are to be returned immediately to the Transportation Director.

Grievance Procedure – Policy GBK

Personnel with grievances shall take their grievance to the appropriate building Principal or supervisor. If satisfaction is not gained at this level, the employee may meet with the Superintendent of Schools. If still dissatisfied, the employee may then request a hearing before the Board of Education. A "grievance" is defined as an alleged material violation of Board of Education policies or administrative regulations that apply to all employees. A complaint concerning unlawful discrimination and/or harassment may be filed in accordance with the district's applicable procedures. All requests for Board hearings must be made through the Superintendent, and only after the steps outlined above have been completed. The Superintendent is obligated to set up a meeting between the employee and the Board as promptly as possible. All grievances must be received directly from an individual employee speaking on his/her own behalf. Decisions rendered by the Board of Education are final.

Internet Safety – Policy GBEE

All staff are required to abide by federal laws and district administrative policy GBEE governing use of the internet and electronic communication.

Nondiscrimination – Policy JBB

The district is committed to learning and working environments 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.

School Records and Confidentiality – Policies JRA/JRC and JRCB

As a school employee, you will have access to personal information regarding students and even families. It is critical that you respect this information and discuss students only with those who have "a need to know." Students and families deserve to have their privacy respected. All employees have a professional obligation to support the school and colleagues at all times.

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and district policy JRA/JRC.

The Board is committed to protecting the confidentiality of student information obtained, created and/or maintained by the district. Student privacy and the district's use of confidential student information are protected by federal and state law, including the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act (the Act). The Board directs district staff to manage its student data privacy, protection and security obligations in accordance with policy JRCB and applicable law.

Personnel records will be maintained in the district office for all regular employees. An employee can make an appointment to review his/her file. This appointment is necessary to schedule time with a business office representative. If an employee drops by without an appointment, he/she may have to wait until a representative is available to assist the employee. It is incumbent upon the employee and his/her supervisor to provide the business office with appropriate records and documents in accordance with local and state statutes and district policy. It is the responsibility of each certified/licensed staff member to provide a copy of their current certificate/license to the district office for their personnel file. The district office will not release information about employees unless written authorization is provided by the employee or the data is requested by officials who have legal authority to have access to such information.

Staff Ethics/Conflicts of Interest/Nepotism – Policy GBEA

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

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

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

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

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

Teacher Oath Requirements

Senate Bill 17-296 requires that all Colorado public school educators (except those who are employed in a temporary capacity and who are citizens of nations other than the United States, and non-educators, such as transportation staff), shall take or sign an oath to uphold both the U.S. and the Colorado constitutions.

This requirement takes effect upon hire at the district or charter school level, and an individual need only take this oath once during the term of employment. Language of the oath includes: *"I solemnly (swear)(affirm) that I will uphold the constitution of the United States and the constitution of the state of Colorado, and that I will faithfully perform the duties of the position upon which I am about to enter."* **This oath is affirmed by signing this document.**

Tobacco Policy - ADC

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property. Possession of any tobacco product by students is also prohibited on school property. For more information, please refer to district policy ADC, Tobacco Free Schools.

Use of Social Media Guidelines

The district encourages the use of the district-issued staff and student email accounts as the primary means for communication between teachers and various staff members and students. Additionally, the use of blog pages and classroom sites are appropriate means to communicate information that is connected to instruction, student learning and/or classroom assignments.

Given the enormous popularity of social media such as Facebook, Twitter, and other social media platforms, the district strongly encourages its employees to use extreme caution and care when accepting students as friends and/or followers when utilizing personal social media accounts. Additionally, staff should use appropriate discretion when using social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices.

The district supports and encourages the use of school- or district-sponsored social media sites and tools such as email to communicate with students regarding school or district issues. The district has a long-standing history of developing strong, appropriate relationships between staff and students. We believe this must continue in order to support the widely diverse needs of our children. Equally important to our mission is the utilization of technology in innovative ways to expand learning beyond the classroom, making learning the constant and time/support the variables. It is imperative; however, that each staff member carefully consider how such powerful tools are used and the intended and unintended exposure of one's personal life it may create.

Contacting Students Off-Hours – When in doubt about contacting a district student during off-duty hours using either district-owned communication devices, network services, and Internet access route or those of the employee, begin by contacting the student's parent(s) or legal guardian through their district registered phone number. District employees should only contact district students for educational purposes and must never disclose confidential information possessed by the employee by virtue of his or her district employment.

STAFF AND STUDENTS

Corporal Punishment and Physical Restraint/Seclusion – Policy JKA

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 regulations are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force 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 prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Exceptions

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3); and
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901 (3)(e).

Reporting Child Abuse/Neglect

Colorado law states the mandatory reporter shall **immediately** upon receiving such information, report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system. Knowingly making a false report is also punishable under law.

Any person in a community who knows or has reason to suspect child abuse and/or neglect can and should make a report. Individuals who frequently work with children are often the first adults to see signs of child abuse and/or neglect. The nature of their child-friendly professions makes them uniquely qualified to protect children from abuse and/or neglect. Since mandatory reporters are trained professionals, these reports are consistently more reliable than reports from the public, and provide the agency with the best leads in the need of children protection and services.

The majority of calls received by child protective services come from mandatory reporters. In fact, the Division of Child Welfare has estimated that 75% of reports in Colorado during SFY 2013 came from mandatory reporters, 15% came from family members, and only 10% came from the general public.

If it is an emergency, call 911. They can ensure the immediate safety of a child and get medical attention if needed. If it is not an emergency, call 1-844-CO-4-KIDS (1-844-264-5437), 24 hours a day.

For more information and training, visit: <https://www.coloradocwts.com/mandated-reporter-training>.

Staff Relations with Students

The relationship between staff members and students should be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate students to perform to their capacity.

Staff members shall extend to students the same respect and courtesy which they as staff members have a right to demand.

All employees shall observe and maintain professional boundaries between themselves and students, both inside and outside the school context. Employees shall not engage in unethical, lewd, suggestive, or other inappropriate conduct at any time if there is a reasonable and adverse relationship between the conduct and the continuing ability of the employee to perform any of his/her professional functions in an effective manner.

Student Discipline Expectations

Staff are expected to attempt to manage all minor behavior issues within the classroom, using 3 different interventions and support. Staff may also request immediate support for the classroom by calling the main office.

Expectations for Teacher Communication with Families for Both Positive and Challenging Behavior

Teachers are expected to communicate both positive and challenging behaviors to parents frequently.

Expectations for Discipline and Behavior Documentation

When necessary, staff will record significant behavior challenges to the Principal via Google doc or email. If an incident is recorded in Alma, the principal and/or teacher is expected to contact the family of the student to discuss what happened and develop a plan to collaborate in order to support the student's change in behavior.

Situations involving student harm or safety should be reported to the principal and noted in the Incident section of Alma within 24 hours.

Expectations for Office Referrals

Situations involving students or staff safety should be referred to the office immediately. Significant or repeated behavior issues should be reported to the Principal in a timely manner. Students may have an office referral after 3 different rounds of modifications and/or interventions have been documented. Office referrals do not mean that students are immediately sent to the office unless the student poses a significant safety problem. The Principal will review the referral and schedule time to address the referral with the student and referring teacher, with the attempt to minimize the amount of instructional time that will be lost.

For further information, please refer to the Student Accountability and Discipline section in the Student and Family Handbook.

ACKNOWLEDGMENT OF RECEIPT

Moffat School Acknowledgment of Receipt

I have received a copy of the new employee handbook. I understand that I am to become familiar with its contents. Further, I understand:

- The Personnel Handbook is not all inclusive, but is intended to provide me with a summary of some of the district guidelines, board policies and district policies. Board policies are available on the district website and district policies are available by contacting the district office.
- This edition replaces all previously issued handbooks. The need may arise to change the district guidelines, board policies and district policies described in the handbook. The district therefore reserves the right to interpret them or to change them without prior notice.
- The human resource department authorizes a person to temporarily begin employment; however, the board of education is the ultimate hiring authority. Therefore, employment is subject to board approval. The board of education meets monthly and will review human resource hiring requests.

I have been informed that any information I have access to when doing my job must be kept confidential. I recognize that not sharing private/confidential information is a serious responsibility in the performance of my duties. I understand that questions regarding confidentiality should be directed to my supervisor. I also understand that by virtue of my employment with the Moffat Consolidated School District #2, I may have access to records which contain Personally Identifiable Information (PII), the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). I fully understand that I am not authorized to access records where I do not have a legitimate educational interest (need-to-know) in order for me to fulfill my professional responsibilities or duties as a school official. I also fully understand that the intentional disclosure of this information by me to any unauthorized person makes me subject to possible criminal and civil penalties imposed by law. I also acknowledge that such willful or unauthorized access or disclosure also violates the District's confidentiality policy and constitutes just cause for possible disciplinary action up to and including termination of employment and/or enrollment regardless of whether criminal or civil penalties are imposed.

By signing below, you acknowledge that you received access to the Moffat School Personnel Handbook, and understand that it is your responsibility to read and comply with the policies, practices, and procedures contained therein and any revisions made to it.

Signature of Employee

Date

Moffat School Office Use only

Date Received: _____

Signature: _____