2026-2027

STAFF HANDBOOK

Ellicott School District

esd22.org
(719) 683-2700

Employee Handbook

Table of Contents

01	Superintendent Statement
02	Vision, Mission Statement and Core Values Standards of Conduct
10	Technology/Communications
12	Safety and Security
17	Business Office and Human Resources
26	District Educational Objectives
29	Teacher Responsibilities
35	Student Discipline

Quick Links, Fire Safety Calendars and Forms

Superintendent Statement

Our schools provide students with an important education that will better prepare them for life. As an employee of the Ellicott School District 22 (ESD22), you play a vital role in making this happen. This handbook will guide you to be the best professional and successful educator possible and gives you the opportunity to make a lasting impact that will help shape the future of our students and our school district.

ESD22 complies with all federal, state, local laws and public education governing agencies. The district's staff handbook is designed to provide you with a snap shot of information needed to be a successful employee of the ESD22. The staff handbook is used as a guide in carrying out the school board policies and the administrative rules and procedures of ESD22. Please understand that no employee handbook can address every situation or provide every law, policy or regulation in the workplace.

Please take the time to read and understand this handbook carefully. You have or 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.. If you have questions about your employment or any provisions in this handbook, contact the district office. All ESD22 board of education policies are located on the school district's website; esd22.og.

We wish you success in your employment here at ESD22 and strive to offer the support and guidance for your professional success. A com

All the best,

Chris Smith

Chris Smith, Superintendent

Ellicott School District 22

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 policies and rules set forth by Ellicott School District #22.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of 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 or vaping of any substance 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 ESD22 Board of Education policies, go to our district website at esd22.org. Click on "Our District"," Board of Education", then "Board Policies".

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, vision and policies of the district and shall maintain professional boundaries with students and families at all times. Interactions between staff members shall remain professional and 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:

- Disclose or use confidential information acquired in the course of employment to further substantiate the employee's personal financial interests.
- 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.
- Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
- 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:

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

- Faithfulness and promptness in attendance at work.
- Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
- Diligence in submitting required reports promptly at the times specified.
- Care and protection of school property.
- 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

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

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 of 21 U.S.C. section 812, which includes but is not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

Pursuant to the Act, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no

later than five days after the conviction. The district has an obligation under 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.

Staff Dress Code

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:

- Unprofessional footwear appropriate for the weather conditions and work situations (i.e., no flip-flops).
- 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.
- Inappropriately short skirts/dresses (skirts or dresses must not be more than three inches above the knee).
- Headwear, hats and sunglasses may not be worn in the building.
- Dress shorts (may be worn on Fridays).
- 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).
- Exposed undergarments.
- 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 Professional

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

- Teachers are expected to be responsible for the care, discipline, safety and instruction of their students.
- 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 account sponsor or building administrator.
- All teachers shall exercise their authority in maintaining order in the halls and about the building and grounds.
- Teachers shall not grant permission to any student to leave school during school hours. This permission is to be granted only by the principal or superintendent.
- 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.
- Teachers shall enforce all regulations concerning the use of drugs, alcohol and tobacco.
- 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 through thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator:

- Shall not unreasonably restrain the student from independent action in the pursuit of learning.
- Shall not unreasonably deny the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the student's progress.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the student to embarrassment or disparagement.
- 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.
- Shall not use professional relationships with students for private advantage.

- 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 & Dismissal of Professional Staff

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

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 and paraprofessionals are expected to be working in their building during contract hours, 7:30am-4:15pm. Administrators and building secretaries are expected to be working in their building during contract hours of 7:15am-4:30pm. Any scheduled duties outside that time will be given reasonable compensation with prior approval from the superintendent.

Duties are assigned by buildings for the safety and security of students. It is imperative that you arrive at your assigned duty on time. In the event that you will be absent from your assigned duty, it is critical that you notify your administrator as early as possible to ensure that they can get coverage.

All staff are expected to report any absence or tardiness by 6:00am to their direct supervisor and in the Frontline portal prior to the absence or tardy. Failure to report your absence and/or

failure to input absences into the Frontline portal can result in administrative disciplinary action. In the event that you are unable to personally call to report an absence, it is acceptable to designate a family member, friend or medical staff member to call and report it and the director or their designee will notify human resources for the absence to be correctly coded in Frontline.

Weather Cancellations

It is understood that after the prescheduled (built in) snow days, staff will make up snow days as a student contact day. The potential dates designated for these make up days are noted 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 (PD) & Staff Workdays

ESD22 adopted a 4 day school week, one goal was to improve teacher instruction with the intention of **mandatory** professional development days occurring on scheduled Friday's throughout the school year. To that end, staff are mandated to attend all professional development days and workdays noted on the District Staff 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 :
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.

Paraprofessionals :
Attendance for professional development trainings is determined by building administration. Paraprofessionals may not be required to attend all professional development days depending on content and/or induction requirements. This will be communicated to paraprofessionals by the building administration and/or the induction coordinator. If paraprofessionals do attend, they are expected to 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 and retained for future reference.
Upon completion of the course, principals or assistant principals will create a certificate for each staff member who attended and completed a professional development training. The Staff Development Certificate should contain the specific individual details to include name of recipient, date, and activity details. Activity details will include; title of approved training, total learning hours completed, date of training, participants name and administrators signature. The

certificates shall be distributed to each staff member and to the human resources director. The human resources director will indicate the completion of the training in each employees file but it is the responsibility of the employee to retain the certificate for their records.

Classified Staff Evaluations

Board Policy GCOA & GDO

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 Evaluations

Board Policy GCOA & GDO

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.

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.

Technology/Communications

Use of Internet & Electronic Communication

Board Policy GBEE & JICJ

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.

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/CORA

As a public entity, ESD22, is subject to the Colorado Open Records Act (CORA). This law grants the public the right to inspect and copy various public records. Under CORA, "public records" include almost all writings, documents, emails, text messages, and digital files generated, received, or maintained by employees in the course of public business. The location of the record or the device used doesn't matter. Even messages on personal devices or private accounts (e.g., personal cell phones, personal email, or direct messages) are subject to CORA if they relate to public business.

- **Employee Obligations and Request Handling a CORA request:**
  If you receive a CORA request or a general public inquiry for documents, do not respond to the requestor directly or attempt to gather the records yourself.
- **Immediately Forward:** Send the request directly to your building administrator.
- **Preserve Records:** Do not delete, alter, or destroy any correspondence, communications or documents.
- **Cooperation:** Employees will be asked to assist in gathering of the required documents or communications in a timely manner.

Unauthorized and unacceptable uses

Staff members shall use district computers and computer systems in a responsible, efficient, ethical and legal manner. Staff members must use a district issued computer for all public business. Personal computers or tablets will not have authorized access to the district network nor printing capabilities. 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.

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 electronic communication 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 are strongly encouraged to have their personal social media restricted or set to private. Staff members are discouraged from communicating with students and families through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional wellbeing of students and to preserve the integrity of the learning environment.

Online or electronic conduct that disrupts or interferes with the educational environment, district operations, or professional relationships may constitute a violation of district policy. This includes, but is not limited to, comments, posts, or other interactions on community forums, student social media accounts, personal social media accounts, or school district social media platforms, whether made in a professional or personal capacity. Such conduct may result in disciplinary action, up to and including termination of employment.

Vandalism

Vandalism or the intentional damage to a school owned device, will result in cancellation of privileges and may result in school disciplinary action and/or legal action.

Safety and security

Crisis Prevention and Management

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 wipes, 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).

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

Board Policy GBAA

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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
- 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:

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

Reporting, investigation, and sanctions

It is the express desire of the school district 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

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.

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:

- 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).
- When possible, pocket face masks should be used for mouth-to-mouth resuscitation.
- Wash hands often and well; paying particular attention to areas around and under fingernails and between fingers.
- Clean up as soon as possible after skin contact with anybody fluid or substance.
- It is strongly recommended that barriers be used when contact with body fluids or substances is anticipated.

Routes of Entry for Blood borne 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

Board Policy KI

Parents, guardians and other citizens of the school district are always welcomed at the school, and may access their children at any time. 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:

- Parents/guardians of current students;
- Other family members of current students who are approved by the student's parent/guardian; and
- 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

Board Policy GBGB.

It is the policy of ESD22 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.

ESD 22 requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the organization policy manual.

The building administrator or department director is the primary contact for reporting safety issues. The superintendent or his designee is the secondary contact for safety-related matters.

All employees will receive an orientation to the safety policy and security guidelines from their building administrator or department director.

Employer Responsibilities:

- Provide a safe workplace
- Provide safety and health education and training
- Annually review and update workplace safety rules
- Identify unsafe conditions and practices, determine remedies, and report on the program.
- Investigate and report on accidents.
- Document and maintain records of all safety and security related incidents.

Employee Responsibilities:

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

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

ESD22 District Wide Safety Expectations include but are not limited to:

- 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 make you drowsy, etc.
- Smoking and vaping is strictly prohibited on or in school district property.
- Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.
- Threatening, intimidating, or using abusive language to other employees is strictly prohibited.
- Whenever employees are driving or a passenger in an ESD22 motor vehicle, they must abide by all federal, state and local traffic laws and regulations.
- Wear appropriate footwear on snow and ice. If necessary, bring a change of shoes for inside the building.
- Report slippery surfaces to management immediately.
- Clean up spills immediately. If immediate cleanup is not possible, use traffic cones or other warning signs to mark spills or slippery surfaces.
- Do not take short-cuts. Only walk on sidewalks that have been cleared of snow and ice.
- Use handrails on stairways.
- Use extra caution when carrying objects on ice and snow.
- Do not stand on chairs or desks, shelves or counter tops.
- Do not attempt to lift anything beyond your ability or without complying with proper lift procedures.
- Eye protection and other personal protective gear must be worn whenever you are in the shop, lab or any other space with safety hazards.
- Closed toe shoes must be worn in the welding shop, wood shop, transportation shop, culinary room or cafeteria kitchens.
- Tools and equipment are to be used only by employees who have been trained and authorized to use them.

A complete list of all work place safety practices can be found by visiting:
https://www.osha.gov/safety-management

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.

- The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
- 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.
- The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
- 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.
- 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

Board Policy GBA

ESD22 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.

District Calendar (K-12)

The Academic Year Calendar is available on the school district website at esd22.org. The student calendar can be found under "calendars" and the staff calendar can be found under "resources" and then "staff links".

Absences and Leave

Board Policies GBGE, GBGF, GBGF-R, GBGH, GBGJ, GBGK &GBGL

Maternity/Parental Leave

ESD22 does not offer specified maternity leave. An employee may utilize personal days, FMLA or opt in independently to FAMLI. The human resources department does require a note from the physician confirming pregnancy to include the estimated date of delivery.

Discretionary Days

One day of leave is accumulated for each 20 days worked, accumulative to 60 days. This includes the days initially available for use when hired. 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. Ensure that you are selecting the correct absence code, if you are unsure, please contact our human resources director.

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 ¼ 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 ½ 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 need to be provided to your building administrator to 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 Sick Leave Bank, send an email to the district office containing the following information: The number of days requesting, brief description of the catastrophic injury or illness.

It is your responsibility to correctly input your approved "sick bank" days into Frontline. If you are unsure which code to utilize for a sick bank day, please contact our human resources department.

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). Absences include any scheduled time missed for trainings, continuing education, coaching, field trips, off campus learning etc. Those are to be input into Frontline in advance utilizing the" PD" options upon approval from your building administrator or department director.

Reimbursement for any pre-approved expenses must be submitted on an Expense Voucher Form 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 must fall within the guidelines of the approved budget. Any purchases that do not fall within those guidelines will require approval by the business office and/or school board depending on the amount of the proposed purchase.
- If a purchase is made without the prior approval of your building administrator or department director, you will be personally responsible for payment of the invoice.
- ESD22 purchases should always be completed either by invoice or check unless there are extenuating circumstances, in the event a credit card can be used.
- ESD22 is tax exempt, therefore any purchase being made is excluded from additional sales tax. It is your responsibility as the purchaser to complete the required paperwork at

the time of purchase. A copy of the tax exemption can be obtained from the district office. Failure to comply with tax exemption can result in termination of purchasing privileges.

- All purchases must be approved by your building administrator or department director prior to completing a purchase. This should be done via email to produce a record of the approval. If a purchase can't be completed by invoice, a check request form must be completed and submitted to the business office one week prior to the date the check is needed.
- Activity account purchases must be approved by the head coach or sponsor. This should be done via email to produce a record of the approval. If a purchase can't be completed by invoice, a check request form must be completed and submitted to the business office one week prior to the date the check is needed. Activity account purchases should never be made using a district credit card unless discussed and approved by the business manager in extenuating circumstances.
- Activity account purchases that can't be completed by invoice or check can be completed by use of the district debit card. This card is available by sign out from the district office to head coaches or sponsors and must be returned to the district office in a timely manner with an itemized receipt.
- Credit cards are for general fund purchases only. A credit card should not be used for activity account related purchases.
- Credit card holders are responsible for all purchases made on their credit card. Crest card rationales must be completed and submitted within 3 business days of receiving the VISA statement. All receipts must be attached and submitted with the rationale. Failure to submit rationales in a timely manner can result in termination of credit card privileges.
- Reimbursements must be pre-approved by your building administrator or department director prior to a purchase being made. Reimbursements are **not** to be used in place of proper purchasing procedures for goods and materials. Purchases made will not be reimbursed for any taxes paid, it is the responsibility of the purchaser to complete the tax exemption.
- A request for reimbursement must be completed and submitted with an itemized receipt. A period of 5-7 business days is expected for the payment of reimbursements.
- Requests for reimbursement will not be accepted by the business office without the signature of a building administrator or department director.
- If a reimbursement was not pre-approved by the building administrator or the department director, an employee will not be reimbursed.

Fundraising/Cash Handling

- Fundraising procedures apply to all classes, clubs and sports or groups raising money on behalf of ESD22 students or athletes.
- All fundraising must be pre-approved by the building administrator and the athletic/activities director prior to any funds being raised, advertising of the event or confirmation of participation. A form is available in each building front office or the district administration office.
- If a cash box or card reader is needed, a request must be submitted to the athletic/activities director at least 1 business day prior to the event.
- The cash box and its contents are the responsibility of the head coach or sponsor. It shall be returned with the itemized cash sheet and all cash collected within 2 school days of the event's completion.

- Cash shall never be collected for any un-approved event. If an in kind donation is made, a receipt must be provided and a copy of the receipt submitted with the donation directly to the business manager for deposit.
- Deposits or return of a cash box can be done in the building front office. Ensure that all money is accounted for and receipt of money is maintained for your records.
- Deposits shall be made by each building office every Monday between 9:00am and 3:00pm to the district business office.

Class Fees/Fines/ Materials Fees

- Any fees that will be charged to students must be approved by building administrators. Fees shall be reasonable and fall within the parameters of board policy.
- Once a fee has been established, an IT ticket will be submitted for the fees to be designated in Infinite Campus (IC). To submit an IT ticket, you will use the ESD22 Link on your Google interface.
- Payment of fees should be completed on IC by parents. In the event that they cannot complete the payment on IC, cash or check can be accepted in the building front office and a receipt shall be provided. Payment will be credited at the time of payment in IC.
- No payments shall be accepted by a classroom teacher.

Salary Schedules

Current schedules are available on the District website. Per School Board Policy GCBA, administrators, business office staff and/or 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 20th day of each month or the next business day if the 20th 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, return of all equipment and inventory of all uniforms.
- 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.

Staff Continuing Education/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

Board Policy GCBA

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.

Personnel Records

Board Policy GBJ

ESD22 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

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 ESD22 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 $647.00 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. Employees who are eligible for company-sponsored benefits may elect to waive coverage. Waiving coverage does not entitle the employee to additional compensation or cash-in-lieu of the unutilized benefit.

Workers' Compensation Insurance Policy

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 twenty-four hours of time could jeopardize your claim for benefits.

Fear and uncertainty are primary reasons for injured employees to delay reporting injuries and to seek assistance from attorneys. 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.

- All employees will be provided with an explanation of the workers' compensation system and the benefits it will provide.
- Report every injury whether it is reported to a doctor or not! Workers Compensation Packets are available from building offices and district office. A list of providers is included in the packet.
- Our Workers Compensation provider is **Pinnacol Assurance**. They can be reached at 800-873-7242.
- 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 shift or as soon as available if you were transported by emergency services.
- If an employee is treated by an unauthorized medical provider the employee may be held responsible for payment of said treatment.
- If the injured employee needs immediate medical attention, they will be driven or sent to the nearest appropriate hospital or clinic.
- If the injury is not an emergency, an appointment will be made with the designated medical provider as soon as possible.
- 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.

- The safety coordinator will report the claim by phone to Pinnacol Assurance (800-873-7242) within 24 hours of the accident.
- If the incident involved an employee death or catastrophe (three or more employees admitted to the hospital) the Colorado Division of Workers' Compensation (303-318-8700) will be notified.
- The safety coordinator will use information from the accident investigation to identify changes that may help prevent future incidents.
- For lost time claims, the supervisor will contact the injured employee to answer questions, keep the injured employee informed of organization activities, and discuss return to work options.
- 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 appointments are being kept.
- Modified duty procedures: The employee's supervisor will evaluate the medical restrictions and determine if the employee can return to regular duties, or if duties can be modified. Accurate records will be kept for all workers' compensation claims.
- 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.

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

Except in case of emergency, the injured worker will be treated at the designated medical providers listed in Workers Compensation Packet.

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 report stating the injured worker's physical capabilities.

After reviewing the completed report, ESD22 can determine if there is suitable work available that accommodates the employee's restrictions. Modified duty will continue until the treating physician releases the injured worker to full duty, and/or maximum medical improvement.

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.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible ESD22 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.

Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides unpaid job-protected leave from work for family and medical reasons. Eligible employees have been employed with ESD22 for at least 12 months and have at least 1,250 hours of paid service with the employer during the 12 months before their FMLA leave starts. FMLA provides eligible employees unpaid job-protected leave for qualifying family and medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. Employees must be restored to the same or virtually identical position when they return to work after FMLA leave. To file for FMLA, you must inform your supervisor and the human resources department that you need to take time off for a qualifying reason. The human resources department will notify you of your FMLA eligibility status within 5 business days followed by a final notice indicating if the requested leave was approved as FMLA. For additional information regarding FMLA, please visit: **dol.gov** or contact the ESD22 human resources department.

Family And Medical Leave Insurance (FAMLI)

ESD22 has opted out of the Family and Medical Leave Insurance (FAMLI). However, you can participate in this State of Colorado job protected leave program independently if you qualify. Qualifications, cost and additional information can be found at: **famli.colorado.gov**

Grievance Procedure

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, your first conversation should occur with a member of your building administration. Each employee is 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.

Facilities Use

- A facility request must be submitted using the ESD22 link on the Google interface. This request must be submitted no less than 2 weeks PRIOR to the date of the event. Due to custodial and facility staffing, NO short notice requests will be honored for any reason.
- A facility request **must** be submitted for any and all use outside of a normal school day or any event that would gather a large group of students and/or visitors during the school day. This includes but is not limited to; clubs, banquets, team dinners, practices, study groups, awards ceremonies, assemblies, pep rallies, job fairs, college fairs, science fairs and athletic events.
- A facility request must be approved by the athletic/activities director prior to an event being advertised or an event taking place. Events and/or facility usage that was not approved can result in disciplinary action.
- A facilities request is not a guarantee that the facility is available.
- For a facilities request that is not related to an ESD22 school sponsored activity or event, please refer to board policy KF-R.

Transportation Request

- A transportation request must be submitted using the ESD22 link on the Google interface.
- A transportation request must be submitted a minimum of one week prior to the date of travel.
- A transportation request must be submitted for any transportation needs to include; field trips, site visits, and athletics, off campus educational programs or district vehicle use.
- A request for transportation is **not** a guarantee that it can be provided. You must receive confirmation from the director prior to confirming your trip.

Field Trips

- Field trips must be pre-approved by the building administrator. Upon approval from your administrator, a transportation request must be submitted to ensure that transportation is available.
- All money received for field trips must be collected in compliance with proper cash handling guidelines to include deposits and check requests for payment.
- Any adult attending a field trip as a chaperone and/or on school transportation must complete a background check and approval must be received prior to the date of the field trip.
- Complete and signed field trip permission/release of liability and medical emergency forms must be turned in prior to the field trip. These forms are available in your schools front office.

District Educational Objectives

Instructional Goals

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

Board Policy AEA

In accordance with Colorado 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

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

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

Board Policy IJJ

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. There is notable decrease in office discipline referrals and the benefits of increase in instruction time.

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:

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

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.

Teacher Responsibilities

Weekly Instructional Plan

All instructional staff may be 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, Dates of Unit, Instructor Name, Colorado Academic Standards, Demonstrations of Learning, Essential Questions, Content/Objectives, Skills, Lessons, Assessment, and Resources.

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 (DOL)

All instructional staff is required to post and discuss daily lesson objectives and Demonstrations of Learning (DOL) 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. Each building administrator will elaborate on their expectations.

Bell-to-Bell Instruction

Ellicott School District operates on a four-day week schedule. Therefore, all instructional staff is expected to utilize the entire class period to provide rigorous aligned instruction. Instructors are expected to engage students immediately. Students should be engaged in direct instruction, guided practice or assigned work for the entire class period for secondary buildings and for the entire day for the primary buildings.

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:

- Setting clear objectives and demonstrations of learning for students and making sure they understand these objectives and demonstrations of learning.
- Presenting a sequence of well-organized assignments.
- Giving students clear, concise explanations and illustrations of the subject matter.
- Using formal and informal assessment to determine students understanding.
- 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 through the observation process.

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 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. Building administrators will expand on these goals and how they are used in RANDA.

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. Building administrators will expand on these goals and how they are used in RANDA.

Homework Policy

Homework is a vital part of a rigorous instructional program. The administration of ESD22 expects homework to be an extension of learning and should be reviewed whenever possible. Feedback is crucial to student improvement. Building specific expectations will be communicated by building administrators.

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/Building Care and Safety

Teachers are responsible for creating an environment in the classroom that is nurturing and promotes safety. Teachers are expected to take pride in their classroom by providing a clean, neat and organized room is essential to create that environment. Teachers should ensure that a classroom is a safe environment for students and comply with all district and fire department policies.

Safety instruction and enforcement shall precede the use of decorations, materials and equipment by teachers and students. Instructors shall teach and enforce all safety rules set up for the particular courses. These shall include the wearing and enforcement of personal protective equipment when required.

Ellicott is a rural area and with that comes the increased likelihood of insects and rodents if proper storage and cleanliness of food items is not followed. Teachers are asked to refrain from excessive amounts of food being stored in classrooms and if it is necessary to store food in a classroom, it must be in a **sealed** container. Teachers are responsible for ensuring that any and all food rubbish is immediately cleaned up and disposed of properly. Teachers are discouraged from allowing students to eat lunch in their classrooms, this becomes burdensome to our

facilities and custodial staff. Meals should be consumed by students in the cafeteria unless an extenuating circumstance exists and prior approval from an administrator is given.

When hanging student work, flyers or decorations; do **not** use nails, screws, hot glue, anchors or tape that will remove the paint. When items are removed from the wall, the item used to hang it should also be removed and should not cause damage. If the use of screws or nails is necessary, please submit a maintenance ticket and they will address the best way to anchor your item. The district **highly** encourages the use of bulletin boards and bulletin strips in an effort to minimize damage to walls. You may not paint or wallpaper any portion of a classroom or hallway. A maintenance ticket can be submitted for paint over long breaks. There are 3 official district colors that are permitted within our buildings.

Communication

Communication with students and families is crucial to the safety and achievement of all 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:

- Use student planners.
- Calling the parents.
- Sending a letter home.
- Emailing the parents.
- Various building approved communication 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. Additional grading provisions may be provided by building administrators.

Extracurricular Activity Eligibility

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

- 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.
- 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.
- At the high school and middle school, an eligibility list will be distributed to coaches and building administrators each Tuesday by 10:00am when school is in session. Students who do not meet eligibility requirements for the week will not be eligible to participate. Eligibility lists will not be published the first three weeks of each semester.
- Athletes deemed ineligible, may attend and participate in practice but may **not** participate in any contest or travel with the team.
- Students must submit a current physical examination statement to the school and complete a sports athletic registration process before participating in any sport. Physicals are valid for one calendar year.
- 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.
- Students violating the district code of conduct will be ineligible until they have complied with all disciplinary sanctions.
- Staff and students are expected to adhere to all school rules, regulations and policies while attending any school sponsored event, contest or field trip.
- Each individual building may have additional guidelines for participation in activities.

Assessment and Grading Systems

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-Teaching Strategies Gold (TSG)

A federal, state and district measurement that assess school readiness and focuses on an individual child's strength and needs in the developmental and academic domains in order to provide a responsive learning. An assessment report is completed at the end of each quarter and is sent home to parents.

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

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.
- 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.
- 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.

Middle School

- At minimum, teachers will have grades updated in Infinite Campus each Monday by 8:00am.
- Student work will continue to be graded up to no earlier than two days before the last day of a quarter.
- Secretaries will enable the grade submission window the Monday of the last week of a quarter. 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.
- Report cards are not mailed or sent home, parents and students can review their report card/final grades on IC.

High School

- At minimum, teachers will have grades updated in Infinite Campus each Monday by 8:00am.
- Student work will continue to be graded up to no earlier than two days before the last day of a semester.
- Secretaries will enable the grade submission window the Monday of the last week of a semester. 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.
- Report cards are not mailed or sent home, parents and students can review their report card/final grades on IC.

Additional Information

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

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. 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.

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.

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.

Use of Physical Intervention and Restraint

Board Policy JKA and JKA-R

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:

- To quell a disturbance threatening physical injury to the student or others.
- To obtain possession of weapons or other dangerous objects upon or within the control of the student.
- For the purpose of self-defense.
- 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.

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.

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.

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

Exceptions

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

- 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
- 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. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class. 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:

- Violates the code of conduct adopted by the Board;
- Is dangerous, unruly, or disruptive; or
- Seriously interferes with the ability of the teacher to teach the class or other students to learn.

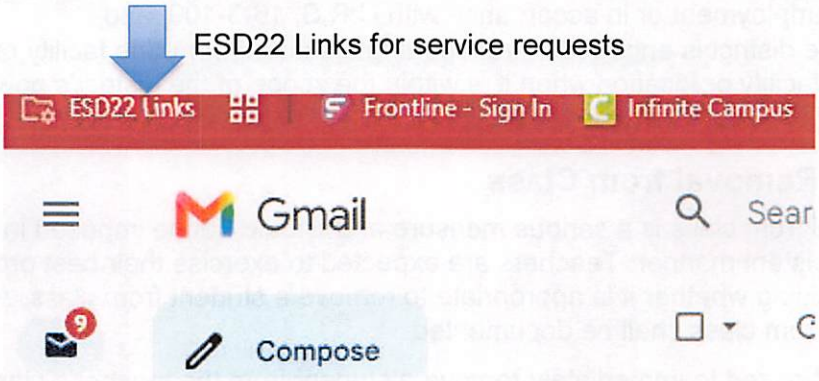
A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

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

District Office Quick Contacts

A complete list of district employees, their email addresses can be found on the school district website. Please remember that for any IT, maintenance/grounds, facilities or transportation requests, you will utilize the ticket system available in the Google Interface drop down menu or on the school districts website.

NAME:	TITLE:	EMAIL:
Christopher Smith	Superintendent	chrissmith@esd22.org
Lexi Van Patten	Human Resources Director	lexivanpatten@esd22.org
Brittany Harvey (Clark)	Business Manager	brittanyclark@esd22.org
Rachelle Ferguson	District Administrative Asst.	rachelleferguson@esd22.org
Steven Schoonover	IT Director	stevenschoonover@esd22.org
Daniele Brant	Transportation Director	danielebrant@esd22.org
Walter Chisman	Food Services Director	walterchisman@esd22.org
Elvin Henderson	Grounds/Maintenance	elvinhenderson@esd22.org
Tyrone Hall	Building Maintenance	tyronehall@esd22.org



ESD22

FIRE SAFETY COMPLIANCE

FIRE ALARMS



Always treat a fire alarm as a live incident. Safely evacuate yourself and your students.

When you are evacuating, pull classroom doors closed upon exit.

Staff members may **NEVER** cancel a fire alarm, you must wait for Ellicott Fire Department (EFD) to arrive.

When Ellicott Fire Department is on scene, they become incident command and you must comply with their instructions.



There is NO parking by law in marked fire lanes. Fire lanes are marked by sign and/or curb paint.



Know your evacuation plans
Post your evacuation plans
Discuss evacuation plans with students
Take drills seriously
Keep your red bag visible and ready
Keep student lists updated and ready

CLASSROOM and BUILDING FIRE SAFETY



- Emergency exit routes must be clearly posted near any exit door.
- Always maintain clear pathways to all exits.
- Extension cords may only be used temporarily. Extension cords cannot be used as permanent wiring. You can't link more than one cord together (daisy chaining).
- Power strips must be plugged into a wall, not an extension cord.
- Electrical panels, fire alarms, pull stations and extinguishers can't be covered by any furniture or decoration. They must remain visible.
- Portable heaters are discouraged. If used, they must be UL approved, have a tip-over switch and 36" of clear space around them. They must be plugged directly into a wall outlet. The must be turned off nightly and unplugged over weekends and breaks.
- Only 2 small appliances are permitted in each classroom and must be plugged directly into a wall outlet.
- Fabric is very flamable, lost and found collections should be removed quarterly at a minimum. Stuffed animals, pillows, flags, blankets etc. should be kept to a minimum and are required to be sprayed with NFPA 701 fire retardant.
- Any covering of a light fixture must be approved by a building administrator and only NFPA rated and verified materials may be used if approved.
- Only 50% of EACH wall may be decorated, this applies to every wall. This includes items on a bulletin board or strip.
- Nothing may be hung from the ceiling or stored within 18" of the ceiling.
- Christmas lights may be used as temporary decor for a period that does not exceed 90 days. Only LED lights are permitted.
- No open burning of candles. If admin allows candle burners, candle warmers or lamps, they must be turned off nightly.
- The use of non-commercial grade furniture is discouraged. Commercial grade furniture is constructed with materials that are less flamable.
- Hallways must be kept clear and free of obstructions. No furniture or floor decor (structures/plants etc) should be placed in a hallway. Hallways are the main path of egress in an emergency and need to be used at 100% capacity when necessary.
- Only 50% of EACH wall may be decorated, this applies to every wall. This includes items on a bulletin boards or strips. We encourage the use of bulleting boards and tack strips that are installed as good measure for what is allowable in hallways.
- Lights must remain on in all hallways and common areas.
- Exterior doors should never be propped open.
- Doors should never be blocked and must be accesible at all times with a full swing and full closure.
- Exit signs and arrows must be hanging, functioning and facing the correct direction at all times.
- The use of chemicals or spray paint is **not** permitted indoors with the exception of industrial arts in designated and vented painting bays.
- Eyewash stations and emergency kits in labs or industrial classrooms must be kept unobstructed and clearly marked with paint or floor tape 3' around the device or station.

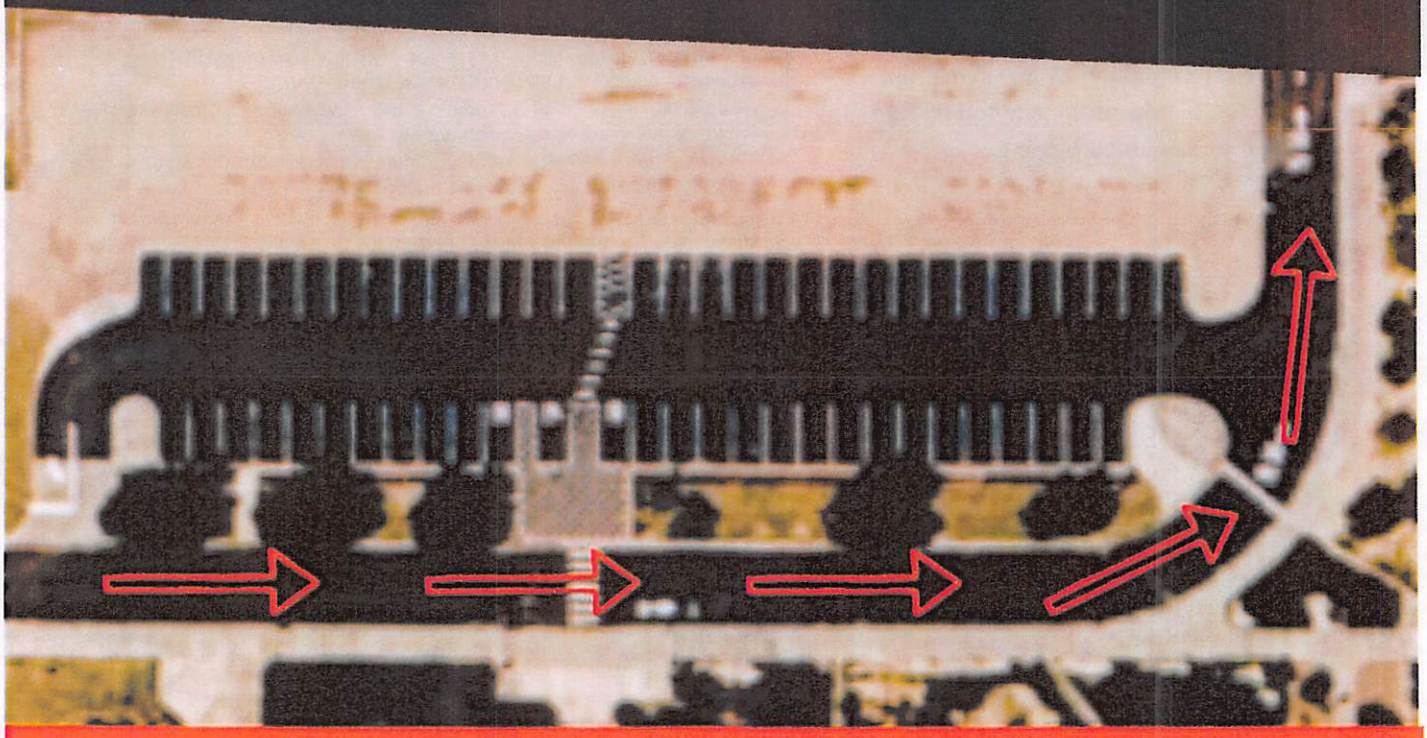
References

International Fire Code
Ellicott Fire Department Code
ESD22 board policy and handbook

SCHOOL BUS FIRE LANE EVACUATION

IF EMERGENCY VEHICLES ARRIVE DURING BUS LOADING:

- Direction will be given by administration/ transportation director that the evacuation of buses is necessary to allow emergency vehicles to access the fire lane. Make a clear radio communication that this is occuring and additional staff is needed at EES for student safety.
- Students who have already boarded the bus will remain on the bus. Students outside of the bus will be escorted by bus duty adults and teachers away from the curb and loading areas to a safe standing area near the school.
- Once all students are safely away from the buses, the buses will exit the fire lane as quickly as possible to allow emergency vehicles to enter and restage in numerical order behind the high school (east side).
- When buses are restaged and **parked**, bus duty adults and teachers will walk their students to the buses to continue loading.
- Bus drivers will take attendance and ensure that they have all of the correct students on their buses prior to departing.
- Communication will be maintained via 2 way radio with staff and drivers.
- Bus drivers will announce their departure and wait for the all clear to leave the district prior to departing the high school.
- In the event an emergency during drop off. Drivers will make sure that students who have already exited the bus are safely away from the bus, close the door and keep the remaining students on the bus. Drive to the horseshoe drive on the north end of the elementary and radio administrators that staff will be needed to offload students.
- Crossing guards: please hold students from the cross walk and then escort to the high school as stated above



ELLICOTT ELEMENTARY LOADING ZONE

Ellicott School District

2026-2027 Student Calendar

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Orientation Day
No School
Snow Make up Day if Needed
Half Day
Parent Teacher Conferences

Aug 5	K, 5, 6, 9 Students Only Orientation Day
Aug 6	All Students Return - First Day of School
Aug 17	Preschool Students Return - All Students in Session
Sept 7	Labor Day - No School
Oct 12-16	Fall Break - No School
Oct 22	Early Release 2:00
Oct 22-23	PT Conferences 3pm-7pm Th, 9am-1pm Fri
Nov 23-27	Thanksgiving Break - No School
Dec 17	Half Day for Students

Dec18-Jan3	Winter Break - No School
Jan 5	Students Return
Jan 18	MLK Day - No School
Feb 15	Presidents Day - No School
Feb 18	Early Release 2:00
Feb 18-19	PT Conferences 3pm-7pm Th, 9am-1pm Fri
Mar 22-26	Spring Break - No School
May 27	Half Day for Students(Last Day)

Calendar Templates by Vertex42.com

https://www.vertex42.com/calendars/school-calendar.html

Ellicott School District

2026-2027 Staff Calendar

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Staff Day (No Students)
No School
Snow Make Up Day If Needed
Half Day
Parent Teacher Conferences
Start Days

July 27	Admin, Secretaries, Counselors, SPED Teachers Return
July 29-30	Induction for New Staff
Aug 3-4	All Staff Return PD Days
Aug 5	K, 5, 6, 9 Students Only Orientation Day
Aug 6	All Students Return - First Day of School
Aug 17	Preschool Students Return - All Students in Session
Aug 28	PD Staff, Induction - No Students
Sept 7	Labor Day - No School
Sept 18	PD Staff - No Students
Oct 12-16	Fall Break - No School
Oct 22	Early Release 2:00
Oct 22-23	PT Conferences 3pm-7pm Th, 9am-1pm Fri
Nov 13	PD Staff - No Students

Nov 23-27	Thanksgiving Break - No School
Dec 17	Half Day for Students and Staff
Dec18-Jan3	Winter Break - No School
Jan 4	Staff Work Day - No Students
Jan 5	Students Return
Jan 18	MLK Day - No School
Feb 15	Presidents Day - No School
Feb 18	Early Release 2:00
Feb 18-19	PT Conferences 3pm-7pm Th, 9am-1pm Fri
Mar 12	PD Staff - No Students
Mar 22-26	Spring Break - No School
May 27	Half Day for Students and Staff (Last Day)
June 8	Admin and Secretaries Last Day

Calendar Templates by Vertex42.com

https://www.vertex42.com/calendars/school-calendar.html

Ellicott School District #22

Volunteer Application Form

Please complete all sections of this application form. Incomplete applications will delay the volunteer approval process. *Note: This is NOT the application for athletic volunteers.*

Applicant Information

Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Social Security #: _____ (must be provided to complete background check)

Residency Information

How many years have you resided in Colorado? _____

What state(s) did you previously reside in? _____

Personal Reference

Name: _____

Relationship to You: _____

Phone #: _____

Current Employer

Employer Name: _____

Address: _____

Phone #: _____

Previous Employer

Employer Name: _____

Address: _____

Phone #: _____

Emergency Contact Information

Name: _____

Relationship: _____

Address: _____

Phone #: _____

Children Attending Ellicott School District

Student Name	**Grade**

Work, Volunteer, or Volunteer Experience

Please list and explain any work, coaching, volunteer, or youth-related experiences:

Volunteer Interests and Activities

Please indicate the activities that interest you:

☐Classroom Assistance
☐Reading Support
☐Tutoring / Volunteer
☐Field Trips
☐Athletics / Coaching Support
☐Music / Arts Programs
☐Library Assistance
☐Office Assistance
☐Special Events
☐Other: _____

Availability / Planned Volunteer Schedule

Day	Morning	Afternoon	Available Times
Monday	☐	☐	_____
Tuesday	☐	☐	_____
Wednesday	☐	☐	_____
Thursday	☐	☐	_____
Friday	☐	☐	_____

Authorization for Reference Information

By my signature below, I authorize any person, including former employers, identified by me as a reference, to answer all questions that may be asked by Ellicott School District #22 in connection with my application to serve as a volunteer in the schools.

Certification of Legal Information

Colorado Revised Statute, Section 22-32-109.7, authorizes the District to ask the following question:

1. Have you ever been convicted of, pled *nolo contendere* (no contest) to, or received a deferred sentence or deferred prosecution for:

- a felony,
- a misdemeanor crime involving unlawful sexual behavior, or
- unlawful behavior involving children?

☐YES ☐NO

If you answered "Yes," please provide details below, including a description of the felony or misdemeanor charge, the date of disposition of the charge, and the court involved.

Background Check Disclosure

"I authorize ESD22 to investigate my background, including criminal and driving history, for purposes allowable under the Fair Credit Reporting Act (FCRA). I understand that any offer to volunteer status is contingent upon the successful clearance of these records, which includes fingerprint-based criminal history checks through the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI). I acknowledge that I must furnish documents or information regarding my previous employment, qualifications, and criminal matters upon request.

Applicant Certification

I certify that the information in this application is true and complete to the best of my knowledge. I understand that Ellicott School District #22 may check my background, including obtaining a report from a reporting agency that may provide information concerning my character and qualifications to provide volunteer services for the School District.

Final Signature

Volunteer Signature: _____

Date: _____

Purpose Information

Building/s that you will volunteer in: _____

Who requested that you complete this application? _____

In what capacity will you be volunteering? : _____

Is there a deadline this application is needed by? If so, what date? _____

ESD22 Fundraiser Approval Form

An approval form must be filled out and signed by the Athletic/Activities Director before any fundraising activity can begin. This is for **all** district fundraising ie: academics, athletics, activities, clubs.

Date Submitted: _____

Sponsor/Teacher/Coach's Name_____

Contact Email and Ph # _____

Class/Sport/Club Title _____

Type of Fundraiser_____

Purpose and how money will be spent: _____

_____

Is there an up front cost? If yes, how will this be funded? _____

Will you need a cash box? _____ Will you need the credit card reader? _____
**Please email davetteschimpf@esd22.org 1 business day prior to the event to confirm delivery of a cash box and/or credit card reader.*

Beginning Date of Fundraiser_____

Ending Date of Fundraiser_____
Deposit must be made within 5 days of the fundraising ending.

If this is an event, please complete the **facilities request form** online. If this is an event, please indicate the name of the administrator that will be on site during the event: _____

Building principal; if this is an event, please prepare an EFD Event Permit and include with this request to davetteschimpf@esd22.org.

_____ Approved_____ Not Approved_____
Building Principal Signature (Approval needed before submitting this form to the athletic director.)

_____ Approved_____ Not Approved_____
ESD22 Activities/Athletic Director Signature

Ellicott School District 22 Business Office

CHECK REQUEST FORM

Today's Date: _____

Request Made By: _____

Date Needed: _____

How do you want the check?

_____

Make Check Payable To:

(Name) _____

(Address) _____

_____

Description of Items or Service	Price	Qty.	Amount

Tax Exempt Form Submitted? YES NO

Total Check Amount $

Signature of Requester: _____

Signature of Authorized Approval: _____

Check Number Issued: _____ **Date Check Issued:** _____