

**Moffat Consolidated School District #2
and
Moffat Pk-12**

Employee Handbook

2026-2027



Reaching and Achieving - Every Step, Every Day, with Purpose.

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

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Moffat Consolidated School District #2

MCSD#2 Administration

Andrea Davis, Superintendent

Moffat Pk-12 Administration

Kathy Garcia, Principal

Melissa Armenta, Administration TOSA

Office Hours: 7:30 am to 4:30 pm Monday - Thursday

Teacher Hours: 7:30 to 4:15 pm Monday - Thursday

Instructional Hours: 7:50 to 4:00 pm Mon. - Thurs.

Moffat Pk-12 School Mascot: Cowboy

Moffat Pk-12 School Colors: Green & Gold

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

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

MOFFAT CONSOLIDATED SCHOOL DISTRICT #2 - VISION STATEMENT

Moffat Consolidated School District #2 is a thriving rural learning community where every student is known, challenged, and inspired to contribute; rooted in our valley, strengthened by the grit and integrity of the Cowboy spirit, and prepared to succeed in a changing world.

MOFFAT CONSOLIDATED SCHOOL DISTRICT #2 - MISSION STATEMENT

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

MOFFAT CONSOLIDATED SCHOOL DISTRICT #2 - CORE VALUES

- Student-Centered - Every policy, practice, and partnership keeps what is best for students at the center of our work, just as a good Cowboy never loses sight of what matters most.
- Integrity - Doing what is right for students is our compass; we lead with honesty, transparency, and responsible stewardship of our resources.
- Respect and Belonging - Every learner and staff member is valued, included, and treated with dignity as a respected member of our schools and community.
- Grit and Perseverance - We meet challenges with determination, resilience, and a strong work ethic, following our Cowboy tradition.
- Excellence and Innovation - We insist upon high academic standards and continuous improvement, embracing creative, real-world approaches that help every student succeed on whatever trail they choose to ride.

GENERAL POLICIES

Moffat Consolidated School District #2 Board Of Education

Members

Virginia Drake - Board President - vdrake@moffatschools.org

Michael Booth - Board Vice President - mbooth@moffatschools.org

Lynn Ertle - Board Treasurer - lertle@moffatschools.org

Patte Smith - Board Secretary - psmith@moffatschools.org

Tina Freel - Board Member - tfreel@moffatschools.org

Moffat Consolidated School District #2 Notice of Nondiscrimination under Title IX

Moffat Consolidated School District #2 does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, including admission and employment, as required by Title IX of the Education Amendments of 1972 and its implementing regulations.

Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education, Office for Civil Rights, or both.

District Title IX Coordinator

Superintendent Andrea Davis, Moffat Consolidated School District #2

501 Garfield Avenue, P.O. Box 428, Moffat, CO 81143

Phone: 719-745-0500

Email: adavis@moffatschools.org

Equal Employment Opportunity – District Policy GBA

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

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

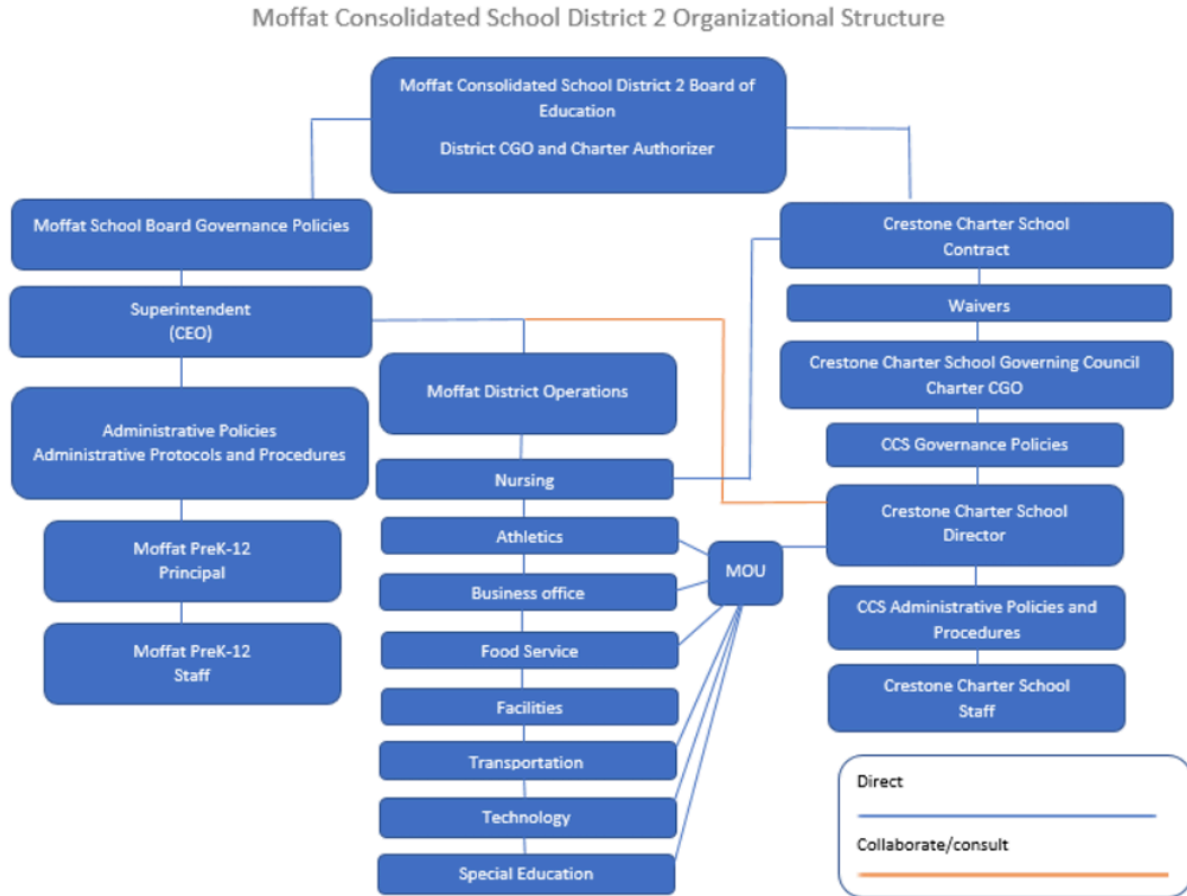
The District shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

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

District Organizational Structure

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

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



STAFF COMMUNICATION EXPECTATIONS: WHEN TO NOTIFY YOUR SUPERVISOR IMMEDIATELY

Universal expectation (all staff)

As part of professional responsibilities, you must promptly inform your immediate supervisor of any issue, decision, or concern that could affect student safety, learning, operations, or the school's reputation. Immediate communication means as soon as reasonably possible, and no later than the end of the workday for non-emergencies, and right away for safety or legal issues. Any time a staff member initiates or receives contact from law enforcement or the county Department of Human Services (DHS) related to a student, family, or school incident, the staff member must notify the building administrator (principal or designee) immediately.

This internal notification does not replace the staff member's legal duty as a mandatory reporter to contact law enforcement or DHS directly when they have reasonable cause to suspect child abuse or neglect; both reports are required. The principal is then responsible for ensuring documentation is completed and that any additional district and state reporting requirements are met.

Building-based instructional staff (teachers, para educators)

Staff must immediately notify their supervisor (principal or designee) when:

- There is any safety concern: threats, fights, suspected weapons, drugs/alcohol, self-harm concerns, or required CPS/law enforcement contact.
- A student's behavior, attendance, or emotional state changes significantly and may require MTSS, special education, or behavior plan adjustments. This obligation can be satisfied through following the MTSS referral process as the principal leads the MTSS process.
- There are repeated parent concerns, complaints, or conflicts that you cannot resolve at the classroom level.
- There are testing irregularities, grading or report card errors, or serious academic integrity concerns (cheating, plagiarism).
- An incident occurs that may result in an injury report, discipline referral, or parent complaint.

Office and support staff (admin assistant, front office support)

Staff must immediately notify both their supervisor and the building administrator when:

- A visitor, parent, or community member becomes upset, threatening, or refuses to follow school procedures.
- There is a concern about building access, security doors, cameras, or alarms not working properly.
- You receive legal documents, subpoenas, law enforcement requests, or media inquiries.
- You become aware of significant student or staff attendance issues, patterns, or errors in records.
- You notice repeated errors, delays, or breakdowns in communication that impact service to students or families.

Nutrition services staff

Staff must immediately notify the nutrition manager when:

- There is a suspected food safety issue (temperature, contamination, pests, expired product).
- A student has an allergic reaction or there is a concern about allergens and menu items.
- Deliveries are incorrect or incomplete in a way that may affect meal service.
- Equipment breaks down (refrigeration, ovens, dishwashers) in a way that affects safe food prep or service.
- There are repeated student or parent complaints that you cannot resolve within your role.

Transportation staff (drivers, aides, mechanics)

Staff must immediately notify the Transportation Director when:

- There is an accident, near-miss, or incident involving a bus, District vehicle, or bus stop.
- A student's behavior on the bus poses a safety risk or requires discipline beyond standard reminders.
- A route cannot be completed as assigned due to road conditions, vehicle issues, or staffing shortages.
- There are concerns about vehicle safety, inspections, or required maintenance.
- Parents raise concerns or complaints about routes, stops, or driver behavior that you cannot resolve directly.
- Any contact with law enforcement or DHS regarding questions about route issues or students.

Custodial and facilities staff

Staff must immediately notify the Facilities Director when:

- There is any condition that may pose a health or safety risk: leaks, electrical issues, air quality, structural damage, pests, or bodily fluids.
- A classroom, restroom, or common area cannot be cleaned or prepared for normal use (e.g., due to equipment failure or time constraints).
- Damage, vandalism, or misuse of facilities is observed that may require investigation or repair.
- When repeated requests are unable to be met with current staffing or equipment.
- Vendors or contractors on site are not following safety, security, or scope expectations.

All staff must immediately notify the IT Director and their direct supervisor when:

- There is a suspected data breach, phishing attempt, or cybersecurity concern.
- Critical systems (internet, SIS, phones, email, assessment platforms) are down or unstable.
- There are repeated user issues that indicate a wider problem (e.g., logins failing, gradebook errors).
- Unauthorized software, devices, or access attempts are discovered.
- A ticket or request involves possible FERPA or privacy concerns.

Central office staff

Staff must immediately notify the Superintendent when:

- They suspect fraud, theft, or misuse of District funds, purchasing cards, or assets.
- There are errors or irregularities in payroll, benefits, or reimbursements affecting multiple staff.
- Vendors or contracts cannot be paid on time due to missing information or budget concerns.
- They receive notices related to taxes, insurance, audits, or compliance issues.
- They identify budget coding concerns or spending patterns that may violate policy or grant rules.

GENERAL INFORMATION

Awareness of Policies

Each employee is expected to be familiar with and comply with the laws, Board policies, and building or department procedures that apply to their job assignment. The District will make these materials available and provide required notices through this handbook and other official resources, but each employee is responsible for reading them and seeking clarification when questions arise.

This handbook is intended to provide employees with key information needed for successful employment. Understanding the laws, policies, procedures, and reporting requirements that govern employment helps support a safe, respectful, and compliant workplace for employees and the District. Employees are also expected to follow District reporting procedures and use designated complaint processes when concerns involve discrimination, harassment, safety, or other policy violations.

Changing Personal Information

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

Shared Decision Making

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

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

As part of shared decision making, Moffat Pk-12 uses a Building Leadership Team (BLT) and to incorporate student voice into building culture and operations, Moffat Pk-12 has a Principal's Advisory Council (PAC) composed of secondary students. At the District level all stakeholders are encouraged to participate in the District Accountability Committee (DAC).

ATTENDANCE AND ABSENCES FROM WORK

Attendance and Reporting an Absence

In addition to notifying their immediate supervisor and the building or department administrative assistant, all staff are required to record every absence in the AptaFund system. Entering absences in AptaFund and communicating with both your supervisor and the administrative assistant must occur as soon as you become aware of the absence, including for same-day or emergency situations.

Planned Absence Procedure

Please submit a leave request to your immediate supervisor 8 work days in advance when possible.

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

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

For Moffat Pk-12 and District staff, all leave should be requested by entering a leave request into AptaFund. Once a Moffat Pk-12 absence is approved, the principal or direct supervisor is responsible for ensuring the absence is also recorded on the Google Leave Calendar.

Short-Notice Absences

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

1. Contact the School Secretary, Amy Freel, or their designated representative, so they may arrange for a sub to cover your absence. The School Secretary's phone number is 719-580-4560.
2. Make sure that your leave request has been entered into AptaFund.

Substitute Teaching Plans

It is an expectation that substitutes are provided with adequate substitute instructional plans. All substitute plans must be located in your classroom and able to be located by the substitute on the day of your approved/short notice absence. Instructional staff must include a frequently updated class roster for every period that they have students so that the substitute may take attendance, in addition to planning activities that will ensure every student is engaged in a meaningful activity for the entire class period.

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

DOMESTIC VIOLENCE LEAVE

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

PUBLIC HEALTH EMERGENCY AND HFWA LEAVE

The District provides discretionary paid leave benefits that may satisfy or exceed the paid leave required by the Colorado Healthy Families and Workplaces Act ("HFWA"). During a public health emergency, eligible employees may use available District leave for qualifying HFWA reasons, and the District will provide any additional paid leave required to ensure compliance with law.

FMLA - POLICY GBGF

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

Permitted reasons for FMLA leave

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

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

PAID HOLIDAYS

The following days are paid holidays for eligible hourly and 12-month employees. These holidays are paid and observed only if they fall within the employee's notice of assignment/work calendar.

Labor Day

Day before Thanksgiving

Thanksgiving Day

Christmas Eve Day

Christmas Day - **If Christmas Holiday falls on other than work days, 2 days of holiday pay are guaranteed**

Day after Christmas

New Years Eve

New Years Day - **If New Years Day falls on other than work days, 2 days of holiday pay are guaranteed**

Day after New Years

Memorial Day

President's Day

Independence Day is a paid holiday for eligible employees. The District allows 12-month staff to take the week of Independence Day off each year. Aside from Independence Day, for any workdays in June that fall within this holiday period, 12-month staff are expected to use available discretionary leave. Aside from Independence Day, for any workdays in the first week of July that fall within this holiday period, 12-month staff may use leave that has not yet been accrued, consistent with District leave procedures.

STAFF LEAVE - POLICY GBGG

Staff Discretionary Leave/Accumulated Sick Leave

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

For purposes of this policy, “discretionary leave” refers to the annual leave days granted each year that may be used for sick, personal, or bereavement purposes. “Banked sick leave” refers to eligible unused discretionary leave days carried forward beyond the current year up to the maximum allowed by this policy.

Discretionary leave is established by policy to be earned at a rate of:

- 1 day per month for certified 9 month employees
- 1.25 days per month for classified 9 month employees
- 1.25 days per month for 10 month employees
- 1.50 days per month for 11 month employees
- 1.50 days per month for 12 month employees

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

Classified employees receive holiday pay for any district-recognized holiday listed in the employee handbook that falls on a day that would normally be a scheduled work day within the employee’s notice-of-assignment calendar. When a district-recognized holiday occurs on a non-work day under the employee’s schedule, holiday pay will be provided only to the extent described below,

The following days are paid holidays for eligible hourly and 12-month employees. These holidays are paid and observed only if they fall within the employee’s work calendar.

Labor Day

Day before Thanksgiving

Thanksgiving Day

Christmas Eve Day

Christmas Day - **If Christmas Holiday falls on other than work days, 2 days of holiday pay are guaranteed Day after Christmas**

New Years Eve

New Years Day - **If New Years Day falls on other than work days, 2 days of holiday pay are guaranteed Day after New Years**

Memorial Day

President’s Day

Independence Day is a paid holiday for eligible employees. The District allows 12-month staff to take the week of Independence Day off each year. Aside from Independence Day, for any workdays in June that fall within the Independence Day holiday period, 12-month staff are expected to use their available discretionary leave to take time off. Aside from Independence Day, for any workdays in the first week of July that fall within the Independence Day holiday period, 12-month staff may use leave from the new fiscal year that has not yet been accrued, consistent with District leave procedures.

Absent other provisions in law or Board policy, classified employees are not expected to use available discretionary leave to cover absences on days when school is cancelled or operations are disrupted due to short-term events such as inclement weather, utility failures, or other emergency conditions. Custodial

employees who are required to report to work on such closure days will be compensated for all hours worked with overtime pay rate in accordance with applicable wage and hour laws and district policy.

Special Leave Request

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

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

An employee must make a request for staff leave on these critical days by completing the exhibit form that accompanies this policy at least 8 working days prior to the leave. The employee will state the highly unique and rare situation for the leave request. The principal or immediate supervisor, human resource representative or the superintendent will review the request. If approved as a highly unique and rare situation, the leave will be granted at a rate of one day for every leave day used. If a special leave request for a restricted day is not approved and the employee chooses to take the leave, the employee will have a choice between receiving a payroll deduction equal to the per diem amount of their contract/notice of assignment or having two days reduced from their accumulated discretionary leave balance in excess of the minimum sick leave hours required by law for every day used. Deductions are not allowed to be taken from an employee's banked sick leave.

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

Accumulation Limit

Eligible employees may accumulate unused discretionary leave as banked sick leave up to a maximum of 40 days. No payout shall be made for banked sick leave if an employee resigns or otherwise leaves employment with the District, except as provided in the retirement section of this policy.

Use of Banked Sick Leave

Banked sick leave may be used only for:

- The employee's own illness, injury, or health condition, or
- Illness, injury, health condition, or bereavement of an immediate family member as defined in this policy.
- Employees must first use all available current-year discretionary leave for the year before any banked sick leave may be used.

Administration may require documentation (such as a doctor's note) for extended absences, consistent with applicable law.

Definition of Immediate Family

A member of the employee's immediate family; a person related by blood, marriage, civil union, or adoption; a child to whom the employee stands in loco parentis; a person who stood in loco parentis to the employee when the employee was a minor; or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

Annual Payout for Leave over 40 Days

At the end of each fiscal year, any banked sick leave in excess of 40 days will be paid to the employee at the applicable substitute daily rate in effect for that year. After this payout, the employee's banked sick leave balance will be reduced to 40 days.

If an employee separates from employment with the District and is rehired within six months after separation, the District will reinstate any banked sick leave, up to the 40-day maximum that the employee had accrued, but not used, and that was not previously paid out under this policy. Reinstated, banked sick leave will be restored up to the 40-day maximum.

If an employee leaves the district, they will not be paid out for the balance of their discretionary days. Banked sick leave will only be paid out at retirement up to a total of 40 days at the applicable substitute daily rate.

An employee who is eligible for retirement in accordance with the Public Employees' Retirement Association (PERA) will, upon retirement from the District, be paid for all unused banked sick leave at the applicable substitute daily rate in effect at the time of retirement. The total number of days eligible for retirement payout shall not exceed the employee's banked sick leave balance at the time of retirement. This retirement payout is separate from and in addition to any annual payout of days in excess of the 40-day maximum described in this policy.

BENEFITS

Insurance Benefits

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

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

Retirement and Savings

Public Employees' Retirement Association of Colorado (PERA) is the District's retirement plan and serves as a substitute for Social Security for eligible positions. Employees and the District both contribute a percentage of earnings to PERA, and PERA provides retirement and certain disability benefits.

PERA members may also choose to participate in voluntary PERA programs, such as life insurance or tax-deferred savings options (for example, a 401(k) type plan), if available. New employees complete required PERA enrollment forms at hire and receive additional information directly from PERA or through the District's Business office.

BUSINESS OFFICE

Athletics and Activity Cash Including Concessions

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

Class Supply Funds

Per state law, supply funds are designated for materials that will be utilized directly in the instructional process and will *not be used to purchase snacks/candy for students*. Instructional staff should consult with the principal for their classroom budget.

Fraud

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

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

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

Fundraising

All fundraising projects must be pre-approved by administration. Larger fundraising project proposals should be submitted to the Principal for approval. ***All staff and students may not use the name, image, likeness, or logos associated with the School or school District for fundraising without prior approval.*** The Principal will monitor the amount and type of fundraising projects in their building. It is recommended that fundraising is kept at a minimum and that it supports specific projects that directly benefit the school's instructional program. All funds raised in the name of Moffat Pk-12 School must flow through the District accounting and Business Office for audit requirements.

Do not keep any amount of money (cash or checks) in classrooms. **All monies collected should be received into the Main Office daily by the teacher and hand delivered to the Secretary or Business Manager directly. Never leave money unattended on a desk, mailbox or other unsecured location.**

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

Inventory

Inventory is an important part of accounting for the expenditure of public funds, which is required on a yearly basis through the school audit. Each employee, the principal, and the directors are responsible for working with the business manager to maintain a complete, updated inventory of all materials in each area of responsibility on the campus. A copy of current inventory is provided to each individual to complete at the end of the year and is required as part of the checkout process for instructional staff.

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

If changes are made (e.g., disposal of inventory items, moving of inventory items to a new location) an *Inventory Transfer* form must be filled out and turned into the school and business office. Keeping District inventory current is a priority.

Daily Inventory- Chromebooks and Technology

Employees are responsible for their assigned personal devices and the student technology devices assigned to them. Teachers will be provided secure cabinets, with lists of students assigned to specific devices and a process for maintaining this inventory. This is an employee responsibility and failure to maintain inventory may result in a charge to the employee.

Outstanding Debts

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

Purchase Order Procedures

A purchase requisition (PR) **must** be completed prior to purchasing any items(s). All PRs must be requested through AptaFund as a purchase requisition. The requisition will electronically be sent to the "approver" for the employee. Upon approval, the employee will receive a notice of approval and may work with the Moffat Pk-12 or the District Business Office to complete the transaction as appropriate. If the requisition is not approved, communication with the employee will occur to determine if there is more information needed or if the budget is exceeded.

REIMBURSEMENT AND TRAVEL COSTS – POLICY DKC

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

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

Travel costs

This policy ensures that:

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

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

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

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

Travel costs not covered by the District

The following expenses shall not be reimbursed:

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

The District will pay and reimburse allowable business expenses in accordance with Board policy and established procedures, but will not pay or reimburse sales tax on purchases. Employees are responsible for obtaining and using the District's tax-exempt documentation prior to making purchases and may request the appropriate tax-exempt form from the Moffat PK-12 office or the District business office.

PER DIEM POLICY – POLICY DKC-A

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

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

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

The School will provide a per diem equal to the base as set through the [GSA Per Diem Look-up Tool](#). The amount is determined by the city that the employee will be traveling to.

Per Diem Advance Request

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

Documentation for per diem

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

Meals included within the registration of a conference are not considered taxable and will not be subject to per diem. Conference information must be presented with per diem request to provide documentation of meals to be purchased by the employee. If a meal is provided in the conference/workshop, the school will not provide per diem or reimbursement for that meal.

Lodging

Lodging for District-approved travel will be arranged by the District or Moffat PK–12 School office when the trip is organized by the District or the School. When an employee is responsible for arranging their own lodging for approved travel, the employee must coordinate plans in advance with the building principal and the School office, or with the District business office, as applicable. All lodging arrangements must follow District travel procedures, stay within approved cost limits, and receive prior authorization before reservations are made.

Mileage

Mileage for approved use of private vehicles will be reimbursed by the District at a rate equivalent to the state employees' reimbursement rate. Reimbursement for use of personal vehicles must be approved in advance through the Principal and Superintendent. School vehicles will be used unless none are available for your use.

If you choose to use your personal automobile without prior approval, reimbursement will not be provided, and this expense cannot be claimed as personal expense for tax exemption.

BUILDING SECURITY AND KEYS

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

THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT PRIVACY NOTICE

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

Why we collect personal information

- To determine eligibility for health care coverage.
- To transmit premium payments to the health insurance carrier.
- To provide test results to an officer of the company, government regulatory agencies or companies that require certain tests under contract.
- To determine fitness for duties of the employee's job.
- To evaluate work-related injuries and comply with workers' compensation laws.
- For requests for accommodation under the ADA.
- To administer leave under FMLA.
- To comply with OSHA, MSHA and similar state laws.

Personal information we collect from employees.

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

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

How we protect personal information

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

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

FACILITIES

Maintenance Requests

The link for online Maintenance Requests can be obtained through the School office or business office. All maintenance requests are directed to the Facilities Manager. It is important to remember that the building and District maintenance staff receives many requests and employee requests will be addressed as soon as possible. Requests for changes to a classroom or school space must be approved first through the principal before submission of a request. All requests are completed in priority order.

PAYROLL

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

PROFESSIONAL STATUS/EVALUATION AND DISCIPLINE

Principal and certified staff will be evaluated annually using the Colorado State Model Evaluation System in accordance with Senate Bill 10-191. All classified staff will be evaluated annually by their immediate supervisor.

EVALUATION: PROBATIONARY AND NON-PROBATIONARY PERIODS

Certified employees are on a probationary status for the first three years of employment and can expect evaluative walk-throughs and feedback from the principal or evaluator four to six times per year.

Classified employees are on a probationary status the first six months of employment, with the exception of summer break. Thereafter, classified employees are evaluated annually.

FACULTY AND STAFF DISCIPLINE - POLICY GCQF

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

RISK MANAGEMENT AND SAFETY

General Safety Precautions

The safety of the District's students and employees is the highest priority. For this reason, the District has safety policies, rules, training and an on-going review of general safety processes completed by the District safety team. Immediately refer any issues of safety to your immediate supervisor.

General Safety Rules

School and District employees are the most important factor in eliminating unsafe exposures. It is the responsibility of everyone to maintain the school grounds and buildings to ensure safety to all staff and students. It is the intent of the District to limit the risk of injury to students and staff by asking that staff members keep in mind the following safety rules.

1. Attend all training sessions on first aid, the handling of body fluids, and safety procedures.
2. When lifting boxes, desks, supplies, etc., remember to lift with your knees and not your back.
3. Do not stand on desks or chairs to hang items on bulletin boards or from the ceiling.
4. Do not place heavy items on shelves higher than shoulder level.
5. Keep the windows and exit doors clear of obstruction in case of a fire.
6. Be conscious of safety hazards around the campus and report them quickly to the building administrator.
7. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
8. Be considerate of fellow employees, keep their safety in mind when working together.
9. Follow the proper procedures and have appropriate certification/licensure for transporting students to ensure their safety.
10. Supervision of students is a prime responsibility of certified staff. Particular care must be taken in areas of high accident rates (e.g., playground, gym, shop).
11. When in doubt of safety procedures when doing any task, it is always better to ask than to risk injury.
12. Do not overload equipment or vehicles.

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

General Safety: Facilities

All members of the maintenance and custodial staff will follow the following safety rules.

1. Keep work areas clean and orderly. Clean up all tools and equipment and put them up properly when a job is finished.
2. Be alert, watch for, and heed all warning signs and tags when working on such things as:
 - a. Electric lines
 - b. Water/Steam lines
 - c. Chemicals
 - d. Power equipment
2. Report any unsafe conditions to your supervisor immediately. Correct the situation if possible.
 - a. Appropriate clothing and safety wear must be used as appropriate; examples include:
 - i. Gloves

- ii. Masks
 - iii. Safety glasses
 - iv. Hard hats
 - v. Back support
3. Horseplay, practical jokes, fighting or other disorderly conduct which may endanger an employee or student or disrupt the operation of the school will not be tolerated.
4. Do not perform any task unless you are trained and aware of the hazards associated with that task, examples include:
 - a. Boiler/Hot water heater repair
 - b. Chemical use
 - c. Equipment use
 - d. Practice safe work habits. When in doubt about performing a job safely, contact the supervisor for instruction and training.
5. Be considerate of fellow employees; keep their safety in mind when working together.
6. Always perform an assigned job in a safe and proper manner. **DO NOT TAKE SHORTCUTS.** Taking shortcuts, excessive speed, and ignoring established safety rules are leading causes of employee injury.
7. Follow safe lifting practices; if in doubt ask for help.
8. Make sure all fire exits and fire doors are kept clear of obstructions.
9. If an injury does occur, report the incident to your supervisor immediately.
10. Avoid unnecessary moving of an injured person.
11. Notify First-Aid personnel and keep the injured as comfortable as possible until medical assistance arrives.
12. Follow safety rules for each specific duty that your job may require.

General Safety: Nutrition Services

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

General Safety: Transportation

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

INJURIES AND WORKMEN'S COMPENSATION PROCEDURES

It is extremely important that any work-related injury is reported immediately and the proper forms (available from the business office) are filled out. The business manager or finance director are the main points of contact and can answer all related questions. It is important to know that medical treatment for work-related injuries can be obtained only from the District's designated provider(s).

- All employees must obtain medical treatment of work-related injuries and illnesses from the **Regional Occupational Medical Program**, 2115 Stuart St., Alamosa, CO 81101. The phone number is **719-589-8110**. Or **HRRMC Salida Health Center**, 550 West US-50 Salida, CO 81201. The phone number is **719-530-2022**.
- In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility.
- The designated medical provider listed above will then provide follow-up care.
- If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment.

As required by District procedure, all work-related injuries must be reported in writing within 4 days of the incident. The District must then provide a *First Report of Injury* to the workmen's compensation insurance carrier within 24 hours of the incident.

A *First Report of Injury* should be filed:

- When there is an injury or illness that requires medical attention.
- Anytime an employee reports an injury and requests a report be filed.
- Anytime an employee misses work due to a work-related injury.
- Anytime doubt exists, since an employer may be penalized \$500 per day for filing late.

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

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

STAFF CONDUCT / USE OF INFORMATION SOURCES

Alcohol and Drug-Free Workplace – Policy GBEC

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

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

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

Weapons - Policy GBEB

The District is committed to maintaining a safe, weapon-free learning and working environment. No student, staff member, volunteer, or visitor may possess, use, transfer, or threaten the use of any firearm, explosive, knife (other than an approved school or work tool), or other dangerous weapon on District property, in District vehicles, or at any school-sponsored activity, except as specifically permitted by law and Board policy. Violations may result in disciplinary action up to and including suspension, expulsion, or termination, and may be reported to law enforcement as required.

Cell Phones/Devices

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

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

Employees who are alleged to have violated this provision shall be subject to immediate administrative review. The District may place the employee on administrative leave, with or without pay, pending the outcome of an investigation. The investigation shall be conducted in accordance with District procedures and applicable law, and the employee shall be provided an opportunity to respond to the allegations. Discipline imposed under this provision shall be in accordance with applicable law, Board policy, and any relevant employment contract or other legally applicable personnel procedures.

If a violation is substantiated, the employee shall be subject to disciplinary action up to and including termination of employment. The District shall also determine whether the conduct must or should be reported to appropriate authorities, including law enforcement and/or the Colorado Department of Education for possible licensure review or other action. Any conduct involving students that may constitute abuse, exploitation, unlawful conduct, or a mandatory reporting event shall be reported in accordance with applicable law and District policy.

Committees

Currently there are the following standing committees at Moffat Pk-12 School. Additional committees may be established as needed.

Building Leadership Team
Wellness Committee
PBIS
MTSS
Safety Team
Threat Assessment Team

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

HS Student Council
MS Student Council
National Honor Society (inactive)
Key Club
Science Fair (inactive)
Knowledge Bowl
HS Cross Country
MS Cross Country
HS Boys Basketball
HS Girls Basketball
MS Boys Basketball
MS Girls Basketball
HS Track
MS Track

CONDUCT EXPECTATIONS

In addition to complying with administrative policies regarding confidentiality, licensure, child abuse reporting, and drug and alcohol use, all employees are expected to meet the following standards of conduct and professional practice. These expectations are consistent with Colorado's emphasis on professional conduct, safe and respectful learning environments, collaboration with families, and ethical practice.

All employees are expected to:

- Maintain regular, reliable, and timely attendance.
- Follow Board policies, administrative regulations, and lawful supervisory directions.
- Support the enforcement of student expectations in a fair, respectful, and consistent manner.
- Exercise reasonable care in the use, protection, and stewardship of District property, equipment, materials, and resources.
- Protect the safety, welfare, and appropriate supervision of students at all times consistent with assigned duties.

- Maintain professional, respectful, and constructive relationships with students, families, colleagues, and community members.
- Carry out assignments and job responsibilities in a careful, competent, and timely manner.
- Help create and maintain a safe, orderly, inclusive, and positive environment that supports learning and individual growth.
- Demonstrate honesty, integrity, sound judgment, and professional and personal ethics in all work-related conduct.
- Maintain appropriate professional boundaries with students at all times.
- Protect confidential student, family, and personnel information and disclose such information only as permitted by law and District policy.
- Use District technology, electronic communications, and social media in a responsible, ethical, and policy-compliant manner.
- Refrain from harassment, discrimination, retaliation, bullying, intimidation, or other conduct that undermines a safe and respectful workplace or learning environment.
- Complete records, reports, and other work-related documentation accurately and honestly.
- Cooperate with District reviews, investigations, and compliance requirements and report concerns when required by law or District policy.

Failure to meet these expectations may result in corrective action or discipline, up to and including dismissal, in accordance with applicable law, District policy, and any legally applicable employment procedures.

Dress, Accessories and Grooming

Staff must exercise good judgment in their choice of professional appearance for work or work-related activities by appearing in a manner:

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

On Thursdays, staff may wear jeans and are encouraged to show school spirit, such as by wearing Moffat Cowboy gear. The principal may adjust or relax these guidelines on designated days, such as testing week, Homecoming Week or other school-spirit events.

Driving School Vehicles

Driver's License and Testing Requirement

Any employee that will be driving a District vehicle is required to have a Colorado Drivers License and to take the training and pass the test for the operation of small vehicles. Training and testing should be coordinated with the transportation director.

Vehicle Reservation Procedures

Submit a request form to the Transportation Director at least two weeks prior to the date that transportation is needed. The Transportation Director will indicate on the request form which vehicle is to be used. Staff will

pick up the key to the assigned vehicle from the Transportation Director. Before leaving and upon return, record the mileage on the mileage sheet available in each school vehicle. Keys are to be returned immediately to the Transportation Director.

Field Trip Procedures

All field trips and off-campus activities require advance approval. Two weeks in advance of the trip, the teacher is responsible for completing the Off-Campus Activity Form and submitting it to the principal. After principal approval, the form shall be forwarded to the Transportation Director for scheduling. The Transportation Director will schedule the trip, place it on the appropriate school calendar, and return the approved form to the main office, where the building administrative assistant will give the teacher the signed activity form. The teacher is responsible for giving the nurse an immediate notification of the activity so that all appropriate student medical information and needed accommodations can be prepared for the trip.

Grievance Procedure – Policy GBK/GBK-R

The district provides an orderly, fair process for employees to raise and resolve concerns at the lowest possible administrative level, without fear of reprisal. A “grievance” is an alleged material violation of Board policy or administrative regulation that applies to all employees; complaints of unlawful discrimination or harassment must follow the district’s designated procedures for those matters. Grievance procedures contained in any agreement with a recognized employee group apply only to grievances as defined in that agreement. Use of the grievance process does not create any additional individual rights beyond those provided by Colorado law or Board policy, and does not limit the administration’s or Board’s sole discretion to make employment decisions, including nonrenewal, transfer, assignment, or dismissal, consistent with applicable law.

The employee may choose a person to assist them at any step of the grievance procedure. Any costs resulting from such assistance shall be the employee's responsibility.

Individual or group grievances of employees shall be filed within 30 working days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation. A grievance shall be resolved as follows:

Step 1. The grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee(s) involved in the grievance. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The administrator or supervisor shall render a written decision within 10 working days.

Step 2. If the grievance is not resolved at Step 1, the employee(s) may present the written grievance to the superintendent, who shall meet with the employee(s) within 10 working days of receipt of the written decision from Step 1, and shall render a written decision within 10 working days of the meeting.

Step 3. If the grievance is not resolved at Step 2, the employee(s) may file a written request for review by the Board of Education; however, the Board is under no obligation to grant a hearing nor further address the grievance if the Board determines the grievance has been appropriately addressed at Step 2. If a hearing is granted, such hearing shall be held within 30 working days of receipt of the written decision from Step 2. The Board's review of the grievance may be held in executive session at the request of the employee(s), the

superintendent or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

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

Internet Safety – Policy GBEE

Employees are expected to use district technology, the internet, electronic communications, and social media responsibly, ethically, and only for legitimate educational or district-business purposes. District devices and accounts are district property, may be filtered and monitored at any time, and staff should have no expectation of privacy when using them. Staff must protect confidential student and personnel information, follow all laws and district policies (including those on discrimination, harassment, copyright, and records retention), and avoid accessing, creating, or sharing inappropriate, unsafe, or unauthorized content. Use of district technology is a privilege, not a right; misuse may result in loss of access, restitution for damages, and disciplinary action up to and including termination.

Sexual Harassment - Policy GBAA / AC-R / AC-E1

The district prohibits sexual harassment and retaliation in the workplace and is committed to providing staff with a safe, respectful, and nondiscriminatory environment, consistent with Board Policies AC – Nondiscrimination/Equal Opportunity and GBAA – Harassment or Discrimination of Staff. Sexual harassment includes unwelcome conduct or communication of a sexual nature (including quid pro quo, hostile environment, and sexual violence) that interferes with an employee's ability to work or participate in district programs. Staff are expected to avoid any conduct that could reasonably be perceived as sexual harassment and to report concerns promptly through the district's Title IX and AC/GBAA complaint procedures. Reports will be handled as confidentially as possible, consistent with law and Board policy, and the district will take appropriate action to stop the harassment, prevent its recurrence, address its effects, and protect any employee who reports or participates in an investigation from retaliation.

School Records and Confidentiality – Policies JRA/JRC and JRCB

Staff must protect the confidentiality of student records and information, including education records, health and disciplinary information, and any other personally identifiable student data. Such information may be accessed, used, or disclosed only as needed to perform assigned job duties and only in ways permitted by law (including FERPA), Board policy, and district procedures. Staff must use care when transmitting student information electronically (such as by email or through online systems) to ensure it is sent only to authorized recipients, and must never share student data on personal devices, personal email, or social media. Improper access, use, or disclosure of student records may result in disciplinary action, up to and including termination, and may have legal consequences.

Protection of Personnel Records and Files - Policy GBJ

Staff must also protect the confidentiality of personnel records and other sensitive district records, including information about applicants, employees, and internal district operations. Access to personnel and other confidential district records must be limited to those with a legitimate, job-related need to know and must comply with applicable law, Board policy, and district procedures. Staff may not disclose or misuse confidential

personnel or district information, including through electronic communications, personal devices, or social media. Improper access, use, or disclosure of staff or district records may result in disciplinary action, up to and including termination, and may have legal consequences.

Staff Ethics/Conflicts of Interest/Nepotism – Policy GBEA

Employees are expected to perform their duties ethically, professionally, and in compliance with state law and District policies. Employees may not engage in any outside activity, financial interest, or relationship that conflicts with, or creates the appearance of conflicting with their District responsibilities, or that uses their District position for private gain or to give preferential treatment to any person.

Confidential information obtained through District employment must be protected and may not be used or disclosed except as permitted by law, District policy, and assigned job responsibilities. Employees may not use nonpublic District, student, family, or personnel information for personal benefit, outside employment, or the benefit of another person or organization.

Employees may not sell books, instructional materials, equipment, supplies, or other items to students or parents/guardians of students they serve unless specifically authorized in advance by the District. Employees also may not participate in supervision, evaluation, appointment, discipline, dismissal, payroll handling, auditing, or access to confidential personnel information involving a member of their immediate family. For this purpose, immediate family includes a spouse, partner in a civil union, child, or parent. The district recognizes that, in a small rural community, employees may be related or have close personal relationships, and may adjust and/or add additional supervision, evaluation, decision-making, or access to information to avoid actual or perceived favoritism or conflicts of interest.

Failure to comply with these expectations may result in corrective action or discipline, up to and including dismissal, in accordance with applicable law and District policy.

Teacher Oath Requirements

All licensed and authorized public school educators in Colorado are required by law to take an oath to uphold the U.S. and Colorado constitutions. This oath is taken once upon hire with a district or charter school and remains in effect for the duration of employment. The oath states:

“I solemnly (swear)(affirm) that I will uphold the constitution of the United States and the constitution of the state of Colorado, and that I will faithfully perform the duties of the position upon which I am about to enter.”

Educators affirm this oath by signing the designated oath document as part of the hiring process.

Tobacco Policy - ADC

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

Social Media Guidelines

Staff are expected to use District-issued email accounts and District-approved communication platforms as the primary means of communicating with students and families.

District-managed tools such as approved learning platforms, classroom websites, and school-controlled social media sites may be used for legitimate educational and District business purposes. School and District activities, events, and student achievements should be originally posted only through District-approved and District-controlled websites and social media accounts, not through employees' personal or privately managed accounts.

All interactions with students, whether in person, by phone, by text, or through electronic or social media, must be professional, appropriate to the staff member's role, and consistent with District policies on staff and student boundaries, confidentiality, and professional conduct. Employees are strongly discouraged from using personal email, personal social media accounts, personal messaging applications, or personal texting to communicate with students. Staff should give careful consideration to the **time** and **place** of any communication with students and should keep individual communications with students outside of school hours to a minimum, limited to necessary, school-related matters.

When communication with a student outside of regular school hours is necessary, staff should use District-approved methods and, whenever practicable, include or first contact the student's parent/guardian using the contact information on file. Personal social media use should be limited to off-duty time and personal devices, and employees should avoid online interactions with students that could blur professional boundaries, disclose confidential information, or create an appearance of impropriety. Violations of these expectations may result in loss of technology privileges, disciplinary action, or other corrective action in accordance with District policy and applicable law.

STAFF AND STUDENTS

Corporal Punishment and Physical Restraint/Seclusion – Policy JKA

Physical intervention with students should be avoided whenever possible and used only as a last resort in accordance with District policy and Colorado law. District employees may use reasonable and appropriate physical intervention only when necessary to protect a student or other person from serious, probable, imminent harm, and only within the scope of their employment and in compliance with District policy JKA and its accompanying regulation. Any use of physical intervention, restraint, or seclusion must be limited to the degree and duration reasonably necessary under the circumstances and must never be used as punishment, discipline, coercion, convenience, or retaliation.

REPORTING CHILD ABUSE/NEGLECT

All District employees are mandatory reporters under Colorado law and must report suspected child abuse or neglect immediately, or as otherwise required by current law, to the county department, local law enforcement, or the Colorado Child Abuse and Neglect Hotline. Employees should not assume that notifying a supervisor or colleague satisfies their personal legal duty to report. If a child is in immediate danger or needs urgent medical attention, call 911. For non-emergency reports, call **1-844-CO-4-KIDS (1-844-264-5437)**, available 24 hours a day. After making a report, the employee shall also notify the building principal and/or superintendent that a report has been made and provide the report number or other available documentation for District recordkeeping; this internal notification does not replace the employee's legal duty to make the report directly.

Employees must report whenever they have reasonable cause to know or suspect that a child has been abused or neglected, or has been subjected to circumstances or conditions that would reasonably result in abuse or neglect. Reports made in good faith are an important part of protecting children, and knowingly making a false report is prohibited by law. The District expects employees to cooperate with all reporting requirements and to complete required training on child abuse and neglect reporting. For information and training, staff may use the State's mandatory reporter training at [ColoradoCWTS](#)

STAFF RELATIONS WITH STUDENTS

Student behavior expectations and possible consequences are outlined in the District's Student and Parent Handbook, including the applicable discipline matrix. The discipline matrix serves as a guide for addressing student misconduct in a fair, consistent, and developmentally appropriate manner, in accordance with Board policy, district procedures, and Colorado law.

School administrators retain discretion to consider the nature of the behavior, the student's age, circumstances, safety concerns, and required legal factors when determining an appropriate response. Employees are expected to follow the Student and Parent Handbook and applicable Board policies when addressing student discipline concerns.

HANDBOOK ACKNOWLEDGMENT OF RECEIPT

Moffat Consolidated School District #2 / Moffat PK-12 Handbook Acknowledgment of Receipt

I acknowledge that I have received access to the Moffat Consolidated School District #2 Personnel Handbook. I understand that I am responsible for reading the handbook and becoming familiar with its contents.

I understand that the handbook is intended to provide a general summary of selected District practices, guidelines, and Board policies and is not all-inclusive. Current Board policies are available on the District's website, and additional District procedures or administrative guidance may be obtained through the District Office. This edition supersedes all prior versions of the handbook. The District reserves the right to interpret, revise, suspend, or change handbook provisions, practices, guidelines, policies, and procedures, consistent with applicable law.

I understand that authorization to begin work may be made through the District's hiring process; however, the Board of Education is the final hiring authority for District employment. Accordingly, employment is subject to Board approval.

I understand that, in the course of my employment, I may have access to confidential or sensitive information relating to students, employees, families, and District operations. I agree to maintain the confidentiality of such information and to access, use, or disclose it only as permitted by law, Board policy, District procedures, and my assigned job responsibilities. Questions regarding confidentiality should be directed to my supervisor.

I further understand that student education records and personally identifiable information are protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. I may access student records only when I have a legitimate educational interest and a job-related need to know. Unauthorized access, use, or disclosure of confidential information or student records may result in disciplinary action, up to and including termination of employment, and may also result in legal consequences.

By signing below, I acknowledge that I have received access to the Personnel Handbook and understand that it is my responsibility to read, understand, and comply with the handbook and any future revisions.

Name of Employee: _____

Employee Signature: _____

Date: _____

Moffat CSD#2 Office Use only:

Date Received: _____

Signature: _____