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# Employee Handbook

## 2023-2024

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## **Employee Acknowledgement**

# **Manitou Springs School District 14**

## **Introduction**

Manitou Springs School District 14 consists of Green Mountain Falls, Chipita Park, Cascade and Manitou Springs, with the west boundary being essentially contiguous with the El Paso County boundary at Crystola and the east boundary at the dividing line between Colorado Springs and Manitou Springs. The district also includes the Cedar Heights subdivision, which is in the city limits of Colorado Springs, and the Crystal Park area to the south of Manitou Springs. Our enrollment is about 1,400 students. Our district was organized in 1872. The Green Mountain Falls and Cascade school districts joined us in the late fifties, and Crystal Park residents voted to join the district in the mid-eighties, completing our current boundaries. We are fully accredited with the Colorado Department of Education and our schools are also accredited by the North Central Association of Colleges and Secondary Schools.

School District 14 is operated under the direction of a five-member Board of Education, elected by the people of the district at large. Members are listed on the District website, [www.mssd14.org](http://www.mssd14.org). School Board meetings are normally held the third Monday of each month in the Media Center at Manitou Springs High School, 401 El Monte Place, Manitou Springs, CO.

## **Facilities**

### **SILC Building**

405 El Monte Place  
Manitou Springs, CO 80829  
*Location of district offices*

### **Ute Pass Elementary School**

9230 Chipita Park Road  
Chipita Park, CO 80809  
*Serves approximately 160 students and offers programs from Preschool through 6th grade.*

### **Manitou Springs Elementary School**

110 Pawnee Avenue  
Manitou Springs, CO 80829  
*Serves approximately 460 students and offers programs from Preschool through 5th grade.*

### **Manitou Springs Middle School**

415 El Monte Place  
Manitou Springs, CO 80829  
*Serves approximately 380 students and offers programs from 6th through 8th grade.*

### **Manitou Springs High School**

401 El Monte Place  
Manitou Springs, CO 80829  
*Serves approximately 500 students and offers programs from 9th through 12th grade.*

### **Ute Pass BOCES**

401 El Monte Place



## **Purpose of the Handbook**

This Handbook addresses procedures, policies and practices that apply to all Manitou Springs School District 14 employees. We cannot, however, possibly list in detail all of our professional expectations and responsibilities in maintaining a school district that serves and educates our students. It is designed to acquaint employees with the District and to provide information about working in the MSSD14. The language used in this handbook and any verbal statements made by administration are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration.

The need may arise to change the policies described in the handbook. The District therefore reserves the right to interpret them or to change them without prior notice. Employees will be notified of any changes as soon as possible. If there are any unforeseen conflicts between this handbook and the law or Board policy, the latter supersedes.

No employee handbook can anticipate every circumstance or question. Please familiarize yourself with the contents in this Handbook and refer to it when specific questions arise. It is essential that we are all knowledgeable, confident, and united in our understanding of what MSSD14 expects from its employees. If you have any questions, please see your immediate supervisor or the Human Resources Department for clarification.

## **Employment Policies and Conditions of Employment**

### **Definitions of Employment Status/Positions**

**Full-time Employee.** Employees whose position is scheduled to work the full-time schedule for their job classification. Full-time employees are currently eligible for District benefits.

**Part-time Employee.** Employees whose position is scheduled to work at least 20 hours or less than a 40-hour workweek. Part-time employees are currently eligible for District benefits.

**Exempt Employee.** Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

**Nonexempt Employee.** Employees whose positions do not meet FLSA criteria and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are paid overtime or compensatory time at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.



**Substitute Employee.** Employees who are hired in a job established for an as-needed basis.

## Attendance Calendars

The work year for all employees who are scheduled to work less than 12 months shall be determined by their job classification. The work year for 12-month employees shall be determined by the official calendars adopted annually by the Board of Education. The District has two categories of calendars Year Round or School Year. [Attendance Calendars](#)

- **Year round.** Any employee who is hired for a full- or part-time position and is scheduled to work more than 220 days per year.
- **School year.** Any employee who is hired for a full- or part-time position and is scheduled to work less than 219 days.

## Report Times

Please contact your direct supervisors for specific report times.

## Job Descriptions

Coming Fall of 2023

## Equal Employment Opportunity/Unlawful Harassment

Policy AC/GBA/AC-E-2

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 disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, veteran status, 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.

NOTE: State law defines "sexual orientation" as "a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or another person's perception thereof."



## **ADA and Religious Accommodation**

The District will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District or cause a direct threat to health or safety. The District will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the District. Contact the Human Resources Department for more information.

## **Sexual Harassment:** Policy BAA

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.

## **Alcohol and Drug-Free Workplace Policy:** 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.

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 district has an obligation under the Act 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.

## **Smoking/Tobacco** Policy ADC

All staff members shall be prohibited from using tobacco products (tobacco, vaping pens, chewing tobacco) in all buildings, on school grounds and in school vehicles. Staff members shall refrain from using tobacco products in the presence of students on field trips, activity trips or other school-sponsored activities.



## **Nondiscrimination/Equal Opportunity Complaint Procedure**

Policy AC-E-1 Form/AC-R Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, the district expects employees to make a timely complaint to enable the District to investigate and correct any behavior that may be in violation of this policy. Complaint procedures have been established for students, parents, employees, and members of the public who believe they have been a target for discrimination or harassment. The District prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. A complaint is to be filed following the complaint procedure AC-R.

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Manitou Springs School District 14 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public. The following persons have been identified as the compliance officer for handling reports and complaints of unlawful discrimination/harassment.

### **\*ADA and Section 504 Compliance Officer for Students:**

Director of Student Success  
Kolleen Johnson  
405 El Monte Place  
Manitou Springs, Colorado 80829  
kjohnson@mssd14.org  
Telephone: 719-685-2024

### **\*ADA/Section 504 Compliance Officer for Employees and Title IX Coordinator:**

Human Resources Department  
Sarah McAfee  
405 El Monte Place



Manitou Springs, Colorado 80829  
smcafee@mssd14.org  
Telephone: 719-685-2018

### **Employee Complaint Procedure** Policy GBK/GBKA-E

It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal or retaliation.

If a meeting is required during the Complaint Resolution Procedure, either party may be accompanied by an individual to attend the meeting with them ("Guest"). They may be accompanied by a Guest of their choice at any step of the Complaint Resolution Process. This Guest may attend the meeting in support of the Complainant or Respondent. Two business days prior to the meeting, each party will inform the other as to names of guests as well as their title, role or relationship. All parties need to agree on guests.

The Guest agrees to maintain confidentiality of the Complaint Resolution Process. The Complainant or Respondent agrees to explain this role, expectation and confidentiality to this person prior to the meeting. If this conduct is violated, the Guest will no longer remain in attendance during the Complaint Resolution Process.

## **Employee Benefits**

### **District Benefits**

Benefit plans offered by the District are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the District's discretion as permitted by law. The District and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the District.

Classified employees who work twenty hours or more and 0.5 FTE certified, or licensed employees are eligible and encouraged to participate in a district-sponsored health insurance plan with at least an individual coverage.



All new employees who choose medical coverage must enroll in a plan they select within 30 days of their date of employment. If an employee chooses not to enroll in the district health plan, the district will require a signature for refusal of coverage.

A change of enrollment period is held annually each spring for a July 1st effective date. During this change of enrollment period, all participating employees have the option to change enrollment in the district-sponsored health insurance plan. If a dependent is added by marriage or birth of a child, the employee has 30 days to add this dependent to the plan coverage.

Any health insurance premiums deducted from an employee's paycheck are to pay for the following month's coverage.

## **Insurance Benefits**

Manitou Springs School District offers a comprehensive array of valuable benefits to protect your health, your family and your way of life. Information regarding eligible employee benefits is presented in the Benefits Guide, annually reviewed and updated. [Benefit Guide](#)

Employees will have an opportunity to make changes to their benefit selections during the District's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document. For questions regarding benefits contact the district Payroll Specialist. In the event you take a leave of absence, please consult Human Resources to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

## **Employee Assistance Program/Mental Health**

Every employee has access to 24/7 health and wellbeing services through CARE24 Employee Assistance Program. CARE24 connects you to registered nurses or counselors who can help you with health concerns, personal or family matters, financial and emotional needs and more. To access the service, call the CARE24 number: 1-888-887-4114.

## **Payday**

Pay is monthly and will be directly deposited to the employee's bank account unless other arrangements have been made with the Payroll Specialist. Hourly employees are expected to complete a timesheet for the hours worked and submit to his/her supervisor for approval no later than the last working day of the month; failure to do so may result in a delay in pay. Questions regarding pay and/or deductions from pay may be asked of your supervisor or contact the Payroll Specialist.

2023-24 Pay Dates:

**Year-Round Employees:**



07/25/23, 08/25/23, 09/25/23, 10/25/23, 11/17/23, 12/19/23, 01/25/24, 02/23/24, 03/22/24, 04/25/24, 05/24/24, 06/25/24

**School-Year Employees:**

09/25/23, 10/25/23, 11/17/23, 12/19/23, 01/25/24, 02/23/24, 03/22/24, 04/25/24, 05/24/24, 06/25/24, 07/25/24, 08/23/24

**Paychecks/Pay Stubs**

Paychecks are Direct Deposit only. The District does not mail, email, or print payroll checks or pay stubs. All employees can obtain their pay stubs/vouchers within their own account on the Employee Service Portal.

Follow these steps to access your pay stubs in the Employee Service Portal:

1. Go to <https://esp1.aliosolutions.net/MSSD14/Login.aspx>
2. Log in (if you have never accessed the employee portal you will need to create an account. Please contact the Payroll Specialist for your employee number).
3. Click “payroll” at the top of the screen.
4. Pay dates will be highlighted in green. Click on the highlighted days to see your pay stub for that month.

**Life Insurance**

Any employee who is at least .50 FTE is provided, at the district’s expense, with a \$20,000 term life insurance policy and accidental death and dismemberment policy; reduction to this amount begins at age 65. Any administrator and/or director in the District shall receive life insurance coverage equal to the employee’s salary rounded to the nearest thousand dollars.

**Short-Term Disability**

The District provides short-term disability insurance at no cost to you. Please reach out to Human Resources for information to determine qualification.

**Disability Program**

The Public Employees Retirement Account (PERA) provides programs for short-term disability and disability retirement for vested members who meet the requirements. Contact PERA for more information.



## **Unemployment Insurance**

The school district carries unemployment insurance at no cost to employees. Employees who terminate employment with the school district may be eligible for unemployment insurance benefits.

## **Flexible Spending Account**

The Flexible Spending Account Plan allows you to pay for certain eligible health care expenses which are not reimbursed by any health care plan and/or child care expenses on a tax advantaged basis. You may direct that a portion of your salary be deducted before taxes to reimburse yourself for any of these expenses. Contact the Payroll Specialist for further details.

## **Health Savings Account (HSA)**

A health savings account (HSA) option is available to employees who are enrolled in the UnitedHealthCare HDHP plan.

## **Retirement Plans**

Colorado PERA [401(k) Plan / 401(k) Roth Plan / 457 Plan / 457 Roth Plan]

Public Employees' Retirement Association

1300 Logan Street

Denver, CO 80203-2386

(800)759-7372

[www.copera.org](http://www.copera.org)

## **Transitional Retirement**

Retired employees may apply to the Board of Education for a transitional retirement year. The application and approval process will be consistent with Administrative Policy GCQEB and PERA guidelines. If approved, employment will be on an "at will" basis and the employee will receive no district benefits except health insurance in accordance with Board Policy for regular employees. The window to apply for a transition retirement year is between February-March each year.

## **PERA and Medicare**

All employees are required to contribute to Colorado PERA. A monthly deduction of 11.0% is taken for the employee contribution to PERA. The district contributes 21.4% for each employee to contribute as the employer share to PERA.

All employees are required by law to contribute 1.45% of their gross salary to Medicare. The District will make a matching 1.45% contribution for each. This is not a deduction for Social Security benefits; the District is not required to deduct for Social Security benefits. This deduction will provide Medicare benefits for the employee at age 65 or older.



## Workers' Compensation

The District is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor. If employees are injured on the job, no matter how minor, they must immediately report this fact in writing to the District's Payroll Specialist.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the [District's designated physicians](#). If not, the employee may be responsible for the cost of medical treatment.

## Professional Liability

The Board of Education of Manitou Springs School District 14 has purchased a school entity liability policy for the district with the Colorado School District Self Insurance Pool.

*This policy provides:*

Bodily Injury/Property Damage - The school district and all of its employees are covered in suits of bodily injury/property damage which arise out of the operation of the school district while the employee is acting in the scope of his/her duty and under the direction of the school district. This also includes personal injury claims - libel, slander, defamation of character, wrongful eviction (suspension/expulsion), false arrest, and corporal punishment.

Teacher Liability Insurance - All professional staff are protected against bodily injury/property damage claims, and personal injury claims that arise out of the performance of "professional services" while acting in the scope of their duty at the direction of the school district.

Wrongful Acts Policy - The school district and all of its employees are protected against any suits of wrongful acts for which the employee/school district is legally liable. This coverage includes the cost of any judgments, settlements, court costs, costs of investigation, and defense.

Exclusions - Excluded from this coverage would be those involving contractual liability (failure to provide a contracted service), acts resulting in personal profits/advantage, various criminal acts (please contact the Assistant Superintendent for more clarification), and any other liabilities uninsurable by law. Any punitive damages (fines) resulting from a suit also are not covered.

## Choice Process for Staff Children

Manitou Springs School District welcomes staff members to bring their children into the district. All staff members may apply through the Choice portal found on the [District's website](#) during the open window(s). Staff do not have priority over in-district students but do have priority over out of district students if there is room in grade and program. Choice admissions for all students is reviewed annually. The district's first choice window will open in January for the following school year. Questions should be directed to the Director of Student Success.



## Connect 14 Classes

MSSD14 offers classes for staff kids for free. Look for email in fall and spring with the open window dates to sign up and code to use at checkout to receive a full discount! You can view and register for classes at [www.connect14.org](http://www.connect14.org).

## Internal Class Coverage Pay

If you are covering for a class that does not have a substitute, you will be compensated as follows:

- Elementary:
  - \$18.75/hour for each class that you cover
- Middle School:
  - \$18.75/hour on Monday, Tuesday and Friday for each class that you cover
  - \$37.50/for two hours on Wednesday's and Thursday's for each class that you cover
- High School:
  - \$37.50/for two hours for each class that you cover
  - Advisory class will count for one hour at \$18.75/hour

★ **All internal class coverages will need to be tracked on the district spreadsheet by the building secretary daily so that employees can be paid accordingly.**

## Recognition Manitou Spotlight

Employees have an opportunity to recognize another employee on a regular basis. Honorees will be recognized during a special presentation during each monthly board meeting. (The nominator will briefly speak about the person they nominated.) Those honored will receive a plaque at the presentation and be featured on the district's website and social media. Here is the form to nominate a person: <https://forms.gle/GLjjNL6Lfb9rwUCk6> *\*We are accepting nominations for Mustang Spotlight on a continuous basis. Each month a few employees who were nominated will be selected\**

## Professionalism

### **Ethics and Professionalism** Policy: GBEB, GBEA

All employees have a responsibility to abide by federal and state laws as these affect their work and the policies and regulations of the District. As representatives of the District and role models for students, all staff shall demonstrate and uphold high professional, ethical, and moral standards.



Staff members shall conduct themselves in a manner that is consistent with the educational mission of the District and shall maintain professional boundaries with students at all times. Interactions between staff members must be based on mutual respect, and any disputes must be resolved in a professional manner.

District employees are expected to interact with peers, students, parents, and our community in a professional manner. A professional manner includes, but is not limited to: respect, care, kindness, positivity, and integrity. In addition, staff shall remain open to others' perspectives, as well as authentically work with internal and external stakeholders to resolve concerns in an effort to arrive at win-win outcomes.

### **Professional Problem Solving/Conflict Resolution** Policy: GBK

The Superintendent and Board of Education desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of concerns, problems or complaints without fear of reprisal or retaliation.

It is the expectation of employees to schedule a meeting with their direct supervisor to discuss concerns and/or problems in a timely manner when concerns arise. This meeting is an opportunity for the employee and supervisor to work together to:

- Understand the concerns and key issues from the perspectives of all parties involved.
- Determine what needs/results would make a doable and fully acceptable solution.
- Identify realistic actions to achieve those results.
- Realize and discuss any potential issues that may arise as a result of the conflict resolution.

### **Confidentiality**

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

"Student education records" are those records that relate directly to a student. Student education records may contain, but not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns; and any Individualized Education Program (IEP).



The District shall follow applicable law in the district's access to, collection and sharing of student education records.

District staff members shall ensure that confidential information in student education records is disclosed within the district only to officials who have a legitimate educational interest, in accordance with applicable law and district policy.

Appropriate district staff members shall use the utmost professionalism concerning the protection of confidential student information, which describes the appropriate uses and safeguarding of student education records.

District staff members shall ensure that student education records are disclosed to persons and organizations outside the district only as authorized by applicable law and district policy. The term "organizations outside the district" includes school service on-demand providers. The security of student education records maintained by the district is a high priority.

Staff members who disclose student education records in a manner inconsistent with applicable law and Board policy may be subject to disciplinary action, up to and including termination from employment. Any discipline imposed shall be in accordance with applicable law and Board and district policy.

## **Staff Dress Code**

All district employees 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. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, ties, dresses and coordinated separates.

Principals and other administrative supervisors are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy.

### **Acceptable (this is not an exhaustive list)**

- Collared or un-collared shirts – pullover or button style
- Sleeveless shirts, tops and dresses that are not excessively deep cut (underarm) or low cut or expose any undergarments
- Shirts may be long or short sleeved
- Jackets, shirt-jackets, cardigans, and stylish denim jackets
- Sweaters including pullover, cardigan styles, and banded-bottom collared shirts that have a appearance of a sweater



- Tailored or business casual pants
- Cropped dress pants, capri pants that reach mid-calf
- Dress jeans (no holes)
- Skirts/dresses of a professional length, no shorter than 2” above the knee
- Leggings that are moderate in style worn with a regular length dress, skirt, or tunic top
- Dress or casual shoes (Examples: leather-like, suede, loafer style, boots, open-toed shoes and sandals that have a dress appearance)
- Messages on shirts or clothing are respectful, professional and not offensive

### **Exceptions**

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities. When there are extreme temperatures in the buildings, the building principal or supervisor may allow staff to wear professional length shorts.

A principal/supervisor may designate days when spirit clothing and casual dress may be worn. This philosophy applies to school buildings and central office support staff, not to the support departments in which denim pants are appropriate for the work they need to accomplish, i.e., facilities services, transportation, nutrition services, etc.

A principal or administrative supervisor may make exceptions to this policy to meet the needs of his or her specific division, school, or work site. In the rare instance something is questionable, a principal or administrative supervisor reserves the right to determine appropriateness and will speak with you regarding the matter.

### **Use of Social Media** Policy GBEB

The use of personal social media during working time is not permitted unless you are on a break or your personal lunch time. Ultimately, the employee is solely responsible for what they post online. Staff members should be mindful of what they post online. Before creating online content, they should consider some of the risks and rewards that are involved. If you publish or post regarding District matters, you should include a disclaimer making clear the posting is your own and does not necessarily represent District positions, strategies, or opinions.

When you use social media, use good judgment. We request that you be respectful of the District, our employees, our students, our families, our partners and other stakeholders. A blog or social networking site is not the ideal place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the District must be made consistent with the complaint process in the administrative policy so that they can be addressed.

Please see Board Policy for additional details regarding Staff Conduct and Responsibilities and appropriate use of technology and social media.



## Use of Personal Devices During Work Hours

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Phones and mobile devices with cameras should not be used in a way that violates other District guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

Personal devices are not allowed on the district network, except for UPES staff (due to no cell connection in the area).

## Staff Leaves and Absences

### Reporting an Absence

All staff are required to report their absence in [Frontline's Absence Management](#) system. They should also contact their building principal or supervisor and notify them of the absence(s). Absences can only be entered and taken in *one* hour increments. Please include a note stating the reason for absence; this helps ensure accuracy and reference if changes need to occur. If you have arranged a substitute, please follow the directions in Frontline to assign the substitute. Assigning a substitute must be communicated with the substitute prior to assigning them to your job.

Failure of employees to request/report absences may result in disciplinary action up to and including termination of employment.

Please contact Human Resources for questions or support with the Frontline Absence Management System.

### Requesting Substitutes

Time off requests should be put into Frontline as far in advance as possible.

- Requests will need to be communicated to your supervisor or building principal.
- You will need to put your absence into Frontline so the system can contact substitutes. If you have a specific substitute you arranged you can assign them in Frontline.
- For a list of substitutes please contact your building secretary or Human Resources Specialist.
- Illness and emergency cannot always be planned.
  - In the case you cannot come into work the morning of, please email or text Human Resource Specialist ([ewarren@mssd14.org](mailto:ewarren@mssd14.org) or 719-502-6886) ASAP. HR Specialist will work on finding substitutes for day of or unfilled absences starting at 6 a.m.



- *It will become the responsibility of the building to get any unfilled absences covered after 7 a.m.*

## Annual Leave

During any given year, all employee absenteeism will first be deducted from that year’s annual leave. If the current year’s annual/vacation leave is exhausted, employee accumulated leave, if available, may be used for further absenteeism.

**Annual Days For Employees**

<b>Days Worked Per Year</b>	<b>Annual Days Per Year</b>
181 or Less	10 Days
182 - 201	11 Days
202 or More	12 Day

A day of leave per employee is defined as the same number of hours as a workday for the employee. Thus, an employee who works four hours per day for 181 days per year receives 10 four hour days of annual leave per year.

Annual leave will be prorated for any staff contracted from the date of hire. Annual leave may be used for any purpose by the employee. Unused annual leave will accumulate as accumulated leave.

## Accumulated Leave

If an employee has used all of their available annual leave, accumulated leave may be used following the same guidelines as Annual Leave, except that employees must get approval for use of accumulated leave from their supervisor. Please email your supervisor in advance for approval. When all accumulated leave is exhausted, further absenteeism will be charged against the employee at the daily rate of compensation for that employee.

Employees resigning from their employment with the district, having given notice or are retiring, cannot use their accumulated leave at the end of their contract time.

## Reimbursement for Unused Accumulated Leave

To qualify for reimbursement of unused accumulated leave, the employee must apply for and be approved for their PERA retirement. Employees retiring from School District 14 shall be reimbursed for accumulated leave as follows:

### Reimbursement Calculator

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5-9 years of service	20% of the base per diem pay up to 40 days total
10-14 years of service	30% of the base per diem pay up to 50 days total
15-19 years of service	40% of the base per diem pay up to 60 days total
20+ years of service	50% of the base per diem pay up to 100 days total

Base per diem definitions:

- Teachers: Minimum B.A. teacher salary as it appears on the salary schedule divided by the number of contract days.
- Administrators/Directors: The minimum Administrator and Director Salary Schedule salary for the position the employee holds at the time of retirement. The per diem will be determined by dividing that minimum pay by the number of contract days specified for the administrator/director.
- Classified: The minimum hourly rate for the classification the employee holds at the time of retirement times the number of hours per day the employee worked at the time of retirement.

The district will endeavor to pay employees for unused accumulated leave in the month following retirement. Example: Retirement date of June 1 = Pay in July paycheck.

**Vacation**

Year-round classified employees are eligible for 10 days vacation each year during the first five years of employment with the district, and 15 days on year six and each year thereafter.

Vacation days must be approved by the employee's supervisor prior to being taken. During the first year of employment, vacation days will be prorated from the date of employment through June 30th. During the employee's second year of employment, days will be prorated from July 1st through the five-year employment anniversary date based on 10 days, and from the employment anniversary date through June 30th based on 15 days.



Vacation days may not be accumulated. If they are not used during the July 1 - June 30 work year, they are forfeited, unless special arrangements are approved by the Superintendent.

Classified employees resigning or retiring from employment with the district, having given notice will be entitled to receive payment for any unused prorated earned vacation time and annual leave.

If the employee has taken more vacation time than would have been earned on a prorated basis on their resignation date, then the employee will owe to the district the corresponding per diem pay for the excess days.

## **Sick/Leave Bank**

The purpose of the sick/leave bank is to provide additional leave days for participants who have extended illnesses and extenuating circumstances causing them to use all annual and accumulated leave. A sick/leave bank is available for all classified employees who work 20 hours or more per week and all certified employees who work halftime or more.

### **Process to join the sick/leave bank:**

- An eligible employee may donate one day of leave to the bank within 30 days of their initial onboarding of employment.
- The donation will be reflected in the Frontline Absence Management System on their first day of employment.
- An employment status increase from less than half time to half time or more (certified) or from less than 20 hours per week to 20 hours per week or more (classified) may join the bank within 30 days of this change of employment status.
- Participants will add days to the leave bank through the “one day” yearly donation until a reserve of 200 days is accumulated in the bank. When the reserve drops below 200 days, the district will open it up for all district employees to donate a day.
- No further days will be added to the bank until the reserve has dropped to 150 days.
- At the beginning of the school year immediately following the date the bank’s reserve has dropped to 150 days, a further day will be asked of each sick/leave bank participant until the reserve is again at or above 200 days.
- The employee must contribute additional days as needed in order to remain a participant in the bank and shall designate if the added days are to be deducted from annual or accumulated leave.
- If an employee accesses the sick bank, they will need to donate a day the next year to remain a participant in the sick/leave bank.



**Accessing the sick/leave bank:**

A participant may withdraw from the bank at any time by submitting their intention to the Director of Human Resources in writing and documentation may be requested. Any participant who withdraws, forfeits all days they previously donated to the bank. Participants may not withdraw days from the bank more than twice during any school year. If a participant accesses days within the sick bank, they will need to donate another day the next year in order to remain eligible to access the sick bank.

In order to apply for days from the bank, the member must first have depleted all annual and accumulated leave days. The number of sick/leave days available for each member will be determined by your current available annual/accumulated days on the date of initial illness.

**Calculating Sick Bank Availability**

Days of leave (annual + accumulated) on first day of illness	Number of leave bank days which may be requested
0	4
1	6
2	8
3	10
4	12
5	14
6	16
7	18
8 or more	20

If an employee is unable to return to work, they may apply for Short Term Disability through UnitedHealthCare, after exhausting all leave (*annual, accumulated, sick/leave bank*).

The Board of Education will review the operation of the leave bank periodically to determine it is in the best interests of the district’s fiscal management to continue the bank. Should the Board rescind this policy and dismantle the employee sick/leave bank, each



participant shall have the balance of their non-used contributed day(s) credited back to their individual accumulated leave account.

### **Professional Development Leave**

Absence from regular assigned duties for participation in professional activities shall not be charged to an employee's Annual Leave days, provided the employee has received the prior approval of his/her principal or immediate supervisor. Professional development leave must be aligned to school and/or professional growth goals.

### **Overuse time**

When an employee has exhausted all leave (annual/accumulated), any continuing absences will be unpaid and may result in disciplinary measures.

### **Leave Without Pay**

Any staff member may request a leave of absence without pay from the District when all annual/accumulated leave is exhausted. The request must include the reason, along with the starting and ending dates of the leave. Human Resources will provide the staff member with the Leave Without Pay Forms. Requests must be submitted to the Human Resources Department. The Board of Education shall determine if the leave is to be granted and, if so, for what period of time based upon the staff member's request and the needs of the district. Health and life insurance sponsored by the District may be continued during the leave of absence at the employee's expense.

### **Family Medical Leave Act (FMLA)**

An employee who has worked at least 1,250 hours during the 12-months preceding a permitted reason is eligible for FMLA. Please refer to Administrative policy GBGF to learn about specific eligibility requirements to qualify for FMLA.

If you have a qualifying event and need to request FMLA, please contact the Human Resources Department and they will provide the paperwork and support you in the process.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District's normal call-in procedures.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing



treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The District may require second and third medical opinions at the District's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied.

The District requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the District's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the District's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

Employees on leave must contact the Director of Human Resources at least two days before their first day.

The District is responsible to inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

### **Family and Medical Leave Insurance (FAMLI)**

Our district has opted out of FAMLI, however you still have the right to take FAMLI leave. Just like self-employed workers, you will have to commit to reporting wages and paying premiums for a minimum of three years. If you choose to voluntarily opt in for three years of coverage, you will need to register in My FAMLI+ Employer as an employee of an opted-out local government employer in order to submit your wage reports and pay your FAMLI premiums. [Click here for more information.](#)

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health



care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## **Jury Duty**

MSSD14 recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly. If the employee has a substitute for the day, they can work with that substitute for the remainder of the day. If an employee is released from jury duty prior to the end of their work day hours and chooses to go home rather than back to work, annual time must be used between their release from court and the end of their scheduled work day. Any time an employee is absent for Jury Duty, they must forward their Juror Service Certificate to the Payroll Department. A Juror Service Certificate can be obtained prior to leaving the courthouse on the day of service, or one can be printed at the following site using the assigned juror number.

<https://www.courts.state.co.us/Jury/certificate/> If you receive payment for Jury Duty service, please forward the pay to the Payroll Department since the district is paying you for your absence.

## **Military Leave**

Employees who are granted a military leave of absence *are reinstated* and paid in accordance with the laws governing veterans' reemployment rights. Employees will be paid for the first 15 days for a military leave. After that time, leave is without pay.

## **District Holidays**

Each position follows their own attendance calendar which determines which district holidays are compensated for which employee. Attendance calendars are emailed out to staff in May of the current year, to reflect the following year calendar.

When a holiday occurs on Saturday or Sunday, the district will close on a weekday to be determined by the Superintendent to observe that holiday. Should the Board of Education's yearly adopted school calendar designate any of the above holidays as student attendance days, then all staff shall be expected to work on those days. Nine- and ten-month employees shall follow the holiday schedule as established by the yearly calendar.



### Manitou Springs 2023-24 Holidays

Independence Day, July 4	New Year's Day, Jan. 1
Labor Day, Sept. 4	MLK Day, Jan. 15
Thanksgiving Holiday, Nov. 23-24	President's Day, Feb. 19
Winter Break, Dec. 22-Jan. 1	Juneteenth, June 19
	Memorial Day, May 27

### **Special Circumstances**

If an employee has an annual or vacation day scheduled and the District calls a cancellation, that day will be credited back to the employee.

It is the employee's responsibility to contact the Human Resources office to credit that day.

If an employee has an annual or vacation day scheduled and the District calls a delayed start, that 2 hours will not be credited back to the employee.

Holiday time is not counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part-time employees is prorated based on their regularly scheduled work hours.



## Summary of Benefit July 1, 2023-June 30, 2024

The following chart highlights the benefits received by each calendar day contract/staff. Specific calendars are emailed each May.

Calendar Days	Positions	Holidays	Annual Days
176	Bus Drivers	Holiday schedule in yearly school calendar	10 annual
178	Nutrition Services	Holiday schedule in yearly school calendar	10 annual
181	Health Techs, Paras, Teachers	Holiday schedule in yearly school calendar	10 annual
189	Counselors/SSPs/ Instructional coaches	Holiday schedule in yearly school calendar	11 annual
194	Nurses	Holiday schedule in yearly school calendar	11 annual
196	Building Techs	Holiday schedule in yearly school calendar	11 annual
200	Principal/AP/Director of Safety and Security	Holiday schedule in yearly school calendar	12 annual
207	Nutrition Services Directors	Holiday schedule in yearly school calendar	12 annual
210 (209)	Building Secretaries/AD Administrative Assistant	14 holidays	12 annual
220	District Staff	Holiday schedule in yearly school calendar	12 annual 15 non-contract (260) or 16 non-contract (261)
260(1)	Year Round Staff	16 holidays	12 annual <b>and</b> 10 (0-5 yrs) vacation 15 (6 yrs +) vacation



## Safety and Security

### Visitors

During school hours, all visitors (including contractors and vendors) must report to the main office of each building and sign in through the Raptor system before they can proceed to an appointment or scheduled visit. Visitors must wear a printed badge or other school approved visitor badges they receive from the front office. Visitors who wish to meet with staff are expected to make an appointment prior to meeting with a staff member.

Safety is everyone's responsibility. If a staff member sees a person in the building without a visitor badge, it is expected that staff ask them who they are and if they checked in through the front office. If the visitor is not able to produce a badge then the staff member should notify the front office about the location of the visitor or escort them to the front office (if feasible) to get checked in and receive a badge.

Delivery people (US Postal, UPS, FedEx, Food Deliveries, etc.) need to report to the front office or appropriate entrance to meet the MSSD14 employees for the deliveries. Staff needs to ensure that these people exit the building immediately after the delivery.

Some regular visitors, including student mentors, interns, and consultants, with a legitimate reason for being on the property may be granted additional access and given a school ID based on regularly scheduled visits; however, these regular volunteers must follow the background check process as they may have unsupervised access to students. This may be completed by contacting the Human Resources Department.

Visitors attending school events **during school hours** must sign in or go through raptor (depending on the size of the group of visitors) at the front office or designated entrance for the event. The security team (Security Guard, Safety and Security Director and SRO) will work together to have assigned posts during these events to include the entry for the event. This will ensure that visitors enter the building and go to the location of the event. At the end of the event, the security team will ensure that the visitors leave the building.

After school daycare programs have a system in place where parents/guardians do not come inside the building for pickup. They contact the daycare providers via phone and the child is brought to them at the front door.

Visitors attending events **during non school hours** (sporting events, plays, concerts, etc.) will enter through the assigned entryways. There will not be a sign in process for these events. Security will be present for these activities when possible.



## Volunteers

A volunteer is defined as working with students on a repetitive basis for a period of time greater than 15 minutes, with the potential to be along with children other than your own.

Examples of what qualifies as a volunteer:

- Parents are asked to work with 4-6 children every Tuesday and Thursday from 9:00 a.m.-10:00 a.m. for the entire school year.
- Parents are asked to supervise in the lunchroom on Mondays from 11:30 a.m.-12:30 p.m.
- Parents are asked to assist with a field trip that may include an overnight stay.

Parent volunteers that meet in the roles listed above require a complete background check.

Contract Human Resources Specialist at least one week prior to volunteer working with students to ensure background is completed prior to being with students.

A visitation is defined as a parent coming to school on a non-repetitive basis for a short period of time with your child only. Examples:

- Parents attending a student performance.
- Parents having lunch with their children.
- Parents attending field trips.

Visitations do not require a full background check. They require to be checked in as a visitor through the school Raptor Systems.

## Radios

Radios are an essential part of our communication. Certain employees are assigned their own radios and others utilize common radios that are provided for field trips, recess/lunch duties, etc.

If an employee is assigned a specific radio they are expected to do the following:

- Each morning turn on your assigned radio and ensure it is on the correct channel (school channel, admin channel, transportation channel).
- You should have your radio at all times if possible.
- If you are assigned to lunch/recess duty, bus duty (morning and afternoon), or are going on a field trip, you should sign out a radio from the common pool of radios.
  - Bus duty will utilize the transportation channel to communicate with transportation.
  - Lunch duty/recess duty will utilize the school channel.
  - Field trips will utilize the transportation channel to allow for communication when out of range from the school.



- At the end of the day, radios should be turned off and then placed on their chargers.

Radio users should use clear and concise transmissions and when using the radios you should start with who you are (by name or assignment) and who you are trying to communicate with. (Ex: Anderson to HS Front Office; Front Office to Lunch Room, etc.)

## Informacast

MSSD14 has a notification system that alerts staff if there is an emergency. Staff are encouraged to have the Informacast app put on their cell phones so they can initiate an alert when necessary or be notified that there is an emergency. Contact the District Network Manager or your building IT tech to get the app installed. Staff and students can initiate a lockdown on all Cisco phones in classrooms and offices. All staff are required to watch the video on Informacast, which is our safety notification system:

<https://live.myvrspot.com/iframe?v=ZDg5ZTk4NTJjMjQ1MjNkNDi0NGI4OWExYjRhNWRmN2I>

## Safety Drills

Safety and Security preparedness is a top priority in MSSD14. School safety is the responsibility of everyone – students and parents, along with staff and community members. The district conducts monthly emergency procedure drills, as well as individualized training opportunities with schools.

MSSD14 has adopted the “I Love U Guys” Foundation standard response protocols for K12 schools. The Standard Response Protocol (SRP) is a uniformed, planned, and practiced response to any incident. The five SRP's are simple and achievable: **Hold, Secure, Lockdown, Shelter**. All employees are expected to know the proper procedures for their building and assignment. All employees are required to watch the Standard Response Protocol Video:

<https://www.youtube.com/watch?v=5nT94s6lakw>

## Safety Procedures

Employees should consult with their supervisors about site procedures and review information available in their assigned building(s) and location.

It is the responsibility of each teacher to read instructions carefully regarding the different types of drills and instruct students regarding where to go and what to do. Teachers must have access to class rosters and their Green (OK)/Red (Help) cards and present the appropriate color once attendance is taken.

Fire drills will be conducted once per month and within the first 10 days of school. Staff members are expected to know the evacuation locations so they can direct their students to the proper location during a fire drill evacuation.



## Supervision of Students

It is staff responsibility to ensure concern and attention toward the safety and welfare of students, including the need to ensure that students are appropriately supervised.

Staff children on campus must be supervised at all times.

## Communication

### Social Media/News Stories Requests

The Communications Team seeks to support all MSSD14 departments and schools with marketing and communications efforts. Please email the Communications Specialist with requests for social media or news story coverage.

The Communications Specialist will try to accommodate requests, but please understand the time and staffing may restrict their ability to fulfill all requests.

Please provide at least two (2) weeks notice for:

- Flyers
- Event photography
- Smaller graphics
- Simple video recordings
- Social media postings

Please provide at least four (4) weeks notice for:

- Press releases
- Event coordination
- Multi-page flyers
- Simple videos requiring edits
- Infographics

If we are unable to fulfill your social media or news story request but you would still like coverage, please take pictures and/or videos and email them along with a synopsis of the event to the Communications Specialist.

### Colorado Open Records Act (CORA) Request

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law: <https://mssd14.ss16.sharpschool.com/cms/One.aspx?portalId=57448&pageId=27534905>



All emails are automatically deleted after 365 days.

## Communication Response Time

As a district, staff are expected to aim to respond to emails in a timely manner. The appropriate wait time to email the recipient should be received within 24-48 hours.

## Student Services

### Exceptional Students

Manitou Springs School District is a member of the Ute Pass Board of Cooperative Educational Services (BOCES) which serves as the Administrative Unit for Special and Gifted Education. The Director serves as the Special and Gifted Director in the collaborative oversight of special and gifted educational services.

- Student Plans - Individualized Education Plans (IEP) and Advanced Learning Plans (ALP) are developed for each student annually, according to state and federal rules, with a collaborative team, which includes parents, a representative general education teacher and appropriate specialized staff. Case managers will provide a verbal and written summary of these plans to all general education staff each school year and as the plan is modified. These plans must be implemented, as written, in all school settings. Teachers and/or parents can request a review of the plan at any time by contacting the case manager.
- Case Management - A specialized certified staff member will be assigned to a caseload of exceptional students to oversee the implementation of these plans across school environments. This person is responsible for the plan development each year, and serves as the primary contact for all staff who serve each student.
- Restraint and Seclusion (policy link) - Any student who has the known potential for requiring a restraint or seclusion, will have a written plan communicated with parents and staff. Staff who are assigned, or may engage in, restraint or seclusion must receive certification training at least every two years.
- Medically Necessary Services (policy link) - If a request for medically necessary services is brought to staff by a parent, staff should notify their building administrator, who will then notify the appropriate administrative team. This team will ensure that the appropriate process is followed in the consideration of the request.
- Transportation - If transportation is needed the Director of Transportation needs to be invited to and present for the IEP meeting before transportation is approved.

### 504 /CLDE Plans

The Director of Student Service oversees the building level supports to help staff create high-quality learning environments for every student. The Director of Student Service oversees 504/CLDE Plans.



- **Student Plans** - Student 504/CLDE plans are developed for each student annually, according to state and federal rules, with a collaborative team, which includes parents, a general education teacher and appropriate specialized staff. Case managers will provide a verbal and written summary of these plans to all general education staff each school year and as the plan is modified. These plans must be implemented, as written, in all school settings. Teachers and/or parents can request a review of the plan at any time by contacting the case manager.
- **Case Management** - A specialized certified staff member will be assigned to a caseload of 504/CLDE students to oversee the implementation of these plans across school environments. This person is responsible for the plan development each year, and serves as the primary contact for all staff who serve each student. Elementary school case managers are counselors, and secondary school case managers are the 504 Coordinators.

## Plan Compliance

All staff will comply with students' learning plans. Staff have the opportunity to attend plan development meetings to provide data and feedback on accommodations and services. A certified staff member must attend each meeting annually. If you are asked to attend a plan meeting, you must attend the meeting in its entirety and participate in the meeting. This staff member represents both themselves and the entire general education process. If a staff member has a question or concern regarding a plan, they will seek clarity from the student's case manager. Staff providing support in any school sponsored activity will adhere to the plan.

## Interpreter Process

Building principals should contact the Director of Student Success if an interpreter is needed.

## Assessment (State and Local)

All staff will be trained by their District Assessment Coordinator (DAC) and/or School Assessment Coordinator (SAC) for all standardized assessments given yearly. Staff will follow training and fully participate in the proctoring of assessments. Staff will ask questions regarding assessments to their SAC and/or DAC as applicable. *Staff must have supervisor permission to miss assessment testing day(s).*

## Seclusion and Restraint

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



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

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

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

Restraint - For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. If property damage may be involved, restraint may only be used when the destruction of property could possibly result in bodily harm to the individual or another person. Restraint shall not include the holding of a student for less than one minute by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s) are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the parent or guardian as soon as possible, but not later than the end of the school day that the restraint was used. Additionally, the school administration shall mail, fax, or e-mail a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of the restraint on the student.

District employees shall not use restraint as a form of discipline or to control or gain compliance from a student. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.



If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. If it is not feasible to utilize a room with a window, monitoring by video camera must be possible. The seclusion room must be a safe space free from injurious items and must not be a space used by school staff for offices, storage, or custodial purposes.

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

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

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. [26-20-111](#) (3); however, no law enforcement officer or armed security official shall use handcuffs on any student unless the student poses an immediate danger to themselves or others or if handcuffs are solely used during a custodial arrest requiring transport.
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. [18-1-901](#) (3)(e).

## Technology

### Staff Use of Internet and Electronic Communications

The Board of Education supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration, and dissemination of successful educational practices, methods and materials. The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district computers and iPads to avoid contact with material or information that violates this policy.

### Internet Filtering Information

To protect students and staff from material and information that is obscene, pornography, gambling or otherwise harmful to minors, as defined by the district, a filter has been installed on the district's internet server and all district hardware that allows for access to the Internet by a minor. Please contact the Director of Technology if you need access to a site that is currently blocked.

### No Expectation of Privacy

The District's computers and computer systems, access to internet, email, and voicemail are business tools intended for employees to use to perform their job duties at all times. Staff



members shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and iPads/iPhones shall remain the property of the school district.

### **Staff Acceptable Use Policy (AUP)**

Staff members shall use district computers and computer systems in a responsible, efficient, ethical and legal manner. Every staff member will be given a new AUP form to read and sign every year. Please turn this form into the building tech and/or Director of Technology.

Please refer to the AUP for acceptable use of technology and [School District 14 Staff Acceptable Use Policy \(AUP\)](#)

### **Cyber 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.

### **Phone System**

The district provides telephones to employees because communication is essential for the performance of their duties. In addition, the district provides a voicemail system which permits employees to receive and retrieve messages from locations outside of their offices. If you would like your voicemails to be sent directly to your email please contact the District Network Manager. The classroom telephones provided by the district to employees are to be used primarily for school business.



## Tech Support

Staff members that need help with technology related issues, please email the building tech assigned to your building/department for support. Please allow for at least 24 hours for your building tech's support. If you have a damaged computer or iPad please contact the Director of Technology.

## Streaming

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

- Staff are not allowed to log into any devices with their credentials to give students access to streaming, social media and other services available for staff only.
- Staff will not use personal streaming services to show movies to students or log them into their private streaming account at any time.

*Starting August 2023 all staff will have access to SWANK, a streaming service with more than 35,000 videos. Please contact the Director of Technology for more information.*

## Data Privacy & Your Responsibility Policy: GBGB

Schools, districts and educators have a great responsibility required by law to protect and secure all student data. Parents and guardians want assurances that personal information and data about their child/children are secure and protected by our school system.

The following guidelines are offered to assist staff in complying with the confidentiality requirements concerning student education records under the Family Educational Rights and Privacy Act (FERPA) and the Colorado Public Records Act.

Confidentiality guidelines to be followed:

1. Staff CANNOT disclose education records to other school district employees who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the school district.
2. Staff CANNOT disclose education records to college-level students, consultants, or authorized community volunteers who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the school district.
3. Staff CANNOT disclose education records (including student addresses and/or telephone numbers) to persons who are not school district employees, college-level students, or authorized community volunteers unless permitted to do so by the building principal.



4. Staff CANNOT disclose education records (including student addresses and/or telephone numbers) to other students.
5. Staff CANNOT post students' final grades or grade point averages, including giving access to the teacher's grade book.

Do not create online accounts for your students without administrator and district approval. If a teacher, administrator or other employee of the school system clicks through a Terms of Service Agreement (often referred to as "click-wrap" agreements) without reading it to gain access to technological tools, his/her actions can bind the school system to terms that don't align with security protocols and policies, and can put the school system at legal risk if the provider's practices fail to comply with privacy laws that apply.

### **Unauthorized Software**

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

### **School District Makes No Warranties**

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The school district shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

### **Copyright Laws for Teachers**

Understanding copyright is very important for teachers since they are constantly faced with opportunities to uphold or violate copyright law. Teachers could face serious legal consequences, as well as termination if they do not adhere to copyright laws. Most Common Violation: teachers cannot scan/create digital copies of copyrighted materials such as



worksheets, documents, entire books, or chapters to upload or publish to their class website, and/or Canvas site, for student accessibility.

## Transportation

### Transportation for Field Trips

In order to ensure adequate staff and availability, two week notice is required for all trip requests. Request process is required for small and large bus requests. Click here to: [Request for Transportation](#).

### Small Vehicle Certification Reservation

Employee's will need to complete training and fill out forms that are required. All forms and tests can be found on the Transportation page of the school website. All tests and forms must be completed before reserving a small bus.

### Process for Special Transportation

Prior to the start of specialized transportation starting, the Director of Transportation will attend the IEP meeting to determine needs. Case managers will complete the Request for Transportation form upon completion of the IEP meeting. Click here to complete the [request form](#).

### Process for Student Discipline

Students and parents will receive guidelines for appropriate bus behavior and expectations to ride the bus. This document is provided through the registration process and submitted through Powerschool. Parents and students acknowledging this are committing to the student bus expectations while riding the bus. If there is a violation of bus expectations, the building principal will contract parents to support the resolution.

## Building and Grounds

### Building and Grounds Upkeep

While the District employs facilities staff to maintain its buildings and grounds, it is the responsibility of all employees to maintain their work areas neat, orderly, and free of clutter to avoid unnecessary safety risks. Should a repair be needed, an employee may submit a [Building and Grounds Work Order](#).

### Building/Classroom/Garage Keys

School safety and securing our facilities is top priority. It is every employee's responsibility to keep keys safe and not lose them. If there is a lost key, please contact your Director of Facilities and your supervisor immediately.



## Facilities Guidelines

The facilities guidelines document provides clarity on processes and ensures classrooms are compliant with regulations. This document includes Building and Grounds processes and expectations for our facilities to include: work order process, key checkout/return process, classroom expectations, summer classroom preparations, fire code requirements. [2023-24 Facilities Guidelines](#).

## Safety Data Sheets/Chemicals/Products in Buildings

To comply with OSHA's Hazard Communication Standard (HCS) and Globally Harmonized System of Classification and Labeling of Chemicals (GHS) the District maintains an online system to track chemicals used in the District and to communicate hazard information on labels and to provide safety data sheets. This online system may be accessed from the MSSD14 website. Persons who may be using chemicals and/or hazardous materials in the workplace (i.e., art/paint supplies, science lab materials, cleaning solutions, hand sanitizer, lotion, soap) must contact the Director of Facilities for approval of this chemical and/or to update this information as appropriate and required by law.

## Nutrition

### Student Meal Fees

Cost of meals for students updates yearly. There is no cost for meals the next three years (2023-2026). A la Carte milk does cost \$.50 and is not free.

### Adult Meals

Staff have the opportunity to order lunch daily at the cost of \$4.50. Staff will be able to set up accounts for meals with Nutrition Services or pay daily with cash or credit. Staff are able to order meals in the morning or they are able to go to the lunch room and get a meal. If ordered in advance, the lunch will be prepackaged ready to go. Email the Director of Nutrition Services if you would like a meal that day by 8:30 a.m.

### Healthy Snack Requirements

Students shall have access to healthy alternatives that meet requirements of the USDA Smart Source Snacks Guidelines for all food and beverages made available on campus (including vending, concession stands, a la carte venues and fundraisers). Healthy food options will be comparably priced. School wellness teams provide advice and help with Nutrition. [Smart Source Guidelines](#)

The sale of all food or beverages outside of the Nutrition Services Department will not take place from 30 minutes before through 30 minutes after the last meal period to follow the Colorado State Competitive Food Service Policy 2202-R020.300.



## **Wellness** Policy ADF and ADF-R

Employees are encouraged to promote healthy eating and physical activities to students, parents, school staff and the community at school registration, parent-teacher meetings, open house, parent connection events, staff in-service, etc.

District Wellness Policy requires employees to not use food or candy as a reward/incentive or disciplinary action for students' behavior. Employees are encouraged to use physical activity (extra recess, walking time) as a reward when feasible.

The District Wellness Team's programming includes Building Wellness Team, Clothing Closet, Food Pantry, Holiday Help, Partners for a Healthy Community, and Staff Wellness. Please contact the Director of Arts Integration and Community Wellness with questions.

## **Medical Care**

### **First Aid and Emergency**

No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of an accident or sudden illness.

At least one person in each building and all staff members who teach or supervise students in classes or activities where students are exposed to dangerous equipment or chemicals or other increased risks of injury, as determined by the school district, shall have special training in first aid. A master first aid kit shall be kept and properly maintained in each school.

The District shall develop and implement a comprehensive program that will include first aid, CPR and AED training. As a minimum, the following staff members are required to possess a valid first aid, CPR and AED card: all building administrators, all building secretaries, all coaches, all P.E. teachers, all counselors, all significant support needs teachers and special need aides, all preschool teachers, all bus drivers, all nurses, and all athletic trainers.

Custodians, club/activity sponsors and bus aides are strongly encouraged to be certified in first aid, CPR and AED training.

### **Medication Policy** Policy JLCD

The administering of aspirin or other analgesics for headaches or pain or the giving of sodium bicarbonate is forbidden unless a parent/guardian and physician have given written authorization for their use.



## Care

The school's obligation continues after the injury until the injured student has been placed in the care of the parent/guardian or emergency health personnel.

In all cases where the nature of an illness or an injury appears serious, the parent/guardian shall be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, where there is potential threat to life, limb or digit, school personnel shall immediately call emergency health personnel to arrange for transporting the student to an emergency facility on advice of emergency health personnel.

No elementary student who is ill or injured shall be sent home alone nor shall a secondary student be sent home alone unless the illness is minor, and the parent/guardian has consented in advance.

## School Closures and Cancellation

### Notification

The Superintendent or the Superintendent's designee is empowered to close the schools, to delay their start, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. Every available resource shall be used in forming the decision to cancel school because of inclement weather, unsafe road conditions or other emergencies.

Parents shall be asked to help with the decision as far as their own children are concerned. If a parent believes that it is too hazardous to send his/her child to school, that child should be kept at home. The child will not be penalized for the absence and will be allowed to make up missed assignments.

If a parent believes the weather is bad enough at any time during the day or that he or a designated adult representing him wants to come to school and pick up his child, principals will release the student. The school will maintain a log of students who are released early and to whom they were released.

When the Superintendent determines that student safety will be jeopardized if they are allowed to remain at school during any type of disaster or emergency, the students will be dismissed and directed to go home in their usual manner. This information shall be broadcast over all major local radio and television stations to alert parents to the early dismissal. The principals and selected staff members shall remain at the building until it has been determined that all students have arrived home safely.



If it is not feasible to dismiss students, the entire staff shall remain with the students and provide the safest type of protection possible. Students shall be dismissed only when a parent arrives at the school to take custody of his/her child.

## **School Cancellations**

If the decision is made to cancel school, local TV and radio stations will be asked to announce that the district will be closed. Local TV and radio stations will be informed of this decision as soon as possible. This information will also be disseminated via the District app and robocall feature.

In the event the entire district is closed for an emergency, such as a snow day, and only essential personnel are notified to report to work, the following will occur: The essential hourly personnel required to report will be awarded comp time equivalent to the amount of time they are required to work.

## **Two-Hour Delayed Start**

The Superintendent or designee may delay the start of school for two hours in the event of adverse weather conditions. The procedure will be as follows:

1. Local stations will be informed as early as possible that the starting time for the district will be delayed by two hours.
2. The decision to open or close schools will be made prior to 8:00 a.m.
3. If the decision is made to keep school open, the two-hour delayed start will be honored, and no additional announcements will be made.
4. If the decision is made to cancel school, local stations will be informed by 8:00 a.m.
5. Staff members should arrive no later than 30 minutes prior to the 2-hour delayed start time.

## **Personnel Records and Files**

### **Records Guidelines**

The Superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel and payroll folder for each employee, licensed and classified, shall be accurately maintained in the district administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. Personnel records shall not be open for public inspection.



The Superintendent and designees shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.

3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges or persons not connected with the district. An employee can make an appointment to review their file. This appointment is necessary to schedule time with a Human Resources representative. If an employee drops by without an appointment, they may have to wait until a representative is available to assist the employee. It is incumbent upon the employee and their supervisor to provide the District Office with appropriate records and documents in accordance with local and state statutes and district policy. It is the responsibility of each certified/licensed staff member to provide a copy of their current certificate/license to the Human Resources Department for their personnel file.
4. The following information in personnel records and files shall be available for public inspection:
  - a. Applications of past or current employees
  - b. Employment agreements
  - c. Any amount paid or benefit provided incident to termination of employment
  - d. Performance ratings except for teacher evaluations as noted below
  - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law. Portions of the Superintendent's evaluation shall be open to public inspection, in accordance with state law.
6. District employees' home addresses and telephone numbers shall not be released for general public or commercial use.
7. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and Board policy.

### **Data Disposal Policy**

During the course of your employment, the District will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;



- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The District may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, the District will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

## Essential Information

### Reimbursement for Expenses

[Mileage](#) for approved use of private vehicles will be reimbursed by the district at a rate equivalent to the state employees' reimbursement rate. Reimbursement is requested by filling out a mileage log and attaching a map showing actual miles. Your school location is always the starting and ending point on the map. Submit the mileage log and map to your immediate supervisor for pre-approval. The reimbursement will be processed when the travel has been completed and sent to the finance office for payment.

The district will not reimburse employees for any other expenses. Employees must get pre-approval from a principal or supervisor for all school purchases and must use a district issued purchase card, petty cash or purchase order. Any expenses incurred by an employee with personal finances will not be reimbursed.

### Per Diem

Per diem for meals, parking and incidentals are allowable for district-approved travel. Employees must request per diem from their building principal or supervisor *prior* to departure. Per diem rates are based on travel location and can be found on the [U.S. General Services Administration website](#). Employees will only be given per diem for meals that are not included at the hotel and/or conference/meeting. Receipts for per diem expenditures do not need to be given to the finance office.

### Pony Mail

The "Pony" is the District's internal mail service. District mail is picked up and delivered on a daily basis. Most items are delivered through the Pony in one or two days.



## **Annual Contract Renewal/Statement of Wages**

Annual Contracts (Certified Staff) and Statements of Wages (Classified Staff) are issued *after* the May Board meeting of any school year. Any increases are effective for the following school year. Those increases will be reflected beginning with the September payroll, with the exception of year-round staff whose increases will be reflected beginning with the July payroll.

## **Coaching/Activities/Stipends/Extra Assignment Pay**

These duties are paid during the months a sport or activity is active in the school year. Any extra assignments or activities that are school-year-long, are paid over a 9-month period, September through May.

Building principals/supervisors will assign employees extra duties. Timesheets may be requested to be turned in to document and verify your time. Pay is typically divided evenly amongst months for the duration of the extra duty. At times, duties may require a one lump sum payment. Hourly pay for stipends and extra duties is \$25 an hour.

## **Mandatory Reporting Requirements**

All employees must take the mandatory reporting training each year and turn in the certification of completion to the Human Resources Department. [Mandatory Reporting Training is through the Colorado Department of Human Service.](#)

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the Superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee's resignation. The Superintendent shall provide any information requested by the department concerning the circumstances of the resignation. The District also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

In addition, the Superintendent shall immediately notify CDE whenever a licensed employee resigns for any of the following reasons:

1. The individual is convicted, pleads nolo contendere, or receives a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children.
2. The individual is convicted, pleads guilty, pleads nolo contendere, or receives a deferred sentence for any of the following offenses:
  - a. any felony, including but not limited to felony child abuse, felony unlawful sexual behavior, a felony offense involving unlawful sexual behavior, and



- b. a felony offense involving an act of domestic violence;
  - c. a crime of violence;
  - d. indecent exposure;
  - e. contributing to the delinquency of a minor;
  - f. misdemeanor domestic violence;
  - g. misdemeanor sexual assault;
  - h. misdemeanor unlawful sexual conduct;
  - i. misdemeanor sexual assault on a client by a psychotherapist;
  - j. misdemeanor child abuse;
  - k. misdemeanor sexual exploitation of children;
  - l. misdemeanor involving the illegal sale of controlled substances;
  - m. physical assault;
  - n. battery; or
  - o. a drug-related offense.
3. When the county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the district.
  4. When the Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

## **Certified Staff**

### **Evaluation of Certified Personnel**

The purposes of the evaluation shall be to: 1) Serve as a basis for the improvement of instruction; 2) Enhance the implementation of programs of curriculum; 3) Serve as a measurement of the professional growth and development of licensed personnel; and 4) Provide a basis for making decisions in the areas of hiring, compensation, promotion, assignment, professional development, earning and retaining non-probationary status, dismissal, and nonrenewal of contract.

Each school will hold an evaluation process orientation at the beginning of the school year so that all staff members understand the process by which they will be evaluated.

MSSD14 evaluation requirements include [\(Certified Evaluation Process 2023-2024\)](#):

- Yearly staff orientation
- Employee self assessments of professional practice
- Select Professional Growth Goals
- Select Student Learning Objectives



- Ongoing observations of practice
- Mid-Year Review to discuss progress and next level of supports
- End of year Summative Meeting

MSSD14 utilizes the Frontline Management system for licensed personnel [evaluation](#).

### **Resignation of Instructional Staff/Administrative Staff**

In accordance with state statutes, a teacher or licensed administrator may cancel a contract prior to the beginning of an academic year by giving written notice no later than 30 days prior to the start of the academic year, during an academic year by giving at least 30 days written notice, or at any time by mutual agreement with the Board of Education.

A teacher or licensed administrator who fails to honor a contract, except in accordance with the statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, or for 1/12th of annual salary, whichever is less. In addition, the teacher's license may be suspended.

A teacher or licensed administrator who resigns during the term of the contract shall be paid the prorated amount of the annual salary for each day the teacher has been on duty.

### **Cause of Dismissal of Certified Staff**

The Board reserves the right to dismiss any certified staff member for incompetence, immorality, physical or mental disability, neglect of duty, insubordination, conviction of a felony, unsatisfactory performance, or other good and just cause.

### **Certified Staff Schedules and Calendars**

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

- The work year for regular, full-time instructional employees employed on a school-year basis shall be determined annually by the Board.

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

- Generally, the working day for instructional personnel shall be 8 hours with the start and end times determined by the school day established for students and by the instruction and activity schedules set up by the principal.
- Every effort shall be made by the administration to provide a uniform work day for employees where this is practical and consistent with the safe and efficient administration of the schools.
- The workday shall provide for a one-half hour duty-free lunch period.



## Certified Staff Licensure/Career and Technical Education Licensure

Staff will keep their credentialing up to date per requirements. These requirements may not need a traditional pathway, but instead be industry specific. The district will pay for the first licensure for all CTE teachers. Resources to learn more about Colorado licensing:

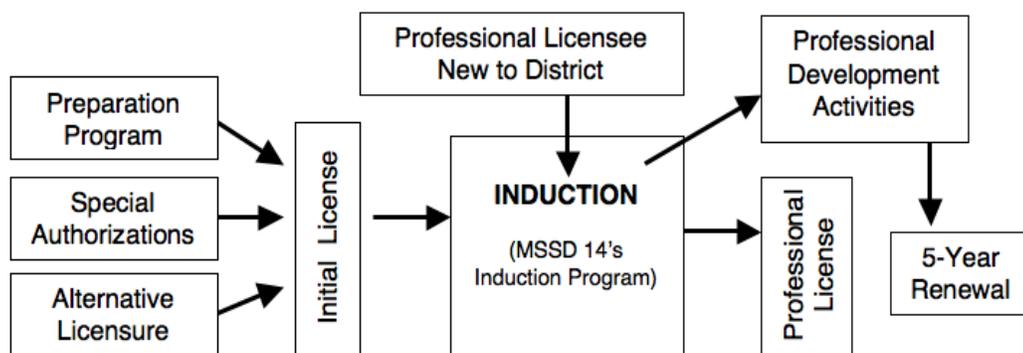
- [CTE Licensing](#)
- [Colorado Educator Licensure](#)
- [Educator Talent](#)

Teacher licensure is the educator’s individual responsibility. A valid and current Colorado license is required for employment as a teacher, counselor, principal, administrator, or Special Services provider in the public schools in Colorado. Failure to maintain a valid license may result in loss of pay and jeopardize employment with a school district.

This licensing system for educators in Colorado is a two-tiered system, beginning with an Initial License for educators new to the state or profession, and a Professional License for experienced educators who have completed an approved Induction Program. Prior to receiving an Initial License, a candidate must demonstrate proficiencies in appropriate areas through the PRAXIS assessment system. CDE will evaluate teacher transcripts to determine any necessary/needed testing requirements for teachers moving to Colorado from any other state, added endorsements, or for other special circumstances.

Please contact the Human Resources Department with any questions regarding licensing.

Licensing FlowChart



## Salary Advancement

MSSD14 certified staff may receive credit for salary advancement by passing graduate level coursework (500 level or higher) at an accredited college or university. Application for Salary Advancement and current transcripts must be received in the Human Resources office prior to September 1<sup>st</sup> of any given school year to receive a salary advancement for that year for the September pay. All hours to be applied to advancement on the salary schedule must be approved by the Assistant Superintendent for Instruction. [Salary Advancement Form](#)

## Classified Staff

### Evaluation of Classified Staff

The district has adopted an [evaluation system](#) designed to ensure the highest quality of services for the district's students, staff and community. This system shall assist supervisors and classified employees in understanding the evaluation process. [Classified Evaluation Process 2023-2024](#)

The evaluation process shall be designed to foster positive self-esteem, recognition and praise. This process shall serve as a tool for both employees and their supervisors to promote positive feedback, communications and mutual respect and dignity.

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Nothing in this policy shall diminish the District's ability to employ support staff members only for such time as the District is in need of or desirous of the services of such employees. The District reserves the right to discipline or terminate the employment of a support staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

### Resignation of Classified Staff

Classified staff employees are encouraged to give two weeks written notice to the district prior to resigning employment.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the Superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee's resignation. The Superintendent shall provide any information requested by the department concerning the circumstances of the resignation. The District also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.



## **Cause of Dismissal of Classified Staff**

Classified staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Classified staff members shall be employed for such time as the District is in need of or desirous of the services of such employees.

The Board delegates to the Superintendent the authority to dismiss classified personnel. The Superintendent may delegate this authority to other appropriate personnel such as the Director of Human Resources. All dismissals of classified employees shall be reported to the Board at its next regular meeting.

The Superintendent also may suspend employees from their assignments as a disciplinary measure, with or without pay.

If the district learns that a current employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the Superintendent shall immediately report this information to CDE.

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 information or 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 and applicable state law.

## **Overtime**

The administration shall determine which school district employees are subject to the minimum wage and overtime requirements of federal law. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any workweek. The established workweek begins at 12:00 a.m. midnight on Sunday and ends at 11:59 p.m. on Saturday.

Classified employees who are required to work on a holiday, not including Saturday and Sunday, shall be paid at the rate of one and one-half of their regular hourly rate. This shall be in addition to any holiday pay that might be included in the salary. Such rates shall be for the holiday itself and shall not include the weekend. Employees who work less than a 40-hour work week shall be paid double time. This shall include their holiday pay if they receive pay for that holiday.

All overtime work shall require the advance approval of the employee's principal and/or other immediate supervisor. An effort shall be made whenever possible not to schedule nonexempt employees for more than 40 hours per week.



All hours worked shall be accurately recorded in the manner required by the employee's supervisor.

### **Flex time**

An employee may be permitted to use flex time within the same week of any extra time worked. Such requests for flex time shall be granted if the use of the flex time is preapproved by the immediate supervisor and does not unduly disrupt the operations of the school district.

### **Meal Periods**

Non-exempt employees who work over five (5) consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, employees will be relieved of all duties and permitted to pursue personal activities.

### **Compensation During a Closure or Delay**

Building & Grounds employees who are required to work during an emergency closure will be paid two times their regular rate of pay. Building & Grounds employees are expected to report to work on snow days and delays to remove snow and monitor mechanical systems.

### **Classified Staff Continuing Education**

Classified employees shall be encouraged to continue to increase their competence through participating in a professional growth plan.

At its discretion, the supervisor may send any classified employee to school, in-service program or related area at its expense.

### **Timesheet Procedures**

A non-exempt (hourly) employee is expected to accurately record hours worked on the timesheet on a daily basis, sign and submit it to the supervisor for approval no later than 4:00 p.m. on the last day of the month. Staff are scheduled for regular work hours each day; however, if additional work is required by the supervisor/principal, then the employee may claim overtime for work over 40 hours in a week. When adjustments to hours are made, the employee will be notified of the correction. Blank timesheets can be found [here](#). Follow these steps to accurately complete your timesheet (see example timesheet on next page):

1. List name, position and work location at the top of the sheet. Also list the scheduled hours of work and the month ending date and the dates of the week to the left side of each week.



2. Please list the “in” and “out” time that you actually start work and leave work each day. Consider your timesheet a legal document. Falsification of time records is grounds for disciplinary action up to and including termination. Your daily total should not include the half hour lunch break.
3. When recording “leave” or “vacation time,” list your actual time worked and not the time you were gone. Then record whether the leave is “annual” or “vacation” on the right-hand side of the timesheet. Be sure to record total hours in the space provided. Vacation time is only available to year-round classified employees.
4. Be sure to sign your timesheets and have your supervisor or principal approve it. Timesheets must be turned in to your supervisor or building secretary no later than the last day of each month by 4:00 p.m. Timesheets must be in the Payroll Office no later than the fifth day of the month.



Sample timesheet below:

April 2018		MANITOU SPRINGS SCHOOL DISTRICT 14 CLASSIFIED EMPLOYEE TIMESHEET						
							PLEASE PRINT LEGIBLY	
NAME: <b>SAMPLE TIME SHEET (less than 260 days)</b>					DEPARTMENT:			
BUILDING:					POSITION:			
	Date	Start time	End Time	Reg Hrs	X Hrs	SN Hrs	Remarks	Total Hrs
Sun	04-01-18							0.00
Mon	04-02-18	7:30	3:15	7.25				7.25
Tue	04-03-18			7.25			Annual Day	7.25
Wed	04-04-18	7:30	3:15	7.25			Professional Day	7.25
Thur	04-05-18			7.25			Snow Day	7.25
Fri	04-06-18	9:30	3:15	7.25			2 Hour Delay	7.25
Sat	04-07-18							0.00
<b>Weekly Total</b>								<b>36.25</b>
	Date	Start time	End Time	Reg Hrs	X Hrs	SN Hrs	Remarks	Total Hrs
Sun	04-08-18							0.00
Mon	04-09-18	7:30	3:15	7.25				7.25
Tue	04-10-18	7:30	3:15	7.25				7.25
Wed	04-11-18	7:30	4:00	7.25	0.75		Stayed Late for Meeting	8.00
Thur	04-12-18	7:30	2:30	6.50			Flex time from 4/11 - Left Early	6.50
Fri	04-13-18	7:30	3:15	7.25				7.25
Sat	04-14-18							0.00
<b>Weekly Total</b>								<b>36.25</b>
	Date	Start time	End Time	Reg Hrs	X Hrs	SN Hrs	Remarks	Total Hrs
Sun	04-15-18							0.00
Mon	04-16-18	7:30	3:15	7.25		5.00	List Childs Name for SSN Hours	7.25
Tue	04-17-18	7:30	3:15	7.25		2.00	List Childs Name for SSN Hours	7.25
Wed	04-18-18	7:30	3:15	7.25		0.50	List Childs Name for SSN Hours	7.25
Thur	04-19-18	7:30	3:15	7.25				7.25
Fri	04-20-18	7:30	3:15	7.25				7.25
Sat	04-21-18							0.00
<b>Weekly Total</b>								<b>36.25</b>
	Date	Start time	End Time	Reg Hrs	X Hrs	SN Hrs	Remarks	Total Hrs
Sun	04-22-18							0.00
Mon	04-23-18	7:30	3:15	7.25				7.25
Tue	04-24-18	7:30	3:15	7.25				7.25
Wed	04-25-18	7:30	3:15	7.25				7.25
Thur	04-26-18	7:30	3:15	7.25				7.25
Fri	04-27-18	7:30	3:15	7.25				7.25
Sat	04-28-18							0.00
<b>Weekly Total</b>								<b>36.25</b>
	Date	Start time	End Time	Reg Hrs	X Hrs	SN Hrs	Remarks	Total Hrs
Sun	04-29-18							0.00
Mon	04-30-18	7:30	3:15	7.25				7.25
Tue								0.00
Wed								0.00
Thur								0.00
Fri								0.00
Sat								0.00
<b>Weekly Total</b>								<b>7.25</b>

\*\*\*\*\*TIME MAY NOT BE RECORDED IN INCREMENTS LESS THAN 15 MINUTES (1/4 HOUR)\*\*\*\*\*

KEY: Reg Hrs = Regularly scheduled hours      X Hrs = Extra hours      SN Hrs = Severe Needs hours

NOTE: Extra hours MUST be pre-approved by administrator/supervisor. Remarks section should be used to explain the nature of any hour other than regular hours, i.e. extra hours, sick time, jury duty, professional leave, etc.

Employee Signature \_\_\_\_\_

Administrator/Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



## Employee Acknowledgement

I have received a copy of the 2023-2024 Employee Handbook. I understand that I am to become familiar with its contents. Further, I understand the language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment of a specific duration.

The handbook is not all inclusive but is intended to provide me with a summary of the District's guidelines and policies.

This edition replaces all previous handbooks. The need may arise to interpret them or change them without prior notice.

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Employee's Printed Name

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Employee's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Signed

