



## STEM School Highlands Ranch

### Board of Director's Meeting

Published on January 31, 2025 at 3:05 PM MST

Amended on February 3, 2025 at 1:35 PM MST

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#### Date and Time

Tuesday February 4, 2025 at 5:30 PM MST

#### Location

8920 Barrons Blvd  
P-TECH Mechatronics Room  
Highlands Ranch, CO 80129

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Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPxxWnRc2lY.1>

Passcode: 631204

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A.</b>	Record Attendance		2 m
<b>B.</b>	Call the Meeting to Order		1 m
<b>C.</b>	Pledge of Allegiance	Darrell Lomelino	1 m
<b>D.</b>	Reciting of the Mission Statement	Greg Shick	1 m

	Purpose	Presenter	Time
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Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.

## II. Approve Meeting Minutes 5:35 PM

- |           |  |                 |                 |     |
|-----------|--|-----------------|-----------------|-----|
| <b>A.</b> | Board Meeting Jan 7th                      | Approve Minutes | Carla Gustafson | 2 m |
| <b>B.</b> | Board Meeting Jan 21st                     | Approve Minutes | Carla Gustafson | 2 m |
| <b>C.</b> | Advancement Committee Meeting Sep 24, 2024 | Approve Minutes | Carla Gustafson | 2 m |

Board attendees were Greg Shick, Carla Gustafson, Kelly Reyna, Linda Davison

## III. STEM School Highlands Ranch Updates 5:41 PM

- |           |   |     |                  |      |
|-----------|---|-----|------------------|------|
| <b>A.</b> | Executive Director Presentation   | FYI | LynAnn Kovalesky | 15 m |
|           | <ul style="list-style-type: none"> <li>• Enrollment Updates</li> <li>• Immigration Law Updates and STEM Protocol</li> <li>• Consider changes to Virtual School Day for DCSD Delayed Start days</li> </ul> |     |                  |      |
| <b>B.</b> | Student Government Update   | FYI | LynAnn Kovalesky | 10 m |

## IV. KOSON Schools 6:06 PM

- |           |   |         |              |      |
|-----------|---|---------|--------------|------|
| <b>A.</b> | CIO Update - Strategic Updates                                    | Discuss | Matt Cartier | 10 m |
|           | Updates on growth strategy within Douglas County School District. |         |              |      |
| <b>B.</b> | Presentation on KOSON Core Values                                 | Vote    | Matt Cartier | 15 m |

	Purpose	Presenter	Time
Initial presentation on proposed KOSON Core Values to Board. Values will be discussed/finalized by Governance Committee and Administration and then brought back to Board for approval in March meeting.			
<b>V. Board Committee Updates</b>			<b>6:31 PM</b>
<b>A. CIO Support and Evaluation</b>	Vote	Erin Quigley	20 m
Erin Quigley and Kelly Reyna present the CIO Mid Year Evaluation Report for approval.			
<b>B. Setup new Expansion/Replication Task Force</b>	Vote	Greg Shick	5 m
Task Force will focus on expansion and replication efforts with Greg Shick as chair. Confirm Darrell Lomelino as 2nd Board Member on Task Force.			
<b>C. Finance Committee Update</b>	FYI	Darrell Lomelino	20 m
Q2 Financial Report, presented by Sean Milner, CFO			
<b>D. Finance Committee - Approve Vendor Contract</b>	Vote	Darrell Lomelino	15 m
Board approval is requested for a 5-year contract with FinalSite to host/manage website, parent portal, school enrollment, co-curricular enrollment, communications, and customer relationship management (CRM). The value of the 5-year contract is over the threshold of \$25,000 over 12 months therefore Board approval is needed.			
<b>E. Staff Handbook Update and Approval</b>	Vote	Carla Gustafson	15 m
Carla Gustafson presents Staff Handbook for approval.			
<b>F. Parent Handbook Updates</b>	FYI	Carla Gustafson	10 m
Present Parent - Student Handbook updates from Summer 2024. No approval needed.			
<b>G. Governance Committee - Policy Review</b>	Discuss	Carla Gustafson	5 m
<ul style="list-style-type: none"> <li>• Board Policies for confirmation in March Meeting (consent agenda) <ul style="list-style-type: none"> <li>◦ Equal Access to Facilities</li> <li>◦ Rights of Students to Organize</li> </ul> </li> </ul>			
<b>H. Class A Parent Election Plan</b>	Discuss	Carla Gustafson	10 m
Confirm Schedule and Plan for Class A Parent Election			

	Purpose	Presenter	Time
<b>VI. Consent Agenda</b>			<b>8:11 PM</b>
<b>A. Vote for Consent Agenda Items</b>	Vote	Carla Gustafson	
1. Change Advancement Committee to more focused purpose as Fundraising Committee with Greg Shick as chair.			
<b>VII. Public Comment</b>			<b>8:11 PM</b>
This is the time to voice opinions and provide feedback about specific agenda item(s) prior to any Board action. Speakers must complete the Public Comment Form and submit it electronically no later than 12 p.m. the day of each Board meeting. If written testimony or a handout is submitted, presenters are asked to supply one (1) copy via email to <a href="mailto:communications@stemk12.org">communications@stemk12.org</a>			
<b>A. Public Comment Sign up link</b>			5 m
<a href="https://forms.gle/xjYxbDmtekd7PC7B6">https://forms.gle/xjYxbDmtekd7PC7B6</a>			
<b>VIII. Board of Director's Updates</b>			<b>8:16 PM</b>
<b>A. Preview of Next Meeting</b>	FYI	Carla Gustafson	5 m
February Meeting:			
<ul style="list-style-type: none"> <li>• Finance - Present Proposed Auditor Selection for FY 24/25 Audit</li> <li>• Governance - Updates to Community Use of Facilities Policy</li> <li>• CIO Support and Evaluation - Present Draft CIO Contract</li> <li>• Annual Board Training - June 13th - all day event</li> </ul>			
<b>IX. Closing Items</b>			<b>8:21 PM</b>
<b>A. Adjourn Meeting</b>	Vote	Carla Gustafson	
Adjournment			

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# Coversheet

## Board Meeting Jan 7th

**Section:** II. Approve Meeting Minutes  
**Item:** A. Board Meeting Jan 7th  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Director's Meeting on January 7, 2025

APPROVED



## STEM School Highlands Ranch

### Minutes

#### Board of Director's Meeting

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**Date and Time**

Tuesday January 7, 2025 at 5:30 PM

**Location**

8920 Barrons Blvd  
P-TECH Mechatronics Room  
Highlands Ranch, CO 80129

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Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://zoom.us/j/96916599576?](https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPwWnRc2lY.1)

[pwd=3FbC4D1oROtEaq1eZXVvPwWnRc2lY.1](https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPwWnRc2lY.1)

Passcode: 631204

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**Directors Present**

C. Gustafson, D. Lomelino (remote), G. Shick (remote), G. Wing, K. Reyna (remote), L. Davison, R. Lukez

**Directors Absent**

E. Quigley, I. Kalra

**Directors who arrived after the meeting opened**

K. Reyna

**Ex Officio Members Present**

M. Cartier

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**Non Voting Members Present**

M. Cartier

### **Guests Present**

A. Westfall, Cortney Crouch, L. Kovalesky (remote), M. Pritchard, Ryan Mehaffey, Sean Milner

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

C. Gustafson called a meeting of the board of directors of STEM School Highlands Ranch to order on Tuesday Jan 7, 2025 at 5:35 PM.

### **C. Pledge of Allegiance**

### **D. Reciting of the Mission Statement**

## **II. Approve Meeting Minutes**

### **A. Approve Minutes 12/3**

R. Lukez made a motion to approve the minutes from Board of Director's Meeting on 12-03-24.

L. Davison seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. Approve Minutes 12/9**

R. Lukez made a motion to approve the minutes from Board Meeting - Special Meeting on 12-09-24.

L. Davison seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Gustafson made a motion to Make an Agenda change to move the facilities update to be part of the budget review.

G. Wing seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **III. Public Comment - Moved earlier due to Executive Session**

### **A. Public Comment Sign up link**

No one signed up for public comment

## **IV. STEM School Highlands Ranch Updates**

### **A.**

## Facilities Update

K. Reyna arrived at 5:43 PM.

Facilities update discussion moved to Budget review section.

### B. AP Diploma Program Approval

Here's how it works: 1. AP Seminar: In this course, students explore real-world issues through multiple perspectives, research various topics, and develop arguments through written essays, presentations, and team projects. 2. AP Research: Following AP Seminar, this course allows students to design, execute, and defend a year-long research project on a topic of their choice, culminating in a research paper and an oral defense. 3. Additional AP Exams: Students must also pass four additional AP exams in any subject to qualify for the diploma.

R. Lukez made a motion to Approve the AP Diploma Program as presented, starting in 25/26 school year.

G. Wing seconded the motion.

The board **VOTED** unanimously to approve the motion.

## V. KOSON Schools

### A. CIO Update - Strategic Updates

Matt presented updates to potential growth in DCSD. Letter of Intent will be sent to DCSD later this week to start the process and formal discussion with the District. Potential areas include Sterling Ranch and the Canyons. John Adams school has a goal to open in 2026 in Sterling Ranch through application to CSI.

## VI. Board Committee Updates

### A. 2024/25 Budget Update Presentation and Approval

Matt Cartier with Chris Damour presented the proposed facility improvements based on DCSD Bond approval and requested reserve funding

money set aside toward playground- all elementary kids

750 broken into 2 buckets- we can get them done by end of July

bond money- working with liaison - that money will be spent over 2-3 years

What percent of that 750 would hit next year? 60 percent by the end of June, and the rest after, but we'll know more moving forward

Secondary and elementary lobby- updating and refreshing

Elementary cafeteria and gymnasium acoustics has been on the list 5-6 years- other rooms could use

Some numbers are earmarked, and we can discuss changes as needed.

Matt, Darrell, and Finance Committee presented update 24/25 Budget for Approval. The proposed budget utilizes \$1.5 million from reserves, \$750K for facilities capital projects and \$750K for legal expenses. Ryan Mehaffey reviewed the key changes from the Draft updated budget presented in December. Matt described the \$311K decrease due to student count discrepancy which required the updated budget to be adjusted. This \$311K funding will need to be requested through the appeal process, which is currently a 2 year process.

Discussion that Matt and team have some flexibility to balance and adjust, as long as the adjustments are within the approved budget. Discussion on how to streamline the approval process going forward.

#### **B. Board Approval of Revised FY 24/25 Budget**

R. Lukez made a motion to approve this resolution as stated.

L. Davison seconded the motion.

Be it resolved by the Board that the amounts shown in the attached schedule be appropriated to each fund as specified in the REVISED ADOPTED BUDGET for the ensuing fiscal year beginning July 1, 2024 and ending June 30, 2025.

The board **VOTED** unanimously to approve the motion.

#### **C. Board Approval to spend reserve funds in FY 24/25**

R. Lukez made a motion to approve this resolution as stated.

L. Davison seconded the motion.

Be it further resolved, in accordance with C.R.S. 22-44-105, the Board authorizes the use of a portion of the Fiscal Year 2024/25 Beginning Fund Balance from the General Fund in the amount of \$ 1,495,770.

Be it further resolved, that the use of this portion of the beginning fund balance for the purposes

set forth above will not lead to an ongoing deficit, provided the use of funds from fund balance is one time.

The board **VOTED** unanimously to approve the motion.

#### **D. Governance Committee Update**

Staff Handbook Presentation

Jan 15th is the next Governance meeting. The BOD should look through the Handbook and provide feedback to Gov committee if there are questions/comments. We can allow more time for discussion at the next Board meeting, if needed. The goal is to approve the policy sections of the Staff Handbook at the February meeting.

#### **E. Advancement Committee**

Matt Cartier and Greg Shick presented the proposed plan to rename the Advancement Committee to the Fundraising Committee and setup a Replication/Expansion Task Force. Board approval requested to rename the Committee and setup a new Task Force.

We are requesting another board member to join the replication and expansion task force. If anyone is interested, reach out to Matt and/ or Greg.

We can vote on changing the name and setting up the new taskforce (Greg as chair) at the next meeting. No vote was taken at this meeting.

## VII. Executive Session Discussions

### A. Convene Executive Session

R. Lukez made a motion to recess into executive session for the stated reason at 6:53 pm. The Board may vote to recess into executive session pursuant to C.R.S. § 24-6-402(4)(b) to obtain advice from the School's attorney related to specific legal questions regarding a lawsuit against the School, as well as pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations and to instruct negotiators regarding the lawsuit against the School.

L. Davison seconded the motion.

Executive Session went from 7:10 to 9:06 pm.

Matt Cartier and Eric Hall were present in addition to Directors.

The board **VOTED** unanimously to approve the motion.

### B. Public Session

Public session resumed at 9:07 pm.

There was no need for a vote.

## VIII. Closing Items

### A. Adjourn Meeting

G. Wing made a motion to Adjourn the meeting.

R. Lukez seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:08 PM.

Respectfully Submitted,

C. Gustafson

### Documents used during the meeting

- AP Diploma Program.pdf
  - AP Diploma Programming.pdf
  - Douglas\_County\_Growth\_Strategy.pptx.pdf
  - STEM\_FY25\_Revised\_Budget\_Final\_for\_Board\_Adoption.pdf
  - Staff Handbook Presentation.pdf
- 

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# Coversheet

## Board Meeting Jan 21st

**Section:** II. Approve Meeting Minutes  
**Item:** B. Board Meeting Jan 21st  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting - Working Session on January 21, 2025



APPROVED



## STEM School Highlands Ranch

### Minutes

#### Board Meeting - Working Session

Mid Year Working Session

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#### Date and Time

Tuesday January 21, 2025 at 5:30 PM

#### Location

8920 Barrons Blvd  
P-TECH Mechatronics Room  
Highlands Ranch, CO 80129

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Webinar Link: Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://zoom.us/j/93990754025?pwd=Hdzu6Rk6tNMt1b7tTSAcuSCYgORwE1.1>

Passcode: 340226

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#### Directors Present

C. Gustafson, D. Lomelino (remote), E. Quigley, G. Shick, G. Wing (remote), I. Kalra, K. Reyna, L. Davison (remote), R. Lukez

#### Directors Absent

None

#### Ex Officio Members Present

M. Cartier

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#### Non Voting Members Present

M. Cartier

### Guests Present

Evan Coughenour (remote), L. Kovalesky

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

C. Gustafson called a meeting of the board of directors of STEM School Highlands Ranch to order on Tuesday Jan 21, 2025 at 5:32 PM.

## II. Board Governance Strategic Discussion

### A. Bellwether Consulting presentation with Q&A. Focus on Board governance related to replication.

Evan Coughenour (remote) - Bellwether

Facilitated discussion around Board Governance and Growth Planning

RL joined 5:36 pm

EQ joined 5:45 pm

DL joined 5:50 pm

### B. Discussion

Question: Any data that shows geographical distance and success rates correlated with that?

Want enough distance to capture non-overlapping markets; other factors include density of students, distance traveled to school, other choice schools, demand for programming, etc. to make sure we're capturing landscape accurately.

Question: What else do we need to do to align with strategic plan goals?

Continuous checking in with status of indicators to greenlight roadmap. Pitfalls to look out for: moving goalposts

Question: How to communicate reasons for growth to community?

Detail the case for growth in the current landscape and long term growth and sustainability. Increased opportunity for staff (PD, classes, geography), increased resources (economy of scale)

Question: Advantage/disadvantage of the scale of growth

Right size for near term, and long term. Needs are different, but in general, single site schools get larger organically and lots of factors, redundancy/succession plan, need

clarity on network leader/building leader/teacher development. Phased approach easier to manage risk.

Question: Typical board structure for charter network

Engagement more important than number. Need enough for commitment and subcommittee work. Entrepreneur, finance, lawyers, facilities, local regulations/districts

Question: Budget building

Evan will share more resources

Reviewed strategic priorities and greenlighting document

Anything to add or take away?

Governance needs to be clarified, add stakeholders/community forums (possibly part of Growth Task Force) to communicate to current and future community members, industry partners, letters of intent/waiting list, authorizer board member support, org structure/plan and budgeting structure/plan and policies for each school, budget priorities (How are we funding Koson and new sites?)

### III. STEM Strategic Priorities

#### A. Review 24/25 STEM Strategic Priorities and preview proposed 25/26 STEM Strategic Priorities

Matt shared current opportunities, threats, strengths, weaknesses. Matt asks for feedback and communication

Matt shared his conversations with CSI, DCSD Board regarding window of opportunity

Strategic Task Update/Progress so far

Focus on branding, identity, marketing, materials, core values

Focus on academic rigor, student and staff experience, communications, events

School store, vending machine, brand guidelines being followed for future apparel, technology integration, data dashboard (for admin, for student, for board)

Continued tasks for 25/26

Apply for grants, build relationships, student showcase, fundraising, software solutions (systems and processes), fundraising, data dashboard, change management plan, mission/vision, pedagogy/curriculum, standards, PBL, website, Blue Ribbon

### IV. 25/26 KOSON Strategic Planning Discussion

#### A. 25/26 KOSON Strategic Priorities

Colorado Schools Fund Grant Proposal, \$50k (verbally confirmed; want a written up scope of work), up to \$2M for Year 0 and Year 1 for new schools (based on per student)

Also Colorado League of Charter Schools has grant funding available  
Grant funding is focused on people and programs rather than capital funding  
Discussion around budget/governance structure/org details, recommendations and clarity around budget from Finance committee. Need to develop process/clarity for separate budget for expansion. Matt also points that technology integration across different sites. Might need a strategic plan for Koson.

Priority will be to start a preschool, Matt will present business plan (will be vetted through Growth Task Force). Need to look at political landscape, next priority is location

DL and LD left early

## V. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:10 PM.

Respectfully Submitted,  
I. Kalra

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# Coversheet

## Advancement Committee Meeting Sep 24, 2024

**Section:** II. Approve Meeting Minutes  
**Item:** C. Advancement Committee Meeting Sep 24, 2024  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Advancement Committee Meeting on September 24, 2024

DRAFT



## STEM School Highlands Ranch

# Minutes

## Advancement Committee Meeting

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### Date and Time

Tuesday September 24, 2024 at 6:30 PM

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### Location

Zoom - <https://zoom.us/j/92409326632?pwd=BC3qILXvD9XDQwH6A2VKaBv4HnnNh8.1>

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### Committee Members Present

C. Gustafson (remote), G. Shick, K. Reyna (remote), L. Davison (remote)

### Committee Members Absent

D. Lomelino, E. Quigley, G. Wing, I. Kalra, M. Cartier, R. Lukez

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## I. Opening Items

### A. Record Attendance / Brief Introductions

### B. Call the Meeting to Order

G. Shick called a meeting of the Advancement Committee of STEM School Highlands Ranch to order on Tuesday Sep 24, 2024 at 6:35 PM.

## II. Advancement

### A. Committee Purpose and Structure - Review Purpose Document

Reviewed one pager – no questions from attendees

### B.

### **Solidify strategic plan document submission for October Board vote**

Determined that best submission for board review was slides 12-13 & 20 from Matt Cartier's strategic plan doc

#### **C. Open forum for questions / comments on strategic plan**

Discussed objective of strategic plan and answered various questions

#### **D. Review sub-committee structure and assignments**

- **Events** – Aaron J. / Monica N. / Steve I.
- **Growth Advisory** – Alisa J. / Carla G.
- **Marketing** – Kelly R.

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:37 PM.

Respectfully Submitted,  
G. Shick

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# Coversheet

## Executive Director Presentation

**Section:** III. STEM School Highlands Ranch Updates  
**Item:** A. Executive Director Presentation  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** February Board Presentation 24\_25.pdf



# ED Presentation

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February 4th, 2025

*LynAnn Kovalsky, Executive Director*

# UPDATES

# 2024 - 25 Enrollment

Elementary	Middle	High	Total	Potential
50 (+3)	467 (-6)	414 (-2)	1,390 (-5)	1,392

Elementary School	
Kinder	74
First	65
Second	77
Third	96
Fourth	80
Fifth	117

Middle School	
Sixth	130
Seventh	163
Eighth	174

Pending Enrollments	
Extended Absences	1
S2 Transfers - In	1
S2 Transfers - Out	-

High School	
Ninth	114
Tenth	104
Eleventh	96
Twelfth	87
13/14	13

Data - IC Student Enrollment Summary Report 1/31/2025 + 2024-25 Admin Transfers; ( ) Net change from prior month.

# 2025 - 26 Open Enrollment Numbers - Projections

Elementary	Middle	High	Total	Net Increase
548	503	436	1,486	87 (6%)

Elementary School	
Kinder	93
First	87
Second	76
Third	89
Fourth	111
Fifth	91

Middle School	
Sixth	166
Seventh	181
Eighth	156

Open Enrollment Applications	
Round 1	439
Round 2 (1/31/2025)	101
<b>Total</b>	<b>540</b>

High School	
Ninth	127
Tenth	107
Eleventh	99
Twelfth	93
13/14	10

Projections as of 1/31/2025 - Based on 7% attrition.

# Immigration Law Updates

STEM is committed to being a safe and inclusive environment for all of our students, parents, and staff regardless of background or status.

## Protocol

1. ICE Agents will be held in the entryway and not permitted entrance to the building until one of our Admin Team members can meet with them. Deputy Gabe will be alerted to their presence and the school will be placed on a HOLD.
2. ICE agents will be asked to identify themselves with their credentials and that of their supervisor.
3. ICE agents must provide a member of the admin team with the Judicial Warrant. Our legal team, as well as, will be notified. Documents will be scanned and reviewed by our legal team for review.
4. If the warrant is enforceable, the admin team will work with ICE to hand over the staff or student.
5. If the proper documents are not obtained, they will be asked to leave the property.
6. Communication and trauma informed care will be provided to those directly impacted by the situation. Members of our counseling team will offer support and resources to students and families in need.

# Virtual Delay Update

Parent, Staff, and Student Surveys sent the week of February 3rd  
Data to be reviewed in SAC (2/19) and Academic Excellence Committee (3/3)

## Potential Changes:

1. Keep DCSD Delay- STEM Virtual
2. DCSD Delay- STEM Delay
3. ES- delay and Secondary-virtual

# Coversheet

## Student Government Update

**Section:** III. STEM School Highlands Ranch Updates  
**Item:** B. Student Government Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2\_4\_25 board meeting slides .pdf

# STUDENT GOVERNMENT

2/4/25 Board Meeting!



# 2025 OFFICERS



AUBURNE  
MAUGER

President ('25)

KYLIE  
PAUTLER

VP ('25)

COLETTE  
RUBIN

Secretary ('25)

MAYA  
THATCHER

Treasurer ('25)

EVAN  
CHOI

Student outreach ('25)

MAGGIE  
NELSON

OAL ('27)



# 2024 SUCCESSES

# SENIOR SUNRISE

- Sadly, no sunrise :(
- Tons of seniors though!





# HOMECOMING



- Over \$4,563 in revenue!
- First ever teacher DJ!
- Powderpuff!
- Tailgating party: huge success!



# TRUNK OR TREAT!



Thank you PTO!



NEHS IT  
Trunk



FHS  
Ratatouille  
Trunk

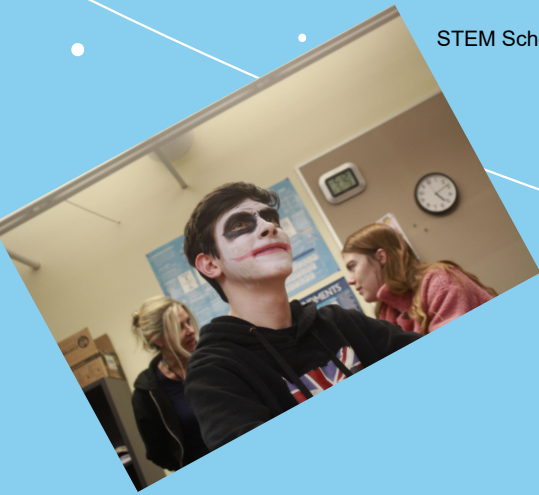


Girl's Volleyball  
Hawaii Trunk



Student Gov  
Minion Trunk





# NERDS NIGHT OUT!

Nostalgia Themed!



# 2025 PLANS!

# WINTER FORMAL!

- YULE BALL BROUGHT TO LIFE!
- --- REVENUE!
- PEP RALLY FUN!





# UPCOMING EVENTS!



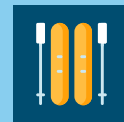
## STEM OLYMPICS

New wish week event!



## TALENT SHOW

Annual event!



## SENIOR PICNIC

Blast off for seniors!



## WELCOME TO HS

Last day of school!

# THANK YOU!



# Coversheet

## Presentation on KOSON Core Values

**Section:** IV. KOSON Schools  
**Item:** B. Presentation on KOSON Core Values  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Presentation 20240204.pdf

February 4, 2025

# CIO Board Presentation

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# Agenda Item

## Core Values





# MISSION, VISION, & VALUES



# Who We Are

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**Why - Mission**

**How - Distinctives, Culture**

**What - Incredible STEM School**

## Mission:

Never Stop Innovating

## Vision:

We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.

## Our Why: thrive, lead and succeed



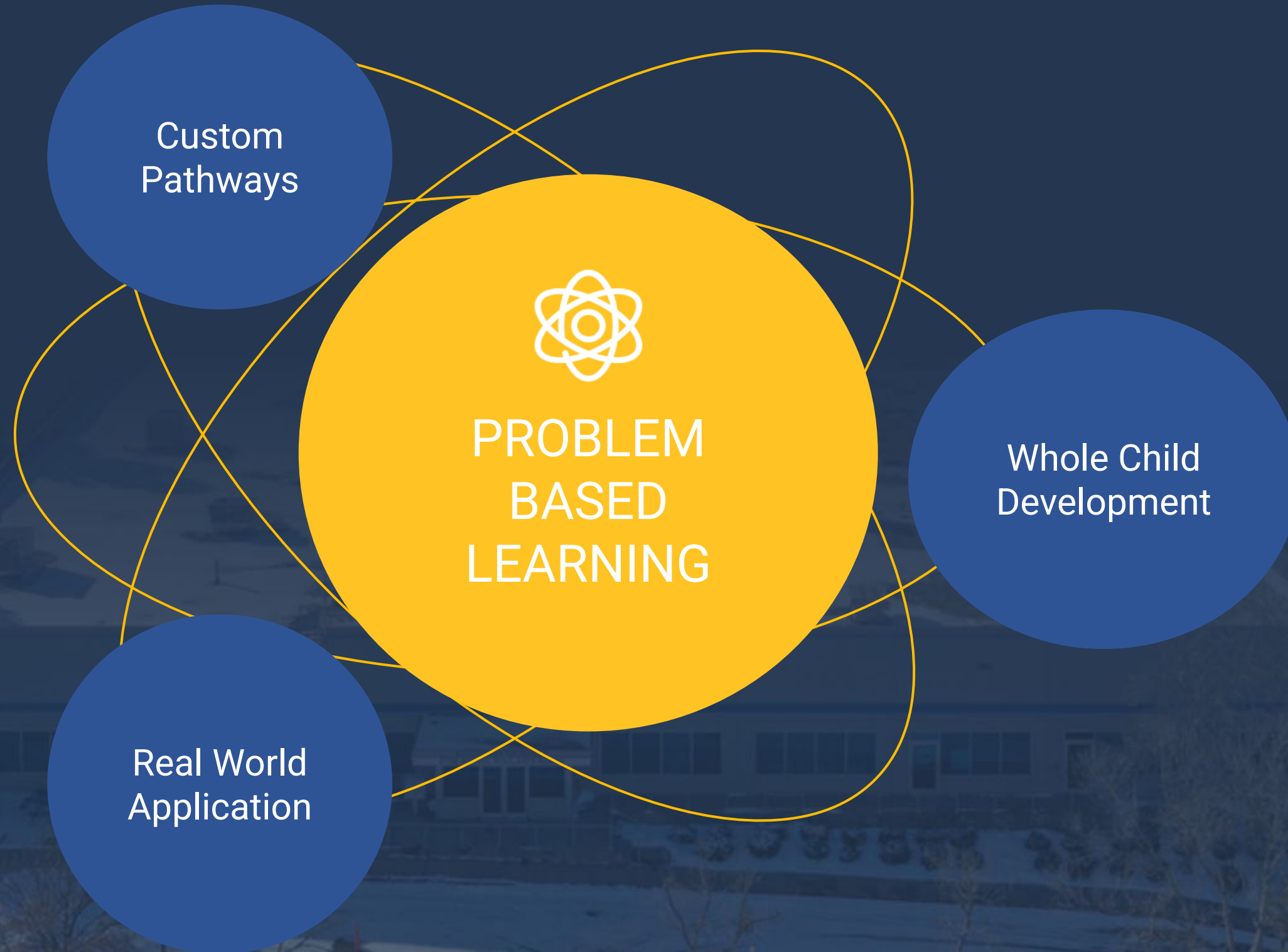
It is important that all of the employees are thriving, leading and succeeding in lives, homes, and careers because the employees are important.



It is important that all of our students are thriving, leading and succeeding their lives, friendships, and their education because they are important and they are why we are all doing what we do!



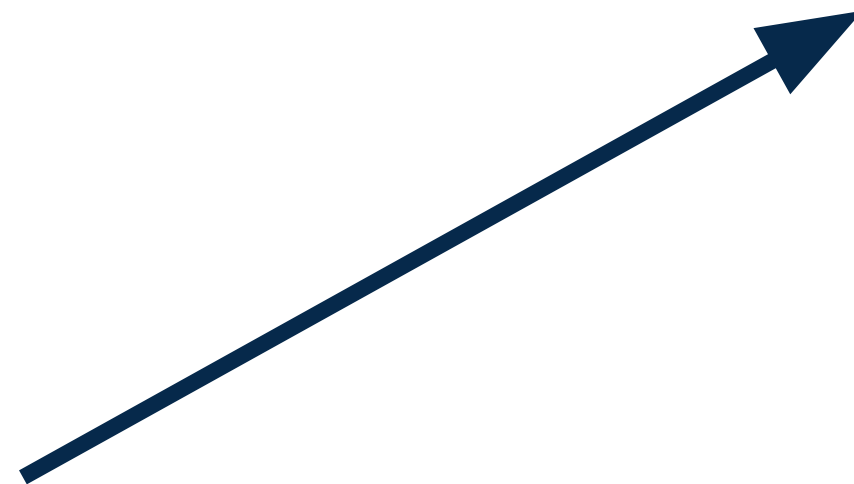
# How: Problem-Based Learning is at the core of our program model...





Another  
Important  
How → Culture

# Core Values



# How Is Culture Built?

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**Request:** Board Approval of Core Values in March Board Meeting

## Core Values Development Process:

July - Leadership Team Brainstorm

August / September - Faculty / Staff Input

September - December - Task Force Consolidation and Wordsmith

January - Presentation to Faculty and Staff

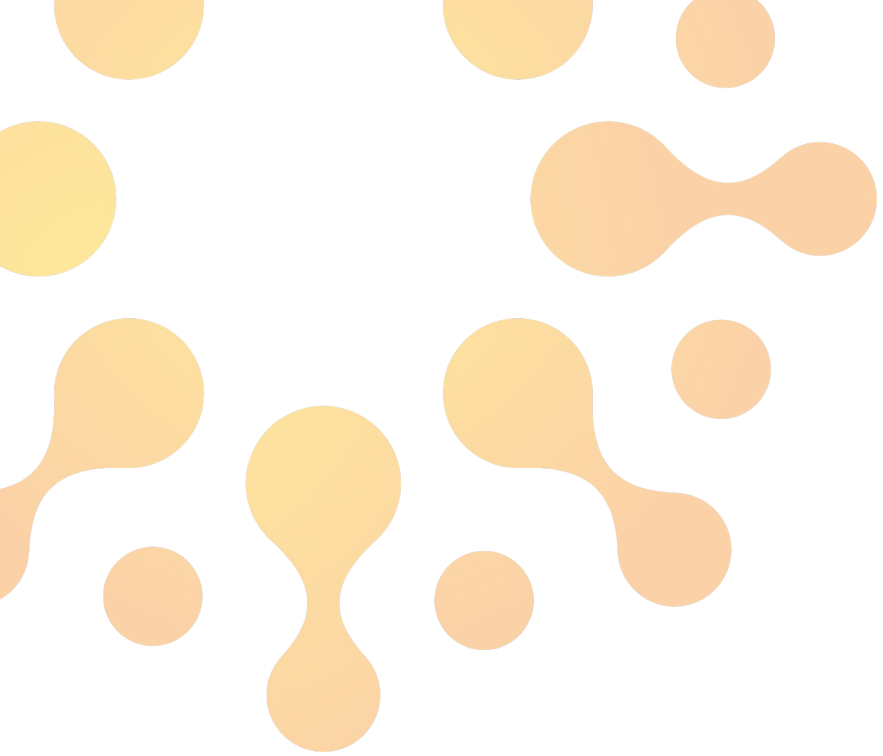
February - Presentation to Board

March - Proposed Approval from Board

March - June - Incorporate in Hiring Procedures and Replication Application

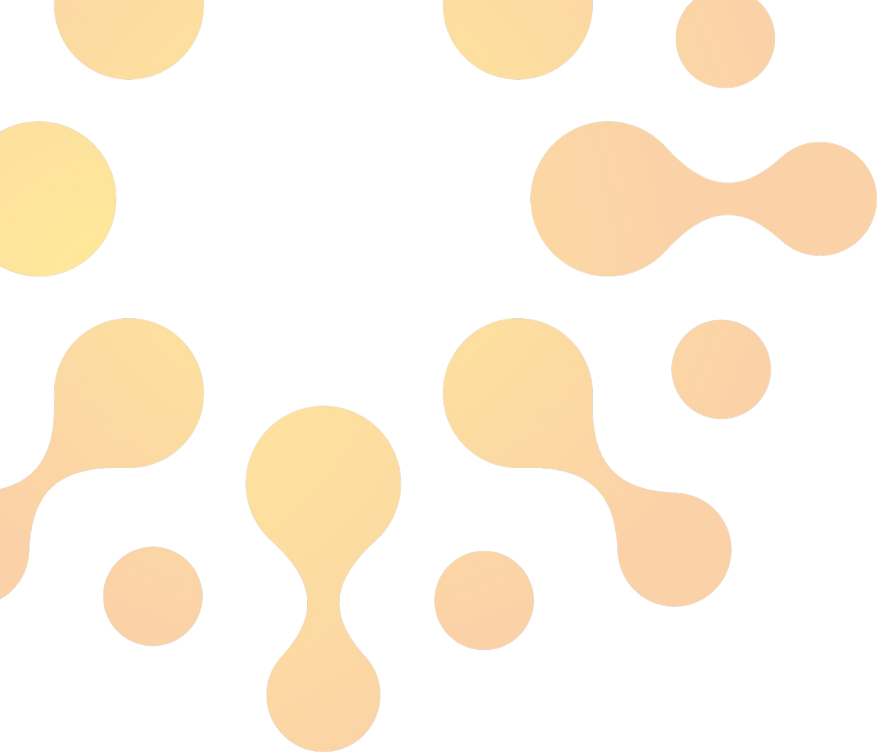
August - Incorporate in Training Procedures

25-26 School Year - Incorporate in Evaluations



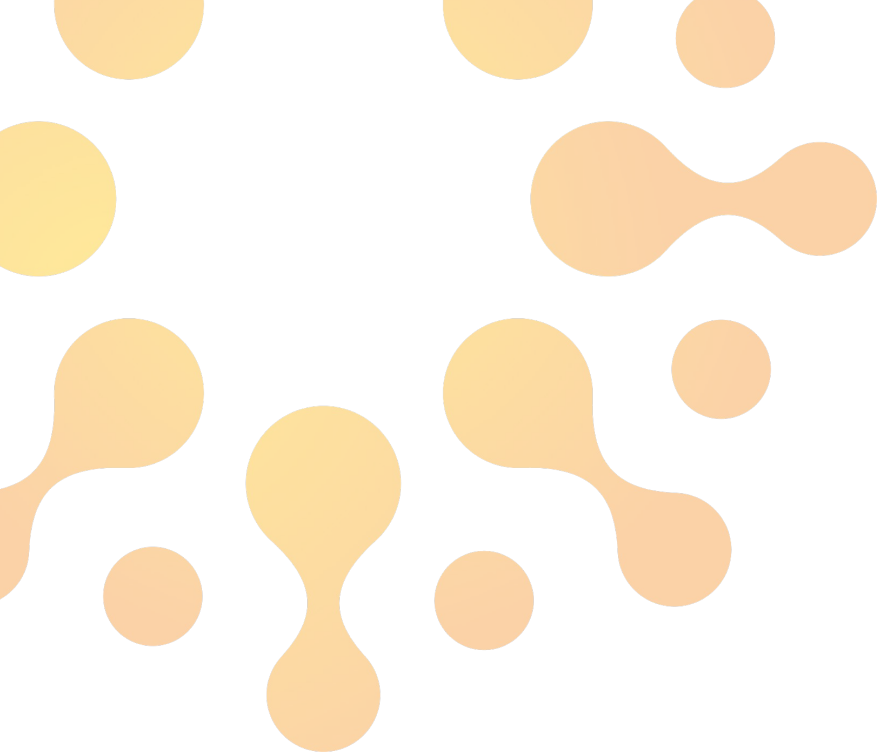
# **Student Centric**

Prioritizing the Best Interest of Students



# **Community**

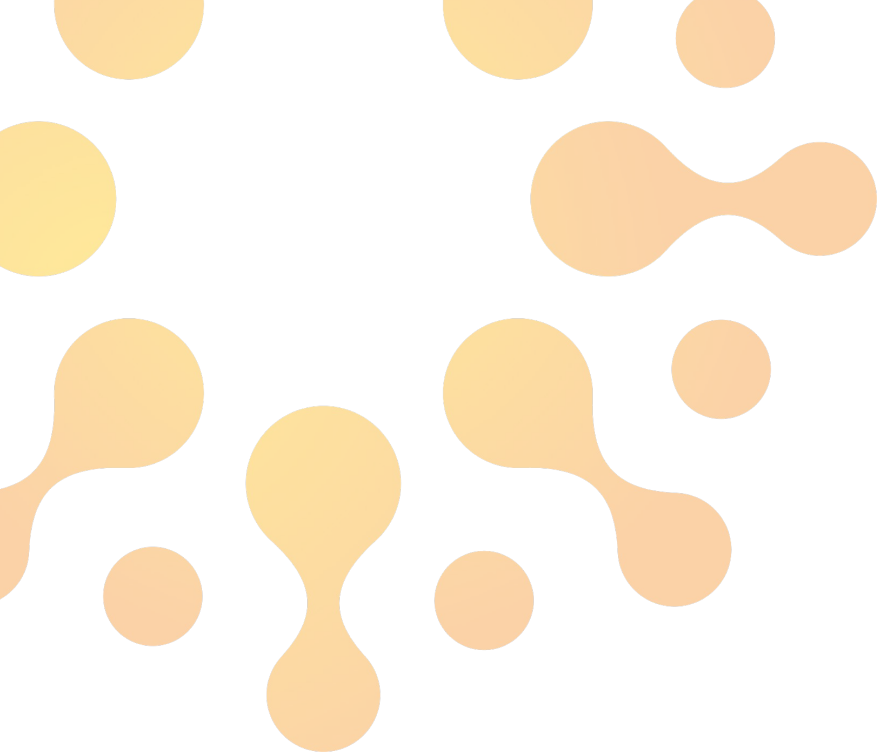
## Stronger Together



# **Integrity**

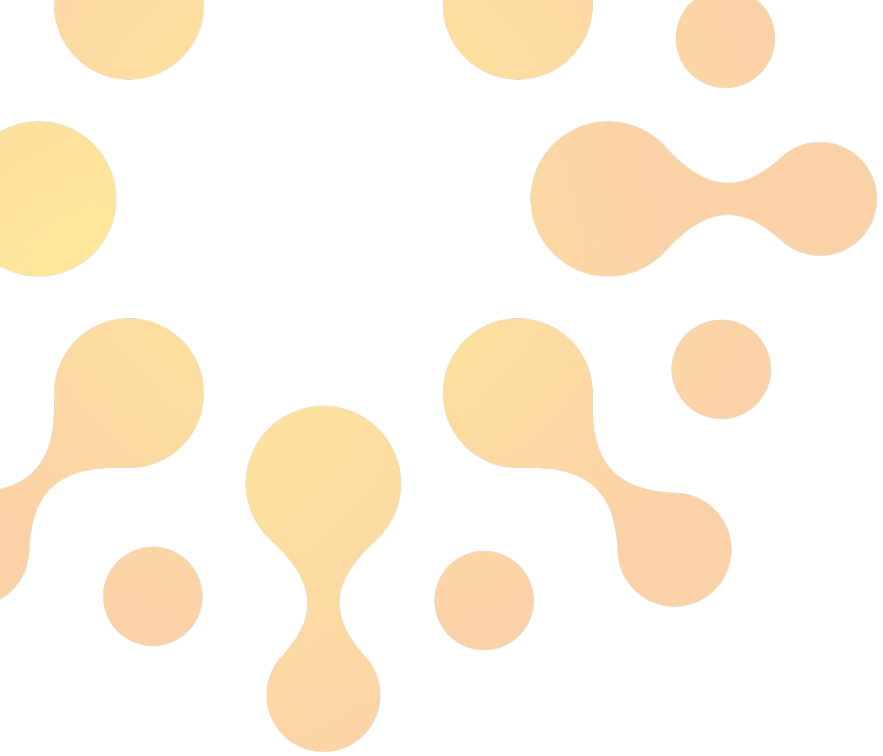
## Do Right, Always





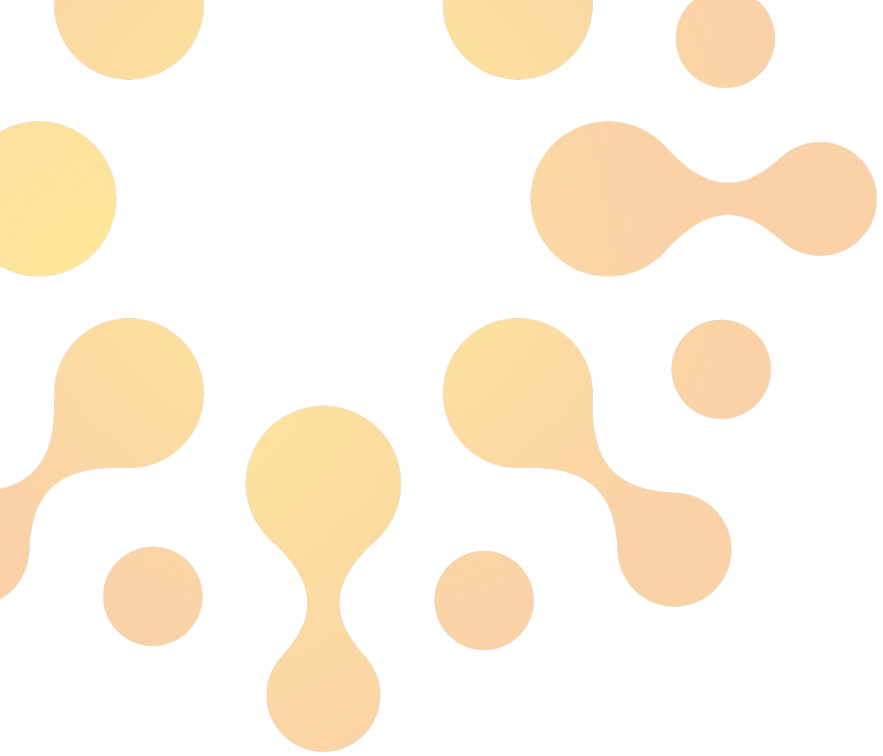
# Stability

## Rooted in Resilience



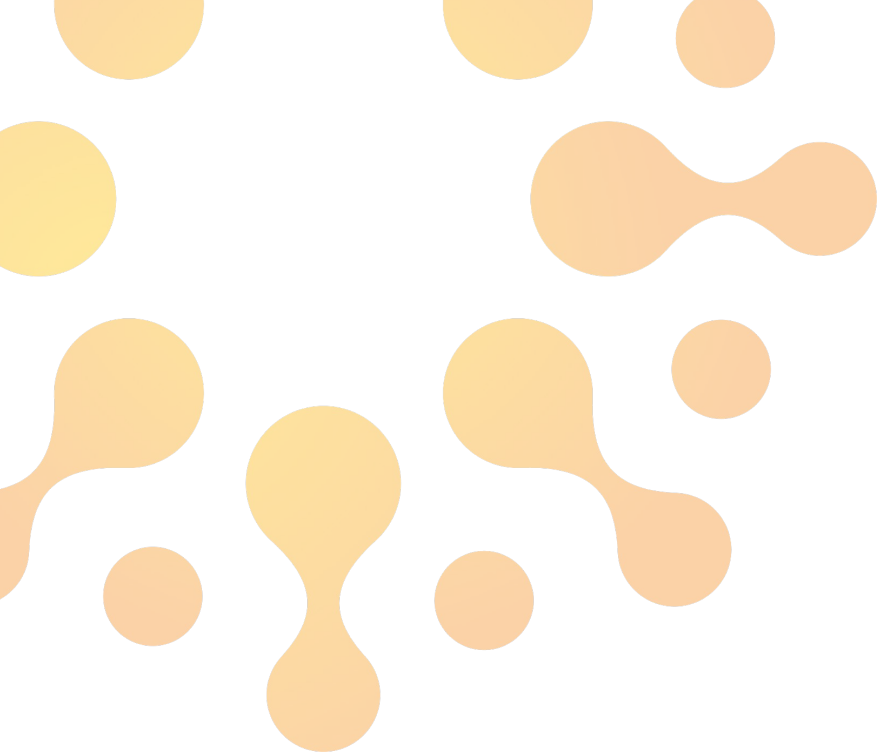
# **Growth**

## Embrace Challenges



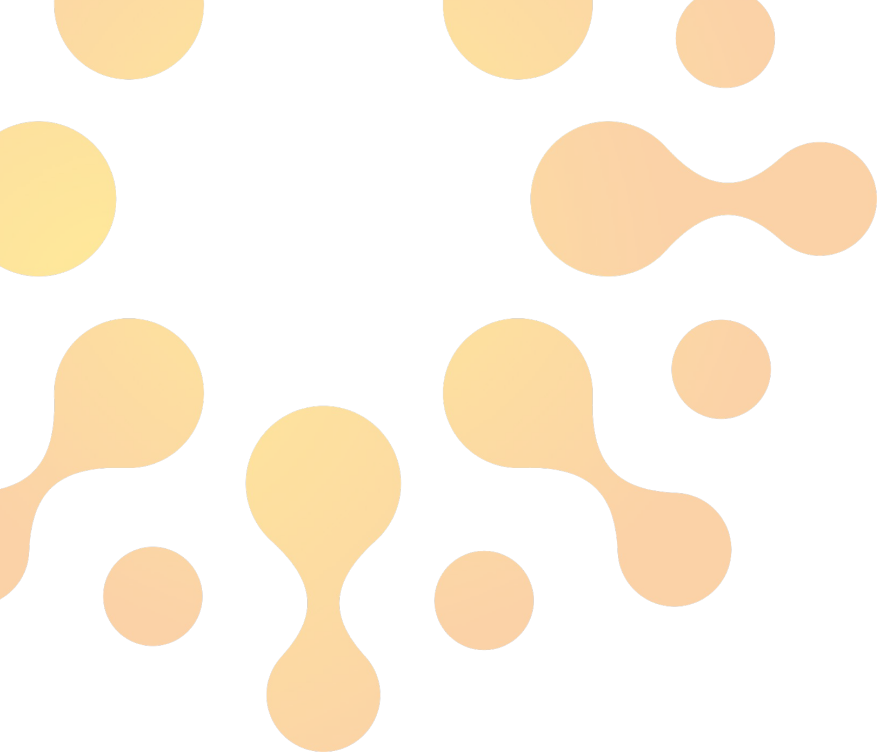
# **Innovation**

## Never Stop Innovating



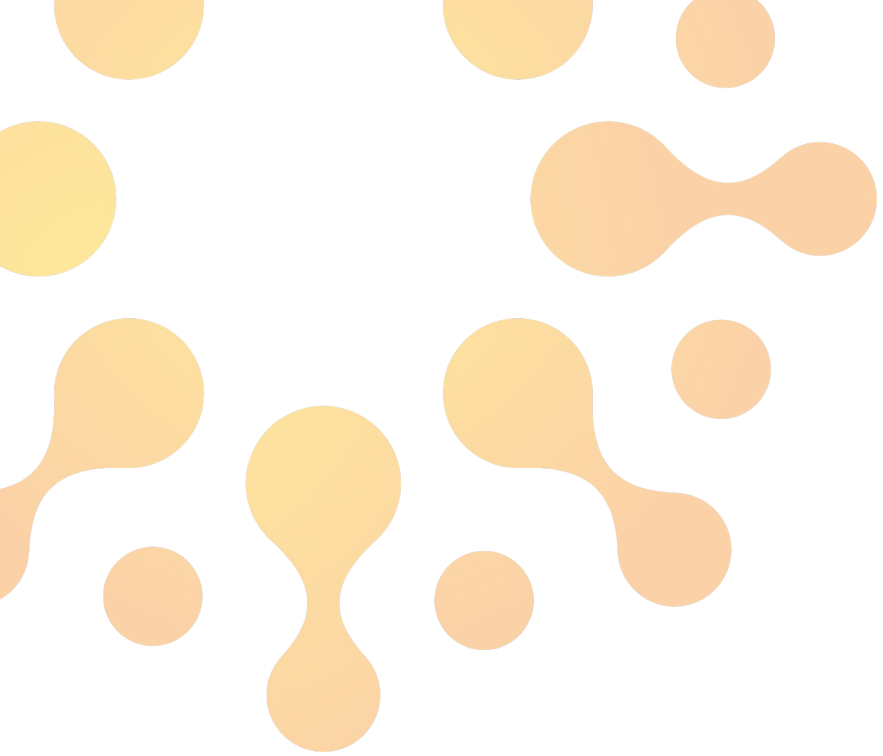
# Stewardship

Dedicated to Making a Difference



# **Excellence**

## Mastery In Motion



# Fun

It Makes the Team Work

# WHAT DO WE DO? WHAT KIND OF BUSINESS ARE WE?

---

STEM School Highlands Ranch is the premier K-12 STEM school in the Mountain West dedicated to cultivating future leaders who do good in the world.

# Coversheet

## CIO Support and Evaluation

**Section:** V. Board Committee Updates  
**Item:** A. CIO Support and Evaluation  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Slides\_for\_Meeting\_\_CIO\_Mid-Year\_Check-In\_Presentation.pdf





# Final Report: BOD's Mid-Year Check-In with the Koson CIO



January 2025



# Purpose

---

- CIO identifies for the board progress towards goals
- Board provides feedback to the CIO
- Ensure the board and the CIO are aligned on what will be prioritized until the end-of-year evaluation

# Process

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- Collect CIO's reflection on progress
- Board discusses progress
- Support and Evaluation committee debrief with CIO
- S&E chair presents to board (full report in board book)

# CIO's Goals

---

Establish **systems** that empower contributors of the Strategic Plan to support achieving the objectives and focus areas for these priority areas: *Identity, Experience, and Growth.*

# Commendations

---

- Strategic plan
- Reduction in staff attrition
- Enrollment
- Bottom-up budget rebuild
- Developing the board
- Proactive comms to board
- Focus on the strategic growth plan of replicating

# Opportunities

---

- CIO to provide the Board with more visibility into
  - Progress on CIO goals (ex: links to key systems & processes, 360 feedback from direct reports)
  - Organization of school (org chart w/ roles & responsibilities outlined)
- Board and CIO to work together to develop more clarity on how to report progress

# Coversheet

## Finance Committee Update

**Section:** V. Board Committee Updates  
**Item:** C. Finance Committee Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2nd Quarter Finance Presentation.pdf

FY 2024 - 2025

# 2<sup>nd</sup> Quarter Finance Review

---



# TABLE OF CONTENTS

1. Introduction
2. Revenue & Expenditure Analysis
3. 2<sup>nd</sup> Quarter Report
4. Current State of Finances
5. Thanks You/Questions



# Introduction

## FY 25 Financials

- Q2 Financials – Un-Audited
  - Revenues
    - \$10,857,177
  - Expenditures
    - \$10,691,770



# Revenue Analysis

	FY 2024 - 2025 2nd Quarter		
	Budgeted	Actual	% to Date
<b>Local</b>			
School	\$ 1,646,585	\$ 1,290,118	78.35%
MLO	\$ 3,144,209	\$ 1,617,699	51.45%
<b>Total Local Revenue</b>	<b>\$ 4,790,794</b>	<b>\$ 2,907,817</b>	<b>60.70%</b>
<b>State Categorical</b>			
Capital Construction	\$ 795,396	\$ 388,420	48.83%
Other State Revenue	\$ 319,885	\$ 161,568	50.51%
<b>Total State Categorical Revenue</b>	<b>\$ 1,115,281</b>	<b>\$ 549,988</b>	<b>49.31%</b>
<b>State PPR</b>			
Per Pupil Revenue	\$ 14,674,240	\$ 7,399,372	50.42%
<b>Total PPR Revenue</b>	<b>\$ 14,674,240</b>	<b>\$ 7,399,372</b>	<b>50.42%</b>
<b>Total Revenue</b>	<b>\$ 20,580,315</b>	<b>\$ 10,857,177</b>	<b>52.76%</b>

# Expenditure Analysis

	FY 2024 - 2025 2nd Quarter		
	Budgeted	Actual	% to Date
<b>Salaries &amp; Benefits</b>			
Salaries	\$ 10,662,846	\$ 5,611,542	52.63%
Benefits	\$ 3,604,650	\$ 1,567,718	43.49%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 14,267,496</b>	<b>\$ 7,179,260</b>	<b>50.32%</b>
<b>Other</b>			
Purchased Contract Services	\$ 453,236	\$ 458,281	101.11%
Purchased Property Services	\$ 2,848,747	\$ 1,486,078	52.17%
Other Purchased Services	\$ 2,047,551	\$ 943,561	46.08%
Supplies	\$ 662,982	\$ 462,768	69.80%
Property	\$ 271,672	\$ 123,155	45.33%
Other	\$ 24,400	\$ 38,667	158.47%
<b>Total All Other</b>	<b>\$ 6,308,588</b>	<b>\$ 3,512,510</b>	<b>55.68%</b>
<b>Total Expenditures</b>	<b>\$ 20,576,084</b>	<b>\$ 10,691,770</b>	<b>51.96%</b>



# Revenue/Expenditure Analysis

	FY 2024 - 2025 2nd Quarter		
	Budgeted	Actual	% to Date
<b>Revenue</b>			
Local	\$ 4,790,794	\$ 2,907,817	60.70%
State Categorical	\$ 1,115,281	\$ 549,988	49.31%
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Salaries & Benefits	\$ 14,267,496	\$ 7,179,260	50.32%
Other	\$ 6,308,588	\$ 3,512,510	55.68%
<b>Total Expenditures</b>	<b>\$ 20,576,084</b>	<b>\$ 10,691,770</b>	<b>51.96%</b>
<b>Surplus/Defecit</b>	<b>\$ 4,231</b>	<b>\$ 165,407</b>	

# 2<sup>nd</sup> Quarter Report

## Schedule of Income and Expenditures - Budget to Actual - 2nd Quarter For the Period Ended December 31, 2024

	Current Year FY 2024-2025			Projected Year End FY 2024-2025		Prior Year FY 2023-2024		
	FY Budget	Q2 YTD Actual	% to Budget	Year End Projection	% to Budget	FY Budget	Q2 YTD Actual	% to Budget
<b>Revenue:</b>								
Per Pupil Revenue	\$14,674,240	\$ 7,399,372	50.42%	\$ 14,675,129	100.01%	\$13,966,003	\$ 7,477,904	53.54%
Mill Levy/Override	3,144,209	1,617,699	51.45%	3,218,529	102.36%	3,212,559	896,226	27.90%
Tuition	-	-	0.00%	-	0.00%	-	-	0.00%
Transportation Fees	-	-	0.00%	-	0.00%	-	-	0.00%
Earnings on Investments	720,000	393,517	54.66%	720,000	100.00%	560,000	363,114	64.84%
Food Services	-	-	0.00%	-	0.00%	-	-	0.00%
Pupil Activities	848,857	725,209	85.43%	848,857	100.00%	330,998	393,675	118.94%
Community Service Activities	-	-	0.00%	-	0.00%	-	-	0.00%
Other Local Revenue	21,728	153,960	708.58%	155,000	713.37%	-	-	0.00%
Rental/Lease	-	-	0.00%	-	0.00%	-	-	0.00%
Contributions/Donations	56,000	16,332	29.16%	56,000	100.00%	50,000	4,740	9.48%
Miscellaneous Revenue	-	1,100	0.00%	1,100	0.00%	350,000	375,173	107.19%
Categorical Revenue	795,396	388,420	48.83%	795,396	100.00%	979,396	370,267	37.81%
Other State Revenue	319,885	161,568	50.51%	319,885	100.00%	380,000	-	0.00%
Grants Federal	-	-	0.00%	-	0.00%	-	-	0.00%
Fund Transfer	-	-	0.00%	-	0.00%	-	-	0.00%
Other Sources	-	-	0.00%	-	0.00%	-	-	0.00%
Cap Reserve Bond Revenue	-	-	0.00%	-	0.00%	-	-	0.00%
Grants Local	-	-	0.00%	-	0.00%	-	-	0.00%
<b>Total Revenue</b>	<b>\$20,580,315</b>	<b>\$ 10,857,177</b>	<b>52.76%</b>	<b>\$ 20,789,897</b>	<b>101.02%</b>	<b>\$19,828,956</b>	<b>\$ 9,881,099</b>	<b>49.83%</b>
<b>Expenditures:</b>								
Salaries	\$10,662,846	\$ 5,611,542	52.63%	\$ 10,662,846	100.00%	\$ 9,920,000	\$ 4,068,915	41.02%
Benefits	3,604,650	1,567,718	43.49%	3,455,322	95.86%	2,888,100	1,232,130	42.66%
Purchased Professional Services	453,236	458,281	101.11%	458,281	101.11%	288,515	122,567	42.48%
Purchased Property Services	2,848,747	1,486,078	52.17%	2,848,747	100.00%	3,512,910	1,448,722	41.24%
Other Purchased Services	2,047,551	943,561	46.08%	2,047,551	100.00%	1,510,086	804,249	53.26%
Supplies	662,982	462,768	69.80%	662,982	100.00%	630,100	256,506	40.71%
Property	271,672	123,155	45.33%	281,672	103.68%	495,000	55,634	11.24%
Other Expenses	24,400	38,667	158.47%	40,000	163.93%	200,000	34,311	17.16%
Other Uses of Funds	-	-	0.00%	-	0.00%	5,000	-	0.00%
Redemption of Principal	-	-	0.00%	-	0.00%	-	-	0.00%
Principal on Leases	-	-	0.00%	-	0.00%	-	-	0.00%
Grant Expense	-	-	0.00%	-	0.00%	-	-	0.00%
Cap Reserve Expense	-	-	0.00%	-	0.00%	-	-	0.00%
<b>Total Expenditures</b>	<b>\$20,576,084</b>	<b>\$ 10,691,770</b>	<b>51.96%</b>	<b>\$ 20,457,401</b>	<b>99.42%</b>	<b>\$19,449,711</b>	<b>\$ 8,023,034</b>	<b>41.25%</b>
<b>Net Income</b>		<b>\$ 165,407</b>		<b>\$ 332,496</b>		<b>\$ 1,858,065</b>		

# Current State of Finances

## Where is our Money?

Bank Accounts	\$ 303,852.50
Colotrust (Investments)	<u>\$ 15,085,025.33</u>
	<b>\$ 15,388,877.83</b>

Monthly District Transfers go directly into our Colotrust account to take advantage of strong interest rates.

We transfer funds from Colotrust to our bank accounts to fund Payroll and AP checks as needed.

**Thank You!**  
**Questions?**

# Coversheet

## Staff Handbook Update and Approval

**Section:** V. Board Committee Updates  
**Item:** E. Staff Handbook Update and Approval  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Staff Handbook Presentation - Feb.pdf  
2024-25 STEM Staff Handbook - Final.pdf

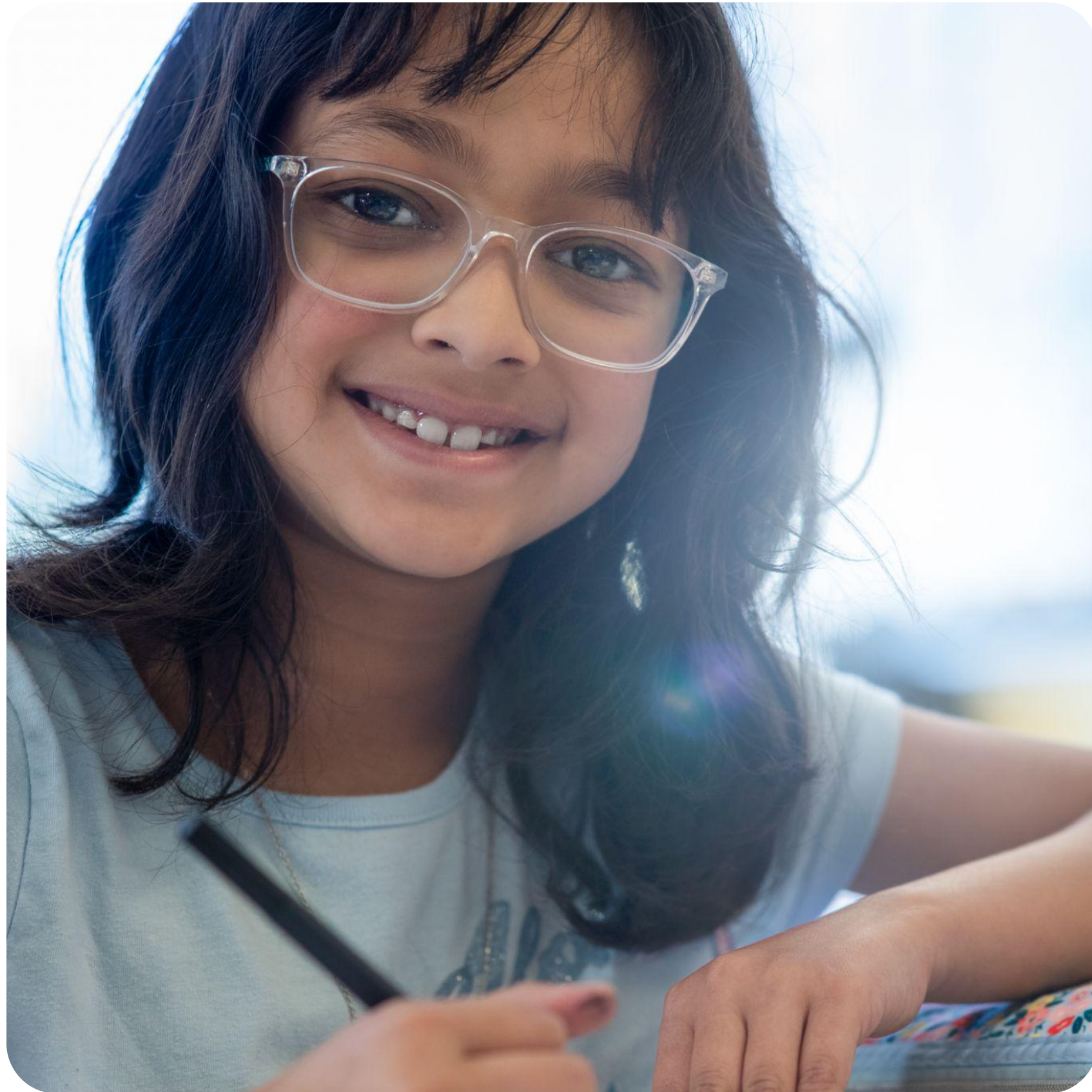


Governance Committee Report

# Staff Handbook Review

February 2024

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# Strategic Plan Alignment

## 1B - Knowledge Management

Document key operational systems and procedures for areas such as human resources, curriculum & Instruction, and program model.

## 3B - Preparing for Growth: Network Model & Governance

Establish a network model and governance structure to support growth, including roles, responsibilities, and decision-making processes.

Dec 2024

Jan 2025

Feb 2025

- Admin Team provided updated Staff Handbook to Gov Committee
- Governance Committee Reviewed Policy Sections of Staff Handbook



Gov Committee Presents to Board for Discussion and Q&A



Board approval of Staff Handbook, focus on Policy Sections

## Every Dec/Jan going forward

Annual Review of Proposed Updates for Board approval of Policy Sections





# Proposed Path Forward

## Governance Committee Reviewed Staff Handbook

- Admin prepared major updates and confirmed and alignment with Board policy, DCSD policy, and federal/state law
- Updates incorporated legal counsel inputs
- Policy/Compliance Sections Highlighted in Handbook provided to Board

## Governance Committee Recommends Staff Handbook Approval:

- Remaining policy updates for 2025 - Colo Wage Act Non-Compete
  - New Policy updates will go through same process for Board approval
- Non-policy updates may be made during the year without formal Board approval
- Provide any feedback/comments to Gov Committee by Jan 15th
- Board vote to approve Policy sections in February meeting - Consent Agenda.

# STEM SCHOOL

## HIGHLANDS RANCH

### Staff Handbook 2024 – 2025

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## Welcome to the STEM School Highlands Ranch!

We are about to begin a very rewarding journey that will both challenge your skills as an educator and allow you to mold and shape the young minds of the future leaders of this country. We must never forget the importance of the work we are doing. Whether you are a teacher, office or business employee, custodian, or administrator, you have a tremendous influence on the development of our students. It is through daily interactions that our students understand how the professional world works and it is up to us to make sure we model our behaviors effectively.

Therein lies the purpose of this staff handbook. Rather than a list of rules and expectations, use this document as a guide to what it looks like when a dynamic system is operating at maximum efficiency. This document may be modified or improved at the discretion of the School as situations dictate. It is our belief that this handbook represents the qualities of a successful educational and professional environment.

This handbook cannot anticipate every situation nor answer every question about employment at STEM. This handbook is NOT an employment contract and DOES NOT create contractual obligations of any kind. While this handbook does not take the place of an employment agreement, it does provide a more detailed description of the relationship the School expects to develop with its employees.

This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any applicable requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, or making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any law. The laws regulating employment change on almost an annual, and at times more frequent, basis, with new statutes, regulations and court rulings interpreting, changing or adding to the applicable body of legal rules. Whenever an applicable law requires something different than what is provided for in this handbook or the practices, agreements, policies, or similar rules of the School, the law shall take precedence.

This handbook supersedes any previous handbook issued by STEM School Highlands Ranch. The School may be referred to herein as the "employer" or "school" or "company" or other terms with a similar meaning.

If you have any questions about the content or interpretation of this handbook, contact the Human Resources department, your supervisor, or school administration .

Let's work together as a team to lift each other up, support one another, and learn from one another. Welcome to a great year!



## About the STEM School Highlands Ranch

### Mission

"Never Stop Innovating"

### Our Vision

We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.

### Our Goal

Our goal is not only to prepare students to thrive in the constant world of reinvention, but to lead it.

### Our Core Beliefs

"Creating an environment of respect and success."

"Nurturing unlimited human potential."

"Leveraging the power of collaboration."

"Optimizing resources and operations."

"Impacting the world ethically and positively."

"Relentlessly reinvent and adapt."

### Student Growth and Achievement

Our priority is student growth and achievement. To accomplish this we envision:

- A true partnership between parents, students, staff, the Board of Education, and community resources;
- A well-equipped, qualified staff that puts students first, exhibits strong leadership, a passion for learning, and a commitment to success for every student;
- A curriculum based on research and best practices that allows students to demonstrate knowledge through a variety of activities; and Exceptional facilities providing safe and developmentally appropriate environments that allow for short and long-term growth.

## Employment at Will

Employment at the School is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Executive Director and authorized by the Board of Directors.

Employment on an at-will basis means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in daily, monthly, or annual terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent lawfully protected

activities. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. the School employees have the right to engage in or refrain from such activities.

## **Equal Opportunity and Commitment to Diversity**

### **Equal Opportunity**

the School provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

In compliance with the Colorado Crown Act, any references in any handbooks or policies of the School or practices related to prohibiting discrimination on the basis of an individual's race shall include a person's hair texture, hair type, hair length, or a protective hairstyle that is commonly or historically associated with race. Specifically, without limitation, such hairstyles as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps. the School expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

the School will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the School business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources department. The company will not allow any form of retaliation against individuals who raise equal employment opportunity issues. Employees who feel they have been subjected to any such retaliation should bring it to the attention of Human Resources. The School will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of applicable laws or this policy in an appropriate manner. The School will take appropriate corrective action, if warranted. The School prohibits retaliation against staff members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of applicable laws or this policy. Any employee who violates this policy commits misconduct for which appropriate discipline may be imposed, up to and including employment termination. If the person to whom an employee would report is involved in alleged discriminatory harassment, the employee is NOT required to report to that person and may instead go directly to the CIO, or to the President of the Board of Directors if the alleged offender is the CIO.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting

and investigation process described below. "Adverse conduct" includes, but is not limited to:

- Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.
- Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

### **Commitment to Diversity**

The School is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the school and are valued for their skills, experience, and unique perspectives. This commitment is embodied in school policy and the way we do business at the School and is an important principle of sound business management.

## **Colorado POWR ACT**

In accordance with the Colorado POWR Act, unlawful, employment-based harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual's or group's membership in, or perceived membership in, a legally protected class that is subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable individual who is a member of the same protected class. Unlawful, employment-based harassment does not include petty slights, minor annoyances, and lack of good manners, unless they meet the definition of harassment when taken individually or in combination and under the totality of the circumstances. In addition to any other legally protected classes, "marital status" shall be considered a protected class, except that marital status may be considered in situations in which one spouse directly or indirectly would exercise supervisory, appointment, or dismissal authority or disciplinary action over the other spouse; one spouse would audit, verify, receive, or be entrusted with moneys received or handled by the other spouse; or one spouse has access to the employer's confidential information, including payroll and personnel records.

In accordance with Colorado's POWR Act, conduct or communication constitutes unlawful, employment-based harassment if:

- Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's employment.
- Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual.
- The conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Consideration of the nature of the work or the frequency with which harassment occurred in the past in determining whether certain conduct rises to the level of prohibited harassment, but the totality of the circumstances may include the frequency, duration, and location of the conduct or communication; the number of individuals involved; and the type or nature of the conduct or communication, and whether it is threatening, involves epithets or slurs, or reflects stereotypes.

### **School's Response to Reports of Harassment or Discrimination**

The School takes unlawful harassment and discrimination very seriously and is committed to having a program that takes reasonable steps to prevent harassment, deter future harassers, and protect employees from harassment. In all instances of reported unlawful, employment-based harassment, the School will take prompt, reasonable action to investigate or address alleged discriminatory or unfair employment practices, and will take prompt, reasonable remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices.

In addition to any other reporting mechanisms available to employees, if any employee has been the victim of or has knowledge that unlawful, employment-based harassment may have occurred, he or she is to report that information to his or her supervisor or to his or her supervisor's supervisor if the supervisor is the alleged offender. If the School leader is the alleged offender then the report may be made to the School's Board of Directors. Prompt and reasonable action will be taken to investigate and remedy, when warranted, in response thereto.

Retaliation against any employee who, in good faith, reports or participates in an investigation related to allegations of unlawful, employment based discrimination or harassment is prohibited.

### **Complaint and Whistleblower Policy for the School Highlands Ranch**

The School requires STEM Board of Directors members, employees, contract laborers, consultants, students, parents and guardians to observe high standards of professional and personal ethics in the conduct of their duties and responsibilities. All STEM Board of Directors members, employees, contract laborers, consultants, students, and parents must comply with all the School policies, applicable laws and ordinances, regulatory requirements and Douglas County School District policies applicable to charter schools, except to the extent that the School has obtained waivers from state law and District policies in accordance with the School charter contract.

It is the School's policy to promptly investigate any complaint about the School as appropriate to the nature of the information in the complaint. This Complaint and Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within the School prior to seeking resolution outside of the School.

The School's Compliance Officer is responsible for reporting to the Board of Directors the status of compliance matters on no less than a quarterly basis. This report will include the number of investigations currently open and number of investigations closed since prior report and other matters deemed appropriate.

### **POWR Act Recordkeeping**

As required by the POWR Act, the School will preserve employment records for a period of five years from the later of the date the employer created or received the employment record, the date

the personnel action giving rise to the personnel record occurred, or the final disposition of a charge of discrimination or related action. The term "personnel or employment record" includes the following:

- Requests for accommodation.
- Written and oral employee complaints of discrimination, harassment, or unfair employment practices.
- Submitted job applications.
- Records related to hiring, promotion, demotion, transfer, layoff, termination, rates of pay or other terms of compensation, and selection for training or apprenticeship.
- Records of training provided to or facilitated for employees.

Employers must maintain a designated repository of all written and oral complaints of discrimination, harassment, or unfair employment practices, including the date of the complaint, the identity of the complaining party, the identity of the alleged perpetrator, and the substance of the complaint.

### **Examination of Personnel Files**

The School maintains a personnel file on each employee. Personnel files are the property of the School, and access to the information they contain is restricted. Generally, only administrators, the Executive Director, Human Resources, the Board of Directors, and the employee are allowed to review information in a personnel file. Employees who wish to review a specific document in their file should submit a request in writing to the appropriate Director or Human Resources. With reasonable advance notice, employees may review such documents in the School's offices and in the presence of Human Resources or designee. Employees may make such requests during employment and once after employment has ended.

## **Americans with Disabilities Act (ADA) and Reasonable Accommodation**

The School is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the School policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company. The School prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the Human Resources department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made or if any other possible accommodations are appropriate. If medical documentation regarding the disability and possible accommodations is requested, the employee is responsible for providing such information. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the School's policy to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. The School prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

## Religious Accommodation

The School respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship.

An employee seeking an accommodation because his or her religious beliefs or practices conflict with any aspect of his or her employment must submit a written request for the accommodation to the Human Resources department. An employee's written accommodation request shall include the type of religious conflict that exists and the employee's suggested accommodation.

Following an employee's request for accommodation, Human Resources will engage in an interactive process with the employee to determine whether an accommodation is available that is reasonable and that would not create an undue hardship on the School.

Employees who believe they have been harassed in violation of this provision or who believe they have observed such harassment of other employees should immediately report the incident(s) to the director of their department.

## Pregnancy Accommodation

The School is committed to the policy of nondiscrimination on the basis of pregnancy under all applicable laws, including but not limited to Colorado's Pregnancy Fairness Act and the federal Pregnant Workers Fairness Act. To the extent required by applicable laws, the School will provide reasonable accommodation to pregnant staff members for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA). The accommodations outlined in this policy are for illustrative purposes only and are not comprehensive. The school will follow all the definitions and requirements of the PWFA and related regulations.

- Examples of potential reasonable accommodations include:
- Frequent breaks
- Sitting/standing
- Schedule changes, including part-time work and paid or unpaid leave
- Remote work
- Providing reserved parking
- Light duty assignments
- Making existing facilities accessible or modifying the work environment (e.g., moving an employee's work space or providing protective equipment)
- Job restructuring
- Temporarily suspending one or more essential job functions
- Acquiring or modifying equipment, uniforms or devices
- Adjusting or modifying examinations or policies



If you require an accommodation, notify Human Resources. If the need for a particular accommodation is not obvious, or the school does not already have sufficient information, you may be asked to include relevant information such as:

- The reason you need an accommodation
- A description of the proposed accommodation
- How the accommodation will address limitations caused by pregnancy, or related medical conditions

The School will not require you to accept any accommodations without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The School is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the School. The School will not deny a job or other employment opportunities to a qualified employee or applicant based on the person's need for a reasonable accommodation; require an employee to take leave if another reasonable accommodation can be provided that would let the employee keep working; retaliate against an individual for reporting or opposing unlawful discrimination under the PWFA or participating in a PWFA proceeding (such as an investigation); or interfere with any individual's rights under the PWFA.

If unpaid leave is provided as a reasonable accommodation, it will run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

The School will comply with state or local laws that provide additional protections beyond the PWFA.

### **Lactation Accommodations**

The School will provide a reasonable amount of break time to accommodate employees who wish to express breast milk for their child. The School shall provide employees who are lactating with breaks as defined by the individual, and a clean, private space (other than a restroom) for milk expression that is in close proximity to their work or study area. Note that Colorado state law supports up to two years after birth, but the School will continue to provide lactation support as long as desired by the employee. Where applicable, unpaid break time, or permitting an employee to use paid break time or mealtime, shall be allowed for the employee to express milk. The supervisor and employee shall work together cooperatively to establish times for the employee to express milk as often as needed and determined by the employee.

## **Equal Pay for Equal Work Act**

The School will not discriminate between employees on the basis of sex, or on the basis of sex in combination with another legally protected class status, by paying an employee of one sex a wage rate less than the rate paid to an employee of a different sex for substantially similar work, regardless of job title, based on a composite of skill; effort, which may include consideration of shift work; and responsibility, unless the basis for such disparity is one of the following, reasonably applied reasons, which account for the entire wage differential:

1. The School's seniority system;
2. The School's merit system;
3. The School's system that measures earnings by quantity or quality of production;
4. The geographic location where the work is performed;
5. Education, training, or experience to the extent that they are reasonably related to the work in question; or

## 6. Travel, if the travel is a regular and necessary condition of the work performed

### **Wage History and Disclosure of Pay Rate**

In determining an employee's pay the School will not inquire about or rely on the wage history of the prospective employee. The School will not discriminate or retaliate against prospective employees for failing to disclose their wage history. The School will not discharge, discipline, discriminate against, coerce, intimidate, threaten, or interfere with an employee or other person because the employee or person inquired about, disclosed, compared, or otherwise discussed the employee's pay rate.

### **Job Postings**

The School will disclose in all job postings, including but not limited to "job opportunities" as described herein, a good faith description of the hourly rate or salary compensation (or a range thereof, with lower and upper limits) that the School plans to pay for the position; a general description of any bonuses, commissions, or other forms of compensation that are being offered for the job; and a general description of all employment benefits the School is offering for the position, including health care benefits, retirement benefits, any benefits permitting paid days off (including sick leave, parental leave, and paid time off or vacation benefits), any other benefits that must be reported for federal tax purposes, but not benefits in the form of minor perks; and how and when to apply, except that if the School, discloses that it accepts ongoing applications, no deadline is required. An application deadline may be extended if the original deadline was a good-faith expectation of what the deadline would be, and the posting is promptly updated with any deadline extension.

The School may ultimately pay more or less than the posted range, so long as the posted range was the School's good-faith and reasonable estimate of the range of possible compensation at the time of the posting.

### **EPEW Job Opportunities Notices**

The School will make reasonable efforts to announce, post or otherwise make known, in writing, any job opportunities to all current employees (even if they aren't interested, eligible, or qualified) on the same calendar day and prior to making a selection decision. Applications may only be open to employees who meet the minimum qualifications, and the School may screen applicants based on that criteria.

The School will meet its notice/posting duty when it is "considering" filling a vacancy, whether the School is considering multiple candidates (e.g., through open applications) or just one person (e.g., a promotion or material change in duties) – whether or not the School uses a formal process (interviewing, external posting, etc.) or informal process.

The School may ultimately pay more or less than the posted range, so long as the posted range was the School's good-faith and reasonable estimate of the range of possible compensation at the time of the posting.

A "job opportunity" means a current or anticipated vacancy for which the School is considering a candidate or candidates or interviewing a candidate or candidates or that the School externally posts. A "Vacancy" can be either a Vacated Position or Newly Created Position, defined as follows:



1. A "Vacated Position" the School intends to fill that is open, or held by a departing employee.
2. A "Newly Created Position," which can be either a) when an entirely new position is created, or b) when an existing position is changed enough to make it a different position. Changes creating a different position include changing authority, duties, or opportunities materially, with or without title or pay changes; or changing both title and pay. Changing title alone, without changing authority, duties, or opportunities materially, or changing pay alone, without changing authority, duties, or opportunities materially, is not a Newly Created Position. Career Development or a Career Progression are not a Newly Created Position.

The School is not required to meet a notice/posting requirement for career progression, career development, acting-interim-temporary positions, or confidential replacements of current employees unaware of their separation.

"Career progression" means a regular or automatic promotion based on time in a specific role or other objective metrics that an employee satisfies without competition.

"Career development" means a promotion to update an employee's job title or to compensate the employee to reflect work performed or contributions already made by the employee, such that an employee's own duties simply grow enough to change their existing position. To qualify as a "career development" the existing work or contributions need not be the employee's official duties – and usually aren't; but the existing work or contributions can't already be part of a different position the employee is being promoted into, because then the employee is being moved into another position's vacancy, not just having their own position grow.

"Acting-interim-temporary" positions can only be for up to nine months, unless the same position was held by an acting-interim-temporary hire for seven months of the previous year. Other employees must be notified if an acting-interim-temporary hire is for a position not scheduled to end in nine months.

"Confidential replacements of current employees unaware of their separation" means the School will not provide notice when required to replace a current employee who (for reasons other than to avoid notice duties), isn't yet aware of their coming separation, but if the confidentiality need ends (e.g., the departing employee learns of the separation), the School will promptly comply with all notice requirements. If any employees are told of the job opportunity, all employees who meet the minimum qualifications or have jobs "substantially similar" to any employees being told of the opportunity will also be told.

The School may disclose the planned termination to employees with bona fide Human Resources, decision-making, or deliberative roles in a termination, or in hiring a replacement employee, without triggering the duty to tell other employees.

Job opportunity notices will include the job title, compensation and benefits, means by which employees may apply for the position, and the anticipated closing date for applications. One notice can cover multiple opportunities, if employees get it in time to express interest in any of them. If a specific person is expected to be selected, the School may (but isn't required to) identify the expected selection, as long as it still notifies all employees in time for them to apply before a decision is finalized. The School need not post these notices externally, but still must give internal notice of job opportunities (to all employees, with required disclosures) before the hiring decision.

These notices will be made for a minimum period long enough that employees can reasonably access it and apply, and will be made, at a minimum available internally to employees, in the following manner:

1. In writing (which can be electronic, such as an email or intranet posting);
2. By any method that reaches all employees and lets employees know where to find the notice – and if a method that doesn't reach all employees is used (like an online post inaccessible to employees without internet), then alternate methods must also be used to assure notice to all;
3. To all employees on the same calendar day; and
4. Enough in advance of a hiring or promotion decision that employees receiving notice may apply.

If notice is posted rather than provided to employees, it must be posted for long enough that employees can reasonably access it. The requirement to notify all employees on the same calendar day doesn't prohibit the School from notifying certain employees in advance of a general notice, for example, if the School assesses a particular employee's interest in a promotion before notifying other employees of the opportunity.

### **EPEW Post Selection Notices**

The School shall make reasonable efforts to announce, post, or otherwise make known, within 30 calendar days after a candidate selected begins working, the following information to, at a minimum, the employees with whom the School intends the selected candidate work with regularly (meaning those who, as part of their job responsibilities, either communicate or collaborate about work at least monthly; or have a reporting relationship, i.e., supervisor/supervisee):

1. The name of the candidate selected;
2. The selected candidate's former job title if selected while already employed by the School;
3. The selected candidates new job title;
4. Information on how employees may demonstrate interest in similar job opportunities in the future, including identifying individuals or departments to whom the employees can express interest in similar job opportunities.

The post selection notifications may be provided individually for each hire, or grouping all hires within the past 30 days together into one post-selection notice. If an employee informs the School in writing, on his/her own initiative, and voluntarily that he/she believes disclosing his/her name and/or former job title would put his/her health or safety at risk, the School will not disclose those items. Employees need not disclose what the risk is, or why they believe there is a risk, and the School will not interfere with or retaliate against an employee who exercises this right. If this opt-out is exercised, the School will still provide a post-selection notice to notify employees that the position is filled and to inform employees on how to express interest in future job opportunities.

For positions with career progression, the School will disclose and make available to all eligible employees the requirements for career progression and details of each position, including the requirements for career progression, terms of compensation, benefits, full-time or part-time status, duties, and access to further advancement. Career progression notices will be provided, either online or in hard copy (i.e. in an employee's new hire packet would suffice, or a company intranet page accessible by all eligible employees), to eligible employees, meaning those in the position that, when the requirements in the notice are satisfied, would move from their position to another position listed in the notice. The School may comply by providing this information to a broader

range of, or all, employees. Career progression notices will be made available to eligible employees shortly after beginning any position within a career progression.

Nothing in this policy will be construed to require a violation of a selected candidate's privacy rights under applicable local, state, or federal law or in a manner that would place the candidate's safety at risk.

### **EPEW Recordkeeping Requirements**

The School will keep records of each employee's job description and compensation, including salary or hourly wage, benefits, and all bonuses, commissions, and other compensation for the duration of the employment plus two years after the end of employment. The records kept must include any changes to job description or compensation over time. job descriptions and wage rate history for each employee.

## **Job Application Fairness Act**

Pursuant to the Job Application Fairness Act, the School will not include questions on a job application or ask job applicants to disclose their age, which includes not asking their: date of birth; dates of attendance at an educational institution; dates of graduation from an educational institution; or other inquiries similarly likely to disclose or create an inference as to an applicant's age, except the School may request additional application materials like licensure, certifications, school transcripts, or other requisite evidence of experience or qualifications. However, if the School does so, it must notify applicants that they may redact age-related information (i.e. dates of school attendance or graduation, dates of licensure, etc.). Nothing in this policy will restrict the School's ability to verify an applicant's compliance with age requirements imposed by or pursuant to: a bona fide occupational qualification related to public or occupational safety; a federal statute or regulation; or a state or local statute or regulation based on a bona fide occupational qualification.

## **Harassment**

The goal of the School is to provide a workplace free from tensions involving matters that do not relate to the education of our students. In particular, an atmosphere of tension created by non-work-related conduct, including ethnic, racial, sexual or gender-related remarks, animosity, or unwelcome sexual advances or other such conduct does not belong in the workplace. As such, the School will not tolerate any form of harassment related to any protected class. It will not tolerate retaliation for refusing unwelcome, harassing overtures, for reporting instances of harassment, or for providing statements or evidence related to alleged harassment.

### **Types of Harassment**

Harassment may be verbal (epithets, derogatory statements, slurs, innuendo), physical (unwelcome touching, assault, gestures, physical interference with one's work), or visual (posters, drawings, faxes, e-mail, texts). It may involve, but is not limited to, unwelcome sexual advances or unwelcome invitations to participate in offensive conduct. Harassment may originate from employees, supervisors, students, parents, or others visiting the School. In whatever form and from whatever source, it is forbidden. Questions about this policy should be directed to the Executive Director, Human Resources or Department Directors for guidance and assistance. The School, as a general manner, will not tolerate harassment of any kind but there is a legal difference.

## Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
  - Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
  - Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
  - Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

This policy applies to all employees, including directors and staff, as well as non-employees such as students, visitors, customers, clients, vendors, consultants, contractors, volunteers, etc.

### Title IX Sexual Harassment

The School does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the School's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The School's Title IX Coordinator can be contacted at [compliance@https://stemk12.org](mailto:compliance@https://stemk12.org). You can also send a written statement to: the School Highlands Ranch Attn: Compliance Officer, 8773 S Ridgeline Blvd. Highlands Ranch, CO. 80129

### Managers and Supervisors

Managers and supervisors must deal expeditiously and fairly when they have any knowledge of sexual harassment within their departments, whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment seriously no matter how minor or who is involved.
- Immediately report all incidents to their director or Human Resources so that a prompt investigation can occur. If the director is involved in the alleged harassment, the report should be made to Human Resources.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow or tolerate sexual harassment or retaliation, including the failure to immediately report such misconduct, are in violation of this policy and subject to discipline.

### Retaliation Prohibited

No employee will be subject to retaliation, intimidation, or discipline because of making a complaint of harassment, reporting harassment, or participating in a harassment investigation.

### **Reporting Harassment**

Every employee has the right and is encouraged to tell another to stop behavior that the employee believes to be discriminatory, harassing and/or offensive. Persons so told should comply immediately and graciously with such requests or seek direction from their supervisor.

If the employee believes that they have experienced harassment, or believes that they have witnessed harassment, the Employee must immediately notify Human Resources, Executive Director, or CIO.

Employees should not assume the administration is already aware of the situation. Employees should not assume it is someone else's duty to report.

An employee who knowingly makes a false, meritless, or malicious claim of harassment shall be subject to discipline, up to and including termination.

### **Investigation**

To preserve the highest level of confidentiality, Human Resources, Executive Director, or department director who is not involved in the alleged harassment, may promptly and objectively investigate. If the results of the investigation confirm that harassment has occurred, appropriate discipline, including termination, may be imposed at the sole discretion of the School.

## **Genetic Information Non-Discrimination (GINA) Policy**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or an individual's family member, except as specifically allowed by this law. To comply with GINA, the School asks that employees not provide any genetic information when responding to a request for medical information for purposes of leaves of absence or otherwise.

"Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. If you have any questions about the information to be provided, please contact the Human Resources department.

## **HIPAA Compliance**

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for pre-existing conditions; prohibit discrimination against associates and dependents based on health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA also requires that health insurance providers/administrators limit the release of health information to the minimum necessary required for care, or as outlined in the group health plan's Privacy Notice.

## Snow Day and Virtual School Day Policy

The School follows Douglas County School District (DCSD) protocols for weather-related school closures and delays, with final decisions at the discretion of the Executive Director. Our response to inclement weather conditions will fall under one of these three scenarios:

**Snow Day:** When DCSD declares a snow day, the School building will typically be closed. No assignments or classes will be held.

**Late Start Day:** When DCSD announces a Late Start day, the School will usually be closed and will implement a Virtual School Day (as defined below).

**All Schools Open:** When DCSD declares Highlands Ranch area schools open, the School will operate on its regular schedule.

**Director's Discretion:** The School Directors have the authority to make decisions that may differ from DCSD in exceptional circumstances, always prioritizing the safety and educational needs of our students and staff.

**Essential Workers:** Certain staff members designated as essential workers may be required to report to work on snow days or during Virtual School Days, as determined by school leadership. Essential workers will be notified of their status and expectations in advance.

**Virtual School Day Definition:** A Virtual School Day is implemented when the school building is closed due to weather conditions, but learning continues remotely. During a Virtual School Day:

- Students complete work from home.
- 20% of the school day will consist of synchronous learning.
- The remaining 80% will be asynchronous activities and assignments.

### Teacher Responsibilities on Virtual School Days:

1. Prepare and circulate Virtual School Day assignments in advance.
2. Conduct synchronous learning sessions as scheduled.
3. Be available during regular school hours to answer student questions and provide support.
4. Code student work submitted on Virtual School Days as "activity."
5. Provide additional time (a few days) for students without internet access to complete assigned work.

### Communication:

- The School will follow DCSD's announcements regarding school closures and delays, unless otherwise decided by the Director.
- Staff should check the DCSD website ([www.dcsdk12.org](http://www.dcsdk12.org)) for official announcements.
- The School will also communicate any closures or Virtual School Day implementations through our standard communication channels.
- Any decisions that differ from DCSD will be clearly communicated to all staff and families.

This policy ensures that learning can continue even when weather conditions prevent in-person attendance, maintaining educational continuity and safety for all students and staff, while



allowing for necessary flexibility in unique situations.

## **Innovation Policy**

At the School, we believe that innovation thrives on open communication and diverse perspectives. We actively encourage all employees to share their ideas for organizational improvement with any school leader, not just their direct supervisor. Whether you have a suggestion for enhancing our educational programs, improving operational efficiency, or creating a better work environment, your input is valuable. Feel free to communicate your ideas in person, via email, or by phone to any member of the leadership team or the Human Resources department. Your creativity and insights play a crucial role in our continuous growth and success as an educational institution.

## **Professional Responsibilities and Expectations**

### **Professional Development and Career Growth**

At the School, career research and development is essential to upholding the mission and vision of the School. It is the goal of the School, to provide professional development opportunities that strengthen our commitment to quality education, create opportunities for innovation, enhance job satisfaction, and increase effectiveness in the classroom. Most importantly, impactful Professional Development measures its success by the success of the school's students and by whether or not the professional development alters instructional practice in a manner that boosts student achievement.

Each year, every employee at the School will participate in a year long Professional Development program. Teachers will identify their goals and objectives needed for professional growth, specific strategies for reaching these goals, and concrete assessment metrics to evaluate success. These goals must focus on both individual and school-wide priorities. All goals must aim to increase student academic achievement, create a positive learning environment, and must be informed by data collected and analyzed by the school. Therefore, improvement objectives must include specific and measurable goals for advancement in fulfilling the school's mission. Intentional and active staff participation in our professional development is expected to meet the practical needs and strengths of our employees, and to ensure that our professional development program is directly connected to the daily work of teachers and students.

At the start of each academic year, employees will meet with their supervisors to set their goals for instruction and/or professional improvement. These goals will drive our school wide professional development for the year. The Teacher Growth and Support Team will actively assist teachers in achieving their professional and student learning goals.

### **Professional Evaluation**

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

## **Corrective Action and Discipline**

The School expects and is committed to supporting high quality conduct from employees. If an employee does not meet the School's professional expectations, including attendance, punctuality, personal conduct, and general compliance with the Schools policies and procedures, disciplinary action and/or dismissal may result.

Disciplinary action may call for any number of actions, including without limitation verbal warnings, written warnings, corrective action plans, suspension, or termination of employment, depending on the severity of the problem and judgment of School Administration.

Employee discipline shall not follow prescribed steps, progressions, or timeline. Instead, each situation is analyzed independently with factors like employee performance, action, behavior, and/or impact determining the appropriate disciplinary action. Consideration will be given to the seriousness of the offense, the employee's intent and motivation, harm caused, and the environment in which the offense took place.

## **Separation of Employment**

Should you decide to leave your employment with us, we ask that you send a letter of resignation to [HR@stemk12.org](mailto:HR@stemk12.org) and your supervisor, as soon as possible, in order to supply ample time for transition that best supports the continued support of the School students. Your thoughtfulness will be appreciated and may be noted favorably should you ever wish to re-apply for employment with the school. Notice allows sufficient time to calculate final pay and other monies and benefits to which an employee may be entitled.

## **Job Abandonment/No Call No Show**

An employee who is absent for a period of three days without notifying their direct Supervisor will be considered to have resigned without notice effective on the initial date of absence and will not be entitled to compensation for accrued and unused vacation leave as provided in this manual. Exceptions may be made on a case-by-case basis and at the sole discretion of the administration.

# **Professionalism**

## **Attendance and Punctuality**

To maintain a safe and productive work environment, the School expects employees to be reliable and to be punctual in reporting for scheduled work. Generally, elementary staff should report prior to 7:15 a.m. Secondary staff should report prior to 7:30 a.m. It is expected that classroom doors are open to students at 7:30 a.m. On occasion, the administration may request an earlier arrival time or may request staff to help with school duties from time to time. Employees are expected to work on-site until at least 3:30 p.m. (elementary staff) or 3:45 p.m. (secondary staff) each day, or as outlined for the school level. Again, on occasion, the administration may request a later departure time to accommodate a one-time meeting, event, or school duty. Staff must also attend other meetings, conferences, and duties as typically inherent in their position or as specifically requested by the school.

All employees are expected to be on time and punctual to work. Employees who are going to be absent, late, or need to leave work during their usual work time must contact their supervisor as soon as possible prior to the start of the work day. Absenteeism, tardiness, and early departure place a burden on other employees and on the School. Excessive absenteeism, tardiness, and



early departure may result in disciplinary action, including termination of employment.

## **Attire and Personal Hygiene**

All the School staff are expected to dress professionally as models for students of successful and serious professionals. An employee's appearance reflects on both the employee as an individual but also on the School as a community. The School expects its employees to take pride in their appearance and achieve a positive educational and business-like image when representing the school.

It is the intent of the school to establish general guidelines for dress. Employees are asked to comply with the following principles in choosing work apparel that is appropriate to the work being performed:

- Maintain a neat and clean appearance, keeping dress modest and moderately conservative. Clothing should be in good repair.
- Maintain a business/professional appearance and dress in a manner consistent with work responsibilities. Attire with insignias from other local schools is often inappropriate.
- Dress as perceived to be appropriate in an educational organization with the School's defined educational objectives.
- Examples of clothing not allowed include: jeans with rips or tears, hats, sweatpants or workout gear, military attire, cargo pants, leggings or yoga pants that are not covered by appropriate tops/dresses, t-shirts, athletic shoes, tank tops, muscle shirts, excessively short skirts, spaghetti strap dresses/tops, midriff tops. The omission of a specific item or appearance standard does not automatically permit its wear.
- Employees whose work routinely requires that they perform physical activity may wear appropriate casual attire that is in good repair, including jeans and closed-toe casual shoes such as athletic shoes. (For example, the PE teacher could wear athletic shoes and warm-up suits.)
- Employees should always consider safety in choosing their work attire.
- Exceptions: Staff are free to wear jeans. Dress must be "business casual" with jeans, with the exception of College Fridays once per month and the School Spirit Days.

**Personal Hygiene:** All employees are expected to maintain appropriate personal hygiene standards, including:

1. Cleanliness: Regular bathing or showering to avoid body odor.
2. Oral hygiene: Clean teeth and fresh breath.
3. Grooming: Well-groomed hair, including facial hair. Hair should be clean and neatly styled.
4. Fragrances: Use of perfumes, colognes, or other scented products should be minimal and not overpowering, as some individuals may be sensitive to strong scents.
5. Nails: Clean and well-maintained.

Employees should be mindful that poor hygiene can be disruptive and offensive to coworkers and students. If an employee's poor hygiene is an issue, supervisors should address the problem tactfully and privately with the employee.

## **Staff Ethics**

### **Check In/Check Out**

Should the Employee need to leave the school building during his/her assigned lunch or planning period, the Employee must sign out and sign back in at the main office.

## **Children of Staff and Faculty**

All children of employees will be expected to uphold the same behavioral standards and procedures as their student peers. Faculty or staff children must be supervised by their parent or a designated adult at all times, including if the children are in school before or after standard school hours. Please be aware of your role as a parent and staff member. Do not make requests of other staff members that you would not make of a teacher in another school. The School adult community needs specific times and places dedicated exclusively to their adult work and to adult conversations. As such, children, including children of faculty and staff, are prohibited from being in either the copy room or the faculty lounges.

## **Conflict of Interest**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the school may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the school.

If two employees marry, become related, or enter into an intimate relationship, the Executive Director, in conjunction with the Board of Directors may decide that they not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The school will attempt to identify other available positions, and the Employees will have 30 days to decide which individual will remain in his/her current position. If no alternate position is available, staff will have 30 days to decide which employee will remain with the school. If this decision is not made in the time allowed, the Executive Director will make the decision.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

In accordance with the requirements of the POWR Act, in implementing any School policy an employee's "marital status" shall be considered a protected class, except that marital status may be considered in situations in which one spouse directly or indirectly would exercise supervisory, appointment, or dismissal authority or disciplinary action over the other spouse; one spouse would audit, verify, receive, or be entrusted with moneys received or handled by the other spouse; or one spouse has access to the employer's confidential information, including payroll and personnel records.

## **Personal Property**

Employees should not bring large sums of money, jewelry, or other valuables to work. the School will not be responsible for personal property that is lost, stolen, or damaged on school property. Similarly, employees park at their own risk and the School will not be responsible for theft or damage to any vehicles parked on the School property. Also, the School will not be responsible for personal property left in vehicles that are lost, damaged, or stolen.

## **Political Activity**

The School encourages employees to actively pursue political activity. However, employees may NOT:

- Use the School resources to promote a political agenda, including using the School issued

computers or the School's internet access.

- Endorse or contribute to any political party or candidate while performing assigned duties.
- Imply that the School endorses any political action or viewpoint.
- Coerce, attempt to coerce, command, or advise any other employee, student or member of the school community to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purpose.

### **Substance Abuse Policy**

In order to preserve a healthy and safe environment for staff and students, the School prohibits the possession, distribution, use, or being "under the influence" of alcohol, marijuana or any illegal narcotic, drug, or controlled substance on its premises. The legal use of prescribed drugs is permitted on the job only if it does not impair the employee's ability to perform the essential functions of the job effectively and in a safe manner, which does not endanger the Employee or other individuals in the workplace. Employees who report to work under the influence of alcohol, marijuana or of an illegal drug, narcotic or controlled substance may be subject to disciplinary action, up to and including immediate discharge. Such violations may also have legal consequences.

### **Smoking, Vaping, and Tobacco Use**

Smoking, vaping, and the use of tobacco products are prohibited in all buildings and on the property (including the parking lot). Staff is expected to set a positive example for students concerning the use of tobacco by following the school's policy and state laws regarding tobacco possession and use. The use of tobacco products, e-cigarettes, vaping devices and any nicotine by staff on all school property and during all school sponsored activities, even those off of school property, is prohibited. The use of tobacco products, e-cigarettes, vaping devices and any nicotine while driving or sitting in school owned vehicles is prohibited, both on and off of school property.

### **Speaking to the Media**

All inquiries by the media and outside agencies regarding the School and its operations must be referred to the Chief Innovation Officer and Executive Director who will collaborate with the Director of Communications and/or Board of Directors. Employees must notify the Chief Innovation Officer, Director of Communications, Executive Director, and/or the STEM Board Chairperson, in the event of a potential media event and must otherwise make no public comment. Employees who want to write and/or publish an article, paper, or other publication on behalf of the School must obtain written authorization from the Chief Innovation Officer, Executive Director, or Director of Communications and/or Board of Directors before publication.

### **Staff Transporting Students**

School staff members are prohibited from driving students (other than their own children) unless prior authorization has been obtained from the Executive Director.

### **Personal Relationships**

The school recognizes that employees may develop personal relationships during their employment. However, in an effort to prevent favoritism, morale problems, disputes, misunderstandings and/or potential sexual harassment claims, supervisory employees are not permitted to date or engage in sexual relationships with subordinate employees. In the event that a dating or physical relationship does develop between a supervisor and a subordinate, then the supervisor must promptly report the relationship to the Executive Director who may require one of the parties to transfer, if a position is available, or to resign. Violation of this policy may result in disciplinary action, up to and including termination of employment.

Furthermore, coworkers are strongly discouraged from dating or pursuing physical relationships with each other. Dating and physical relationships between two employees or between an employee and a vendor, independent contractor, or other school affiliate can impact the workplace. If the school determines that an employee's relationship interferes with the work environment or is not in the best interests of the school, the school may take appropriate action, up to and including termination of employment.

In accordance with the requirements of the POWR Act, in implementing any School policy an employee's "marital status" shall be considered a protected class, except that marital status may be considered in situations in which one spouse directly or indirectly would exercise supervisory, appointment, or dismissal authority or disciplinary action over the other spouse; one spouse would audit, verify, receive, or be entrusted with moneys received or handled by the other spouse; or one spouse has access to the employer's confidential information, including payroll and personnel records.

### **Relationships with Students**

Employees are strictly prohibited from engaging in personal relationships with students that are, or give the impression of, outside the scope of a professional adult/student relationship. This prohibition applies both on and off school grounds.

Employees who violate this policy may be subject to disciplinary action, up to and including immediate termination, in the sole discretion of the School. Violations of this policy may result in the notification of law enforcement authorities and/or the filing of a child abuse report. In addition, the parents of the student involved will be notified of the situation and the actions taken by the school.

## **Staff Meetings**

Staff meetings are crucial for maintaining communication, fostering collaboration, and ensuring the continuous improvement of our educational practices. Your attendance and active participation contribute significantly to the success of our school community. The School values collaboration and professional development. To support these goals, we conduct regular staff meetings. The following guidelines apply to all staff meetings:

- **Mandatory Attendance:** All staff meetings are mandatory. This includes:
  - Early release professional days.
  - Staff update meetings.
  - Professional Learning Community (PLC) meetings.
- **Schedule:**
  - Meetings will typically occur before/after school hours.
- **Absences:**
  - Any absence from a staff meeting requires prior permission from your direct supervisor.
  - If you are unable to attend a meeting, it is your responsibility to: a) Inform your supervisor as soon as possible b) Obtain any information or materials shared during the meeting.

### **Visitors**

All visitors must report to the main office before going to any other part of the school. All individuals wishing to enter the school will be required to submit their driver's license or proof of identification to be scanned before entering. Staff should address visitors to determine whether

they are authorized to be in the building.

## **Classroom and Campus Expectations and Policies**

### **Confidential Information**

Many employees will have access to information which is of a confidential nature. Such information should not be shared with unauthorized personnel or other members of the community not related to the student in question (e.g., other students, parents of other students or board members). As a general rule, student information should be shared only with the student, the student's parents/guardians, collaborating teachers (i.e., other teachers who teach the same student), and administrators who deal directly with the student.

In addition to being responsible for keeping all confidential student records in a secure, locked location, it is an employee's responsibility to be discreet and to protect student confidentiality when discussing individual students. It is unacceptable to discuss students in front of other students or in front of parents. This mandates that all professional conversations about students happen in private locations, not in classrooms, hallways, the foyer, or the staff workroom. Violations of this policy may lead to disciplinary action up to and including termination.

No student files or academic records may leave the premises (excluding papers to be graded or grade books).

### **Parent and Guardian Communication**

It is the belief of the Schools that open lines of communication contribute to increased student success. Therefore, teachers must reply to parent communication within two business days. Teachers and administrators should document and save all communications with parents and guardians regarding academic issues, behavioral issues, or parental concerns. This applies to conferences, impromptu meetings, emails, and phone conversations. Staff should use the Parent Communication Log in IC to track these communications. If a parent raises a significant concern to a teacher or if a teacher and parent have a particularly contentious conversation, administration should be made aware of the communication.

Teachers are asked to always listen and try to understand parental concerns. However, if a parent or guardian is being unnecessarily rude, disrespectful, or confrontational with a teacher, the teacher has the right to end the conversation. In such circumstances, an administrator should always be notified. If a teacher is concerned about communication with a particular parent or guardian and feels that mediation is needed, that teacher can ask an administrator to be present when a conference or meeting is held.

### **Searches and Inspections**

the School may question employees and others who are on its premises when it has reasonable suspicion of workplace misconduct or possession of prohibited items. If the School has such reasonable suspicion, the School may search or inspect the employee's locker, office, desk and files, packages, parcels, purses, handbags, briefcases, lunch boxes or other possessions or articles to determine if misconduct or possession of prohibited items has occurred. the School may also search its own property, including desks, closets, storage cabinets, or other school owned property being used by an employee at any time for any reason. As such, an employee has no expectation of privacy when using the School owned property to store items. Employees should have no expectation of privacy with respect to their use of the School Information technology and communications systems, including but not limited to the School's network, internet, computer, and email. Cooperation in the conduct of lawful inspections is required as a condition of employment. Employees refusing to cooperate with or submit to a lawful search may be subject to

discipline up to and including termination of employment.

## Equipment and Technology Responsibilities

As a condition of employment, the School will provide its staff access to technology and equipment necessary to perform their jobs. Employees will take all necessary precautions to keep this equipment safe and in good working condition. Employees will be responsible for the full replacement or repair cost of any equipment that is lost/stolen or damaged due to abuse or neglect while it is in employee's care.

### Usage Guidelines

- Do not loan School equipment to anyone.
- Secure and store School equipment when not in use.
- Do not check School equipment as checked luggage when traveling.
- Do not modify the configuration of the School equipment.

### User Responsibilities

- My supervisor requires me to utilize this equipment to perform the duties of my job.
- I accept responsibility for the equipment issued to me by the School.
- I fully understand that I will be billed for the replacement/repair cost for any damage or loss occurring due to abuse or negligence.
- I understand that I will be billed for any unauthorized use i.e. Third Party Billing which may include, directory assistance, ringtone downloads, texted news alerts or other services which incur additional charge to the School. Such payment is due to the School upon request. If payment is not forthcoming, I authorize the School to deduct such payment from my monthly paycheck.
- I will care for and protect equipment from loss or damage and will notify IT staff of any damage or operational failures incurred.
- I understand that it is my responsibility to periodically return the equipment for routine maintenance.

Employees will sign a release indicating their acknowledgement of these responsibilities.

### Internet Usage

During work time, access to global electronic information resources on the World Wide Web are to be used for the School purposes only. Data that is composed, transmitted, accessed, or received via the Internet (including email) must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing or intimidating. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs or any other content that could reasonably offend someone on the basis of race, sex, sexual orientation or any other characteristic protected by law.

All Internet data that is composed, transmitted, or received via the School's computer communications systems is considered to be part of the official records of the School and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the School. As such, the School reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through the School devices and stored in the school's computer systems. The School may, at any time, act to maintain, monitor or restrict



use of impacted equipment and/or systems. the School may override staff passwords. Employees who make personal use of the School's technology, Internet connections and email do so at the risk that personal information may be revealed as a result.

Abuse of the Internet access provided by the School in violation of law or the School policies may result in disciplinary action, up to and including termination of employment. Employees may also be personally liable for violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

## **E-Mail**

School computers, internet connections, email services, and electronic storage including, without limitation, any data or information transmitted through, by or into such computers, connections, services or storage shall be the exclusive property of the School. The School may, at any time, act to maintain, monitor or restrict use of these systems. Passwords may be overridden. Employees who make personal use of the School's technology, Internet connections and email do so at the risk that personal information may be revealed as a result.

## **Protecting Student Information**

The School requires students in grades 6 through 12, to bring laptop computers to school. Because students bring their own laptops, this is considered a BYOD, or Bring Your Own Device, educational organization. Because of this, students may be bringing technical devices to school that contain not only school-related information, but personal information as well. Thus, teachers and staff are not allowed to scan, review, or in any way collect information that could be considered personal in nature. When in doubt, assume the information is personal and it should not be reviewed.



If information on a student's device is relevant to activities at the School or Enrichment, meaning that it supports the assignments, assessments, projects, and other classroom activities or related homework, or is related to clubs, or Enrichment programs, then the material can be considered relevant to the School or Enrichment and it can be reviewed, monitored, assessed, collected and stored by teachers, staff and Enrichment coaches for only so long as School or Enrichment policies require.

While in the classroom or other parts of the School and Enrichment, student devices may be monitored to ensure that the student is attending satisfactorily to the classroom or program activities at any given time. Teachers and staff may only monitor the student's activities to ascertain that the student is, or is not appropriately focused. If the student is not, the teacher should of course correct the situation. This kind of monitoring shall not, however, in any circumstance include the monitoring or review of the student's past internet activity, application usage, browsing history, or keystroke logging. If a teacher or staff member believes that such information has been collected either intentionally or unintentionally they must inform the Director immediately so that the situation can be reviewed and corrected. Failure to do so may result in disciplinary action up to and including termination.

## Social Media Policy

The purpose of this policy is to provide guidelines to staff, students and parents on the use of social media at the School and Enrichment.

"Social media" means any form of online publication or presence that allows end users to engage in multi-directional conversations. Social media includes: Facebook, MySpace, Ning, Twitter (X), Second Life, YouTube, blogs, wikis, social bookmarking, document sharing, Instagram, Snapchat and email.

### Common Code of Online Conduct

All members of the school community should observe the following guidelines when using social media:

- Be transparent: Represent yourself honestly; never impersonate others.
- Be reflective: Think before posting. Respond factually, not emotionally.
- Be respectful: Avoid discriminatory, threatening, or bullying content.
- Be factual: Contribute valuable information, not just noise.
- Write well: Use proper grammar, spelling, and punctuation.
- Own your mistakes: Correct errors and apologize when necessary.
- Keep confidence: Respect others' privacy; remember that posts are public and enduring.
- Make proper attributions: Follow copyright laws and cite sources.
- Be smart: Be cautious about sharing personal information online.

Staff members are subject to the following specific rules regarding use of social media, including personal accounts.

**You Are Always a School Employee.** Regardless of the electronic media being used, where it is being used, the ownership of the media, and/or the use of disclaimers, all electronic communications and postings by employees reflect on the School. Social media seems private, but is public. As such, the School will treat anything posted by employees as a communication that reflects upon the school and may act accordingly, up to and including termination.

**Use Disclaimers.** While a disclaimer may not always be sufficient, it can be very helpful. When you are communicating in a personal capacity and not representing the School, clearly say so.

**Use School Media to Communicate with Parents and Students.** One of the greatest dangers to appropriate teacher-student and teacher-parent relationships is confusing the professional relationship with a personal friendship. All communications with parents and students must be made using the school's social media systems. Staff may not "friend" any student and must take appropriate steps to confirm that any friend requests they receive are not from a student. Use of personal accounts for side-communication raises an automatic concern that there must be a reason for not using school accounts and appropriate boundaries are not being maintained. Email to anyone in the school community should be school-related and conform to school acceptable use policies.

Do not post photos or movies of colleagues without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students or any post that discusses students with any third party without written, current administrative **and** parent consent. FERPA is fully applicable to online information about students, and such information is presumed to be private. The Colorado Open Records Act (CORA) allows parents to demand production of school email discussing their child.

**Behavior that is Unacceptable in Person is Unacceptable Online.** If you would not say it in person, do not say it online. Be sure to utilize professional boundaries between personal and professional conversations, topics and ideas.

**Represent the School Well.** Consider how to represent the school in the best light and what approach will build a stronger school community. Do not circulate rumors or unsubstantiated information about the school, employees, students, or other School affiliated persons or entities. You are fully responsible for what you post.

## PROPWA

Nothing in any School policy, handbook, or handbook shall be construed or implemented in such a manner as to violate an employee's right to specifically defined expressive, concerted, or other protected activities under Colorado's Protections for Public Workers Act ("PROPWA"), except to the extent restrictions or actions are permissible thereunder.

## General School Safety

Safety can only be achieved through teamwork. We encourage each staff member to practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately. Staff have a responsibility to keep themselves updated on all information related to health and safety at school.

Please observe the following precautions:

- Inform the Director of any emergency situation. If you are injured or become sick at work, no matter how slight, you must inform your supervisor immediately.
- Use, adjust, and repair machines and equipment only if you are trained and qualified to do so.
- Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, do not guess! Please ask your supervisor.

- Know the locations and proper use of first aid and fire-fighting equipment.
- If you observe any behavior from a student or colleague that seems abnormal or concerning, promptly inform your supervisor. Provide both a verbal report and a written account of your observations.

## **Weapons**

The School believes that it is important to establish a clear policy that addresses weapons in the workplace. Specifically, the School prohibits all persons on School property from carrying a handgun, firearm, knife, chemical, explosive or detonating device or other weapon of any kind regardless of whether the person is licensed to carry the weapon. The only exception to this policy will be police officers, security guards, or other persons who have been given written consent by the School to carry a weapon on School property. Any employee who violates this policy will be subject to immediate termination.

## **Injuries on the Job**

Work-related injuries or illnesses must be immediately reported to the employee's immediate supervisor (or designee) regardless of how minor the injury or illness might be. If appropriate, the employee may be referred for appropriate medical treatment. Failure to promptly and appropriately report workplace injuries or illnesses and unsafe workplace practices or conditions will not be tolerated and may disqualify employees from workers' compensation benefits.

## **Workplace Violence**

Violence by a staff member or anyone else against a student, parent, staff member or other person on school premises or any other location where a school-sponsored activity is taking place will not be tolerated. The purpose of this guideline is to minimize the potential risk of personal injuries to staff members at work and to reduce the possibility of damage to school property.

If you receive or overhear any threatening communications from a staff member or outside third party, report it at once. Do not engage in physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to a staff member or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated, and documented. Staff members are encouraged to report and participate in an investigation of any suspected or actual cases of workplace violence. Failure to report or fully cooperate in the school's investigation may result in discipline; however, there shall be no retaliation for good faith reports or employee participation in an investigation. Violations of this policy will not be tolerated and may result in disciplinary action, up to and including discharge.

## **Health and Safety Reporting**

To the extent required by C.R.S. 8-14.4-101, et. seq., and as long as the concern is reasonable and in good-faith, the School will not retaliate against, or interfere with, an employee raising reasonable concerns, including informally, to the School, an administrator, other employees, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat; opposing or testifying, assisting, or participating in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct. Further, an employee will be allowed to voluntarily wear their own PPE (mask, faceguard, gloves, etc.) if the PPE provides more protection than equipment provided at the workplace; is recommended by a government health agency (federal, state, or local), and does not make the

worker unable to do his/her job.

## **Protection of School Employees**

The School prohibits any assault upon, disorderly conduct toward, harassment of, the making knowingly of a false allegation of child abuse against, or any alleged offense under the "Colorado Criminal Code" directed toward a teacher or School employee or instances of damage occurring on the premises to the personal property of a school teacher or school employee by a student.

If this prohibited conduct occurs the teacher or school employee may file a complaint with the school administration. The school administration will, after receipt of such report and proof deemed adequate to the school administration, suspend the student for three days, in accordance with School policies, and will initiate procedures for the further suspension or expulsion of the student where injury or property damage has occurred, as deemed appropriate by School administration.

The school administration will report the incident to the district attorney or appropriate local law enforcement.

## **Grievance Policy and Procedures**

The School values open and proactive communication amongst and between the members of the school community. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of our students. As adults we must model for our students a willingness to address conflict directly. As such, STEM's procedures (outlined below) for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level. These procedures pertain to grievances of varied natures; they regulate how faculty and staff are expected to express grievances about other members of the professional community, including peers, supervisors or the administration.

All members of the school community have a right to be heard and assured of the opportunity for an orderly presentation and review of complaints and concerns without fear of reprisal. The Administration and Board both expect that conflict will be addressed and proactively dealt with following the fewest steps of the procedures below. However, should resolution not be obtained at the lowest faculty or administrative level, each member of the school community is guaranteed both substantive and procedural due process.

## **Grievance Procedures**

Explicit and direct grievance procedures are necessary to uphold the integrity of the organization. Streamlined procedures with the fewest possible points of contact enhance positive conflict resolution. the School is committed to ensuring that the following procedures are followed:

1. **Direct Communication**
  - Address the issue with those directly involved.
  - If a faculty or staff member bypasses this step, they will be redirected to begin here.
2. **Supervisor Intervention**
  - If direct communication doesn't resolve the issue, involve the supervising administrator.
  - The administrator will facilitate a meeting and develop conflict resolution goals.
  - All supervisors must inform the Director when a grievance reaches this stage.
3. **Director Mediation**
  - If unresolved, a second mediation meeting may be arranged with the Director present.
4. **Formal Written Grievance**

- If still unsatisfied, submit a formal written grievance to the Director, including: a) Description of the incident or decision b) Relevant policy violations or concerns c) Previous resolution attempts d) Requested corrective action
- All grievances, including those about the Director, must follow this step.
- The Director has one week to respond.

#### 5. **Board Review**

- If the matter remains unresolved and pertains to the CIO or school-wide policy, the grievance may be brought to the Board.
- Submit the written grievance to the Board President or Secretary at least one week before the next Board meeting.
- Grievances should not be raised during Public Comment at Board meetings.

#### **Additional Notes:**

- The Director is responsible for resolving conflicts between faculty, staff, and administrators, except those pertaining to the Director or school-wide policies.
- If dissatisfied with the grievance process, a new grievance about the process may be submitted, starting again at step one.
- All grievances must be examined through the lens of the school's mission.
- The Board of Directors is the final forum for conflict resolution after all other steps have been followed.
- If the person to whom an employee would report or submit a grievance is the alleged perpetrator of the concern being raised, including without limitation if the concern regards an allegation of discrimination or harassment, the employee is NOT required to report to that person and may instead go directly to the Human Resources department, to the CIO, or to the President of the Board of Directors if the alleged offender is the CIO.

## **School Law**

### **Child Abuse or Neglect Reporting**

The Colorado Child Protection Act specifically requires School officials and employees to report (i) known or suspected cases of child abuse or neglect (including emotional, physical, or sexual abuse) or (ii) circumstances which might reasonably result in abuse or neglect. Reporting child abuse or neglect is a difficult yet extremely important responsibility for everyone involved. School employees are asked to follow these procedures.

#### **Definition of Child Abuse**

Child abuse is any act or omission which threatens the health or welfare of a child, regardless of whether it is physical, sexual, or emotional abuse. "Physical abuse" may be exhibited by evidence of skin bruising, bleeding, malnutrition, burns, fracture of any bone, or soft tissue swelling. "Sexual abuse" includes any touching of a child's private parts (the "swimsuit area"), whether above or below clothes, for the purpose of sexual gratification. "Emotional abuse" is the identifiable and substantial impairment (or substantial risk of impairment) of a child's intellectual and psychological functioning or development.

#### **Definition of Neglect**

Neglect is considered to be failure on the part of a child's caretaker to provide adequate food, clothing, shelter, supervision, or medical treatment.

## Reporting Procedures

If a teacher or other school employee suspects abuse or neglect, or observes circumstances which might reasonably cause abuse or neglect, the employee must report it immediately to county social services, local law enforcement agencies, or through the child abuse reporting hotline system at 1-844-CO-4-Kids. Such reporting must be done verbally over the telephone and in writing, and shall be documented on the appropriate "Child Abuse Reporting" form. All reports must be filed as soon as practicable after learning of the abuse or neglect. In most circumstances, the verbal report should be made within 24 hours and the written report within 48 hours. The appropriate Director should also be informed when child abuse reports are made. However, note that reporting to a supervisor or any other School official does not relieve you of your individual responsibility to report to child services and/or law enforcement.

**Employee Obligations:** It is not the responsibility of School employees or officials to try to determine the cause of the suspected abuse or neglect, nor is it the responsibility of School officials or employees to prove that the child has been abused or neglected.

A person who reports child abuse or neglect in good faith is immune from civil or criminal liability. Further, the School employees are required to know the procedures for reporting suspected child abuse and/or neglect. All professional employees are required to report suspected child abuse to the proper authorities. Failure to do so may result in termination and/or prosecution. The School prohibits any School Administrator or other employee from retaliating or taking any adverse action against any employee for reporting reasonable suspicion of sexual or physical abuse or neglect.

## Family Education Rights and Privacy Act: 6

Student education records are official and confidential documents protected by the Family Education Rights and Privacy Act of 1974 (FERPA). FERPA applies to all schools receiving federal education funding, including the School. Non-compliance may result in the loss of those funds.

Confidential education records include without limitation student registration forms, contact information, graded papers, academic records (including report cards), discipline files, social security numbers linked to names, and student information displayed on a computer screen. All school employees are required to keep student information secure and confidential, and to protect students' rights.

Parents and students have rights regarding students' educational records.

- Parents have the right to inspect and review their own child's educational records (any records from which the student can be individually identified), to the exclusion of third parties. Students also have this right when they reach age 18.
- The School has committed to responding to parental requests for student information only when they have been put in writing, and then within a 72-hour window, unless more time is needed. Staff receiving such records requests should forward them to the Executive Director.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading.

One exception the law allows is "directory information," which includes things like name, address and telephone number. This information is provided in the School Student Directory for all families who stated in writing that they wanted to be included. When a parent wants contact information for other students, staff should encourage the parent to purchase a Student Directory from the front office.



Failure to comply with FERPA will result in disciplinary action, up to and including dismissal.

## **Business Office: Purchasing, Travel Expenses**

### **Purchases**

All purchases must be pre-approved by the appropriate Department/Grade Level Lead and Director/Executive Director, before the School will be financially obligated. All items purchased using school funds belong to the school and must be labeled and inventoried. Purchases using school funds are school property and are not considered personal property of an employee.

### **Reimbursement of Expenses**

For financial accountability, the School is not able to reimburse staff for personal expenses. To be eligible for reimbursement, all purchases must be pre-approved by the appropriate department/Grade Level Lead and Director/Executive Director and the Business Office.

### **Travel Expense Reporting**

Employees will be reimbursed for pre-approved business-related travel expenses, upon submission of accurate expense reports, including original receipts, to the Business Office. Employees are requested to submit these reports within 10 calendar days to ensure proper accounting and prompt reimbursement. It is important to note that employees may not be reimbursed for business-related expenses that are not pre-approved.

### **Per Diem**

the School may approve a per diem allowance for staff meal expenses during out-of-town business trips. The standard rate is \$40 per day, though this may vary based on the event location. To claim per diem, you must have incurred actual meal expenses, but you are not required to submit receipts or an expense report. After completing your travel, submit a Per Diem Worksheet to the Business Office, signed by the Chief Financial Officer or their designee. This worksheet serves as your request for the per diem reimbursement.

### **Cash Advances**

When staff is required to go out of the office on business, whether in-state or out-of-state, they may request a cash advance to cover anticipated expenses. If per-diem applies for meals, a cash advance could be requested to cover non-meal related expenses. The request is initiated by using a check request with a description of the event and expected expenses. As with any other check request, the expense must have been pre-approved by the Executive Director or his or her designee. Once the event or travel is over, an expense report should be completed within 10 calendar days along with itemized receipts and turned into one of the administrators. Cash advances will not be approved for any employee who has an outstanding cash advance that has not been accounted for. Cash advances may also be requested for approved purchases that will be made by an employee. Employees are liable for cash advances until their expense report with attached itemized receipts has been approved by the Business Office, or designee.

### **Check Requests**

A Check Request Form must be used to initiate a prepayment of expense reimbursement. Generally, if one has received pre-approval to purchase something (via purchase order) and an employee personally paid for the purchase, the invoice should be forwarded to the Chief Financial



Officer, or designee, and attached to a check request so that an expense reimbursement can be processed. The Check Request includes space for the purpose, amount and description of the purchase, and also asks the name of the program/account to which it should be charged; it should be signed by the proper authority outlined above.

## Employment

### Classification

The School designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Non-exempt Employees.** Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek, or 12 hours per workday (or 12 consecutive hours).

The School also assigns each employee to one of the following categories:

- **Regular Full-Time Employees.** Regular full-time employees are normally scheduled to work at least 30 hours per workweek, except for approved time off. (For health insurance only, full time employment refers to working at least 30 hours a week)
- **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work 30 hours or less per workweek. Part-time employees are not eligible for most Company benefits.
- **Temporary/Seasonal Employees.** Temporary employees are generally hired on a temporary or project-specific basis for a period of no more than 6 months, with either full or part-time hours. Seasonal employees are hired on a temporary basis during a time of year when extra work is available. Temporary/seasonal employees are not eligible for most Company benefits.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact a Human Resources representative. These classifications do not alter your employment at-will status.

### Work Week and Work Day

The School's normal business hours are Monday-Friday, 7:15 am – 3:30 pm for elementary teachers. Middle and high school teacher work hours are 7:30 am - 3:45 pm. All full-time employees are expected to be on-site during these hours, although some employees may be scheduled for additional time. From time to time, employees may need to attend meetings, perform school duties, etc. as needed in order to facilitate and maintain normal business operations. The School's work week for payroll purposes begins Monday at 12:00 a.m. and ends Sunday at 11:59 p.m.

### Meal and Rest Periods

The School strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your supervisor regarding procedures and schedules for rest and meal breaks. The School requires employees to accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your supervisor know; in addition, notify your supervisor as soon as possible if you were unable to or prohibited from taking an uninterrupted meal or rest

period.

Employees are entitled to an uninterrupted and duty-free unpaid 30-minute meal period for all shifts exceeding five consecutive hours. If practical, these meal periods will be at least one hour after the start and one hour before the end of the shift. If this is not possible or is impractical, you will be permitted to eat an "on duty" meal while performing your work duties, and this meal period will be paid. Additionally, you are entitled to a paid 10-minute rest period for each four hours of work, or major fraction thereof, as follows:

<b>#Work Hours:</b>	<b>Up to 2</b>	<b>&gt;2 up to 6</b>	<b>&gt;6 up to 10</b>	<b>&gt;10 up to 14</b>	<b>&gt;14 up to 18</b>	<b>&gt;18 up to 22</b>
<b>#Rest Periods:</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Rest periods must be in the middle of each four-hour work period unless it is impractical. It is not necessary that you leave School property for a rest period. Rest periods will be 10 minutes unless otherwise provided by applicable law. Required rest periods are "time worked" for the purposes of calculating minimum wage and overtime obligations.

### **Voting**

The School encourages employees to participate in federal, state, county, and municipal elections. Employees should make every effort to vote before or after working hours. However, should the employee's work schedule not make it possible, employees will be allowed up to two (2) hours off with pay to fulfill their voting responsibilities.

Employees should request time off to vote from their manager at least two (2) days prior to Election Day. Advanced notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

### **Compensation**

The School closely monitors and aligns to the DCSD Salary Schedules for each employee group. As a charter school, we focus on meeting and or exceeding the district's compensation package. Each employee's experiences, background, and educational expertise is taken into consideration. Licensed staff can submit additional educational credits that can place them at the +15, +30, +45... areas on the matrix. Refer to the Education Step Increase application for more information.

### **Compensation Dates**

Employees will be paid semi-monthly, on the 15th and last day of each month, or as otherwise designated by the Human Resources. If a payday is on a Saturday then staff will be paid on the Friday before. If a payday is on a Sunday, staff will be paid the following Monday. If a payday falls on a recognized holiday, staff will be paid on the following business day.

### **Recording Your Time**

Nonexempt staff members must maintain an accurate record of all time worked. Employees

should accurately record the time they begin and end their work day, as well as the beginning and ending time of each meal period. No one may record hours worked on another's timecard or timesheet. Altering, falsifying, tampering with time records, failing to record time, or recording time on another employee's time record may result in disciplinary action, up to and including termination of both employees. In the event of an error in recording your time, please report the matter to Human Resources immediately.

All required payroll documentation, including request for leave forms, personnel action forms, change of information requests and time keeping records must be received by the Human Resources department on or before the established monthly deadline for all employees. All time off must be recorded.

### **Compensatory Time**

Compensatory time is not allowed without prior written approval from the Executive Director or Human Resources. Compensatory time off is defined as time off with pay in lieu of overtime pay for irregular or occasional overtime work. Compensatory time is also a flexible work schedule/program (e.g. work from home, trading holidays or PTO days). **All time away** must be processed through *Calamari, the current time off software*. Altering, falsifying or tampering with pay records is strictly prohibited and shall result in disciplinary action, up to and including termination.

### **Remote Work**

All hours worked from home or virtually require prior approval from the Executive Director or Human Resources.

### **Snow Day Compensation**

When DCSD calls a Snow Day, the School will also implement a Snow Day and only essential personnel (unable to work remotely) are required to work. When a Snow Day occurs, the School will pay hourly employees up to two (2) Snow Days per individual in each school year.

### **Mandatory Deductions from Paychecks**

The School shall make all mandatory deductions from employee paychecks. These may include federal, state and local income taxes. The School will also withhold mandatory PERA contributions. Other deductions may include benefit premiums, 401k plans. These deductions will be itemized on the employee's pay stub. Modification to W4 exemptions require the completion of a new W4 form. The School will also honor all other legal deductions, including garnishments.

### **Errors in Pay**

Employees are encouraged to review their pay stubs each pay period. If you become aware of an error in your pay or deductions, bring it to the attention of the Human Resources department immediately so that it can be corrected as soon as possible. During onboarding all employees sign a form stating authorization to correct payroll errors made by the employer. If employment ends and there is an outstanding overpayment, the remaining balance will be recovered from the employee's final pay. If funds are not available to recover from the employee's final pay, the employee will be notified in writing and repayment of these funds will be due within 30 days of the date of separation, unless a new repayment arrangement is made in writing. Unrecovered overpayments may be sent to a collections agency to recover payment in full. Further, if the employee fails to return any School property when requested to or upon separation from employment, the School will deduct the cost of any un-returned, lost, or excessively damaged items from an employee's paycheck. Any deductions from any paychecks will be done in

accordance with applicable laws, including without limitation the FLSA.

### **Overtime**

Overtime compensation is paid to all non-exempt employees in accordance with applicable federal and state laws. Non-exempt employees may not work overtime unless it has been approved in advance by a Director. Failing to obtain prior written approval for overtime may subject the employee to disciplinary action up to and including termination.

### **Employment Offer Letters**

Before reporting for work, each employee shall sign an employment letter clearly acknowledging the terms and conditions of his or her employment with the School. This employment letter details specific job expectations, and a compensation package. Employment at-will is incorporated in all employee letters.

### **Employee Privacy**

It is the School's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When safety and security issues arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to use school facilities only for company business purposes. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on company property. The School regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, and Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

### **Video Surveillance**

As part of its security measures and to help ensure a safe workplace, the School has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc.

## **Privacy—Social Security Numbers**

The School treats Social Security numbers (SSNs) as confidential information. We obtain, retain, use, and dispose of SSNs only for legitimate business reasons and in compliance with the law. SSNs are typically requested for essential purposes such as tax reporting, new hire reporting, or employee benefit enrollment.

Employees may only request, obtain, or create documents containing SSNs for authorized business reasons consistent with this policy. Unauthorized use, disclosure, or obtaining of SSNs may result in disciplinary action, up to and including termination of employment. The School will cooperate with any government investigations regarding the unlawful handling of SSNs.

## Mandatory Qualifications

Employment shall be contingent upon the Employee meeting and maintaining position-specific qualifications, including a CBI/FBI fingerprint-based Criminal Background Check acceptable to the School in its sole discretion and an Official Clearance Statement of Child Abuse and Neglect. Instructional staff are required to meet qualifications as defined by Colorado Law, under ESSA.

Employees shall participate in activities required by the School, and any and all training and certification maintenance requirements mandated by state law. Employees shall promptly report to the School any events that might cause failure of a future background check, including but not limited to any indictment, charge or arrest for a felony or for a misdemeanor involving misconduct with a school-age child or youth. Should Employee fail to satisfy any of the required qualifications listed herein, the School has grounds to terminate the employee.

Employees are responsible for ensuring that all position-specific license numbers and expiration dates are on-file in the Human Resources department.

## Employment Renewal

The School renewal decisions are based on a combination of criteria, including, but not limited to: self-evaluations, administrative reviews and evaluations, peer evaluations, mission-fit, adherence to the school's professional expectations, and strict adherence to implementing the school's chosen curriculum.

Employment at the School is continuous from year to year unless you are notified otherwise. We will issue new agreements only if there are changes to your salary, on-campus working days, or other relevant employment details for the upcoming year. Your employment automatically renews each year without requiring formal action, subject to any changes the school may communicate to you.

Any concerns about employment performance that may ultimately result in a non-renewal decision may be documented in the Employee's personnel file through the documentation of significant employment conversations or emails, corrective action plans, observation notes, and evaluations. A decision to non-renew an employee is not considered to be "firing" and occasionally may not be related to specific performance concerns, but instead to mission fit or resource allocation decisions.

## Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days before the last day of work, not counting holidays and PTO. As employees at-will, the 10-day notice request is a recommendation and is not a requirement. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

## **Criminal Activity/Arrests**

The School will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the School, whether on or off Company property, may result in disciplinary action including suspension or termination of employment. You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment. The School reserves the right to conduct post-hire background checks for employees. Employees will be notified before the background check to ensure compliance with the Fair Credit Reporting Act

Pursuant to C.R.S. 22-1-130, the School may be required to notify parents if any employee had access to students in the previous 12 months and the employee is charged with (1) Felony child abuse, (2) a crime of violence, as defined in 18-1.3-406 (C.R.S.), (3) felony offense involving unlawful sexual behavior, (4) felony indecent exposure, as defined in 18-7-302 (C.R.S.), (5) felony domestic violence, or a (6) felony drug offense.

## **Personnel Data Changes**

It is the responsibility of the Employee to promptly notify the School of any changes in personal data including mailing address, telephone number, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments. Such information should be provided to Human Resources. Name change for professional use will only be allowed once Human Resources receives official documentation from a state or federal agency, this includes but is not limited to names used in emails, signatures, and payroll.

## **Outside Employment**

The School expects all full-time employees to treat their position at the School as their primary employment, and dedicate all of the time and energy necessary to successfully perform the applicable job duties. While the School will not restrict the ability of an employee to take on outside employment (i.e. a second job), to the extent required by C.R.S. 24-34-402.5, such outside employment must not interfere with the employee's ability to perform his/her job duties with the School. Outside employment also must not create a conflict of interest or the appearance of conflict of interest. If an employee is considering outside employment he/she is encouraged to discuss it first with his or her supervisor to ensure the employee can do so while complying with the requirements of this policy.

### **Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Company health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at Company's group rates plus an administration fee. The School provides each eligible employee with a written notice describing rights.

## **Solicitation**

Employees should be able to work in an environment that is free from unnecessary annoyances



and interference with their work. To protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under Colorado PROPWA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

## Gifts

An employee shall not accept from an outside party any gift, service, or other items of substantial value, which would tend to improperly influence a reasonable person in the employee's position to depart from the faithful and impartial discharge of the employee's duties. In accordance with C.R.S. 24-18-104, the following are permissible, so long as there is no connection, express or implied, between the gift and any official action of any employee:

1. An unsolicited item of trivial value;
2. A gift with a fair market value of fifty-three dollars or less.
3. An unsolicited token or award of appreciation as described in section 3(3)(c) of article XXIX of the state constitution;
4. Unsolicited informational material, publications, or subscriptions related to the performance of official duties of the employee;
5. Payment of or reimbursement for reasonable expenses paid by a nonprofit organization or state and local government in connection with attendance at a convention, fact-finding mission or trip, or other meeting as permitted in accordance with the provisions of section 3(3)(f) of article XXIX of the state constitution;
6. Payment of or reimbursement for admission to, and the cost of food or beverages consumed at, a reception, meal, or meeting that may be accepted or received in accordance with the provisions of section 3(3)(e) of article XXIX of the state constitution;
7. A gift given by an individual who is a relative or personal friend of the employee on a special occasion.
8. Payment for speeches, appearances, or publications that may be accepted by the employee in accordance with the provisions of section 3 of article XXIX of the state constitution that are reported pursuant to C.R.S. 24-6-203(3)(d);
9. Any other gift or thing of value the employee is permitted to solicit, accept, or receive in accordance with the provisions of section 3 of article XXIX of the state constitution, the acceptance of which is not otherwise prohibited by law.

## Employee Benefits

This Handbook summarizes the current benefit plans offered by the School. Refer to the actual



plan documents and summary plan descriptions for eligibility information and for specific questions regarding the benefit plan. The School reserves the right to modify its benefits at any time.

## **Insurance**

Employees classified as full-time are eligible to participate in the various insurance plans offered by the School, including medical, dental, and eyecare. Employees must meet plan eligibility requirements and applicable waiting periods. Employees must complete enrollment paperwork within plan timeframes.

## **Life, Short Term Disability, Long Term Disability and Accidental Death & Dismemberment**

Full time employees will qualify for life insurance, short-term disability, long-term disability, and accidental death & dismemberment benefits six months from the date of hire.

## **PERA Retirement**

The School is a PERA employer and will deduct the required employee portion of the PERA Contribution from the Employee's paycheck as directed by statute. The School will also contribute the required employer portion of the PERA Contribution to PERA on the Employee's behalf as outlined in statute.

## **Worker's Compensation Insurance**

On-the-job injuries may be covered by the School's Workers' Compensation insurance policy. This insurance is provided at no cost to the Employee. If the Employee is injured on the job, no matter how slightly, the Employee must report the incident immediately to the applicable Director so that workers' compensation coverage is not compromised. Additional details about workers' compensation are available through the Human Resources department.

## **Employee Assistance Program (EAP)**

All employees have access to the Employee Assistance Program (EAP). This program provides services such as counseling, legal, financial, work/life services and wellness supports, free of charge. More information can be found within your benefits packet.

## **Right to Modify or Change Benefits**

the School reserves the right to change the benefits offered to the Employee at any time, subject to applicable laws. The Employee may be notified of any change in benefits.

## **Time Away From Work**

### **Sick/HFWA Time**

This policy is intended to comply with the Colorado Healthy Families and Workplaces Act ("HFWA"). Employees may use paid sick/HFWA leave hours as soon as they are earned. Sick/HFWA days are granted to employees at the start of employment and will be carried over to the next year, however an employee can only earn or use up to 48 hours of sick/HFWA leave per fiscal year (starting in July and ending in June). Unused hours will not be paid to an employee at any time, including at the end of any year or at separation of employment. Sick/HFWA time may be taken in one (1) hour increments. An employee is eligible to use paid sick/HFWA leave when:

a. The employee:

- Has a mental or physical illness, injury, or health condition that prevents the employee

from working;

- Needs to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
- Needs to obtain preventative medical care;

b. The employee needs to care for a family member who:

- Has a mental or physical illness, injury, or health condition;
- Needs to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
- Needs to obtain preventative medical care;

c. The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to:

- Seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury or health condition caused by the domestic abuse, sexual assault, or harassment;
- Obtain services from a victim services organization;
- Obtain mental health or other counseling;
- Seek relocation due to the domestic abuse, sexual assault, or harassment; or
- Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment; or

d. Due to a public health emergency, a public official has ordered closure of:

- The employee's place of business; or
- The school or place of care for the employee's child and the employee needs to be absent from work to care for the employee's child.

e. To grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member.

f. To care for a family member whose school or place of care has been closed—or to evacuate the place of residence—due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in closure or the need to evacuate.

Notwithstanding any other policy to the contrary, including without limitation any "blackout" dates, or notice requirements, the School will not prohibit use of paid sick/HFWA leave or retaliate against any employee for their lawful use of paid sick/HFWA leave. If an employee is dishonest about the reason for using leave the employee may be subject to discipline. When the need for leave is foreseeable, employees must make a good faith effort to provide advance notification and make a reasonable effort to schedule leave so as not to be unduly disruptive to their job requirements. If the need for leave is not foreseeable then the employees must provide notice as soon as practicable. The employee may be required to provide documentation of the reasons for taking the paid sick/HFWA leave for four or more consecutive days, in accordance with the HFWA.

Paid sick/HFWA leave will not be counted as an "absence" that may result in firing or another kind of adverse action. An employee will not be required to find a "replacement worker" or job coverage when taking paid sick/HFWA leave. If an employee separates from employment and is rehired within six months after the separation, the employee will have reinstated any paid sick/HFWA leave that the employee had accrued but not used during the employee's previous employment.

Employees are not entitled to any financial compensation at any time in exchange for any unused/accrued paid sick/HFWA leave.

### **Public Health Emergency Leave**

In addition, on the date a federal, state or local public health emergency is declared and until four weeks after the official termination or suspension of the public health emergency, each employee's accrued paid sick/HFWA leave will be supplemented, as necessary, to ensure that an employee may take the following amounts of paid sick/HFWA leave for the additional purposes defined below:

1. For employees who normally work forty or more hours in a week, at least eighty hours of paid sick/HFWA leave;
2. For employees who normally work fewer than forty hours in a week, at least the greater of either the amount of time the employee is scheduled to work in a fourteen-day period or the amount of time the employee actually works on average in a fourteen-day period.

Accrued paid sick/HFWA leave counts toward the total described above, meaning the total described above is the new maximum and not in addition to existing, accrued paid sick/HFWA leave. Employees may use supplemental leave before other forms of leave. Employees are only eligible for the supplemental paid sick/HFWA leave in the amount described above once during the entirety of a public health emergency.

Additional purposes for taking paid sick/HFWA leave during a public health emergency include an employee who needs paid time off to:

1. Self-isolate and care for oneself because the employee is diagnosed with a communicable illness that is the cause of a public health emergency;
2. Self-isolate and care for oneself because the employee is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
3. Seek or obtain medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
4. Seek preventive care concerning a communicable illness that is the cause of a public health emergency; or
5. Care for a family member who is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency; is self-isolating due to experiencing symptoms of a communicable illness that is the cause of a public health emergency; needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; or is seeking preventive care concerning a communicable illness that is the cause of a public health emergency; or
6. With respect to a communicable illness that is the cause of a public health emergency:
  - a. A local, state, or federal public official or health authority having jurisdiction over the location in which the School is located or the School determines that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness;

- b. Care of a family member after a local, state, or federal public official or health authority having jurisdiction over the location in which the family member's place of employment is located or the family member's employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;
- c. Care of a child or other family member when the individual's child care provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely; or
- d. An employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

After the four week period following a public health emergency, any remaining supplemental paid sick/HFWA leave will be removed from the employee's paid sick/HFWA leave total.

### **HFWA Records**

The School will retain records for each employee for a two-year period, documenting hours worked, paid sick/HFWA leave accrued, and paid sick/HFWA leave used. The School will provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for paid sick/HFWA leave arises.

The School will not require disclosure of details relating to domestic violence, sexual assault, or stalking or the details of an employee's or an employee's family member's health information as a condition of providing paid sick/HFWA leave. Any health or safety information possessed by the School regarding an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information; be treated as confidential medical records; and not be disclosed except to the affected employee or with the express permission of the affected employee.

### **The HFWA Precedence**

This policy should be read and understood in conjunction with the entirety of the HFWA. Any definitions, requirements, or details of the HFWA shall supersede this policy.

### **Personal Time**

Personal days are allocated to employees based on their position within the organization. The number of personal days granted to each employee is specified in their individual employment agreement. Please refer to your most recent agreement for details on your personal day allowance.

Any unused PTO days will be paid out in July at the per diem rate per unused day or a prorated

amount based on hours remaining on June 30th. An employee who leaves prior to December 31st will be paid half their Personal time. Personal days must be used in full or half day increments only.

Please note that taking more Sick/Personal time than is provided each year may result in termination of the employee agreement.

## **Holidays**

the School will observe the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

The Human Resources department will notify employees of the day the school will be closed if the holiday falls on a weekend. All full time, 260 days employees will receive holidays off unless otherwise notified by the school.

## **Blackout Days**

Blackout days are those for which employees may not request time off, unless the time off is for a qualifying reason under the Healthy Families and Workplaces Act. If an emergency arises, speak with the appropriate Director. Blackout dates shall be circulated by the Human Resources department or designee and include, but are not limited to, days before or after an extended school break (e.g. Fall Break, Winter Break, Spring Break) or a Federal holiday.

When the Employee plans to take a personal or sick day, the Employee shall complete a PTO Request Form, in Calamari or current time off software, prior to a planned day off and let their supervisor know. The Employee is also required to follow the substitute procedures.

In the case of an unplanned personal day (such as when sick), the Employee must email the Substitute Coordinator and request a substitute through the DCSD absence management website no later than 5:30 am on the day of absence. The Employee must also complete a PTO Request Form, although they do not need to wait for approval prior to requesting the substitute through the DCSD absence management website.

## **Bereavement Leave**

The School provides bereavement leave to allow employees time away from work for the death of an immediate family member.

Full-time employees are eligible for up to three (3) paid days off for bereavement leave upon the death of an immediate family member. Part-time employees are eligible for prorated bereavement leave based on their scheduled hours.

For the purposes of this policy, "immediate family" is defined as:

- Spouse of domestic partner
- Child (including step-children)
- Parent (including in-laws)
- Sibling
- Grandparent
- Any other relation residing in the employee's household

Additional unpaid time off may be granted at the discretion of the Executive Director or Human Resources. Employees may use any accrued paid time off for additional bereavement leave if needed.

Requests for bereavement leave should be made as soon as possible to the employee's supervisor. The School may require documentation such as an obituary notice or death certificate upon return to work.

Bereavement leave must be used within a reasonable time of the death, as approved by the Executive Director or Human Resources. Unused bereavement leave does not carry over from year to year.

The School complies with all applicable state laws regarding bereavement leave. This policy may be amended at any time.

### **Military Leave**

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide the Director with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask the Human Resources department for further information about your eligibility for Military Leave. If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give the Human Resources department as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away. Under FMLA, eligible employees with a spouse, son, daughter or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use a 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Eligible employees may also take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty. The injury or illness must make the service member medically unfit to perform his/her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is In outpatient status; or is on the temporary disability retired list.

### **Jury Duty and Witness Duty Leave**

The School recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee is granted leave to perform their duty as a juror. It is also required to provide



verification of your initial selection. If excused from jury duty during regular work hours, the employee is expected to report to work promptly. The School will pay an employee \$50 for the first three (3) days of jury duty if the employee is selected as a jury member. The School will only pay for this time if the employee was scheduled to work and after a juror service certificate is submitted. After the first three (3) days, employees will receive pay according to the state policy applicable at the time of service.

### **Leave for Victims of Domestic Violence, Sexual Assault, and Stalking**

Colorado law defines domestic violence as “an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship.” An intimate relationship is one between spouses, former spouses, unmarried couples (including domestic partners) or persons who are both the parents of the same child regardless of whether the parents have married or have lived together. Colorado’s Mandatory Leave for Domestic Violence Act, addresses domestic violence in the workplace. The statute has two main features; first, it allows an employee who is the victim of domestic abuse, stalking, sexual assault, or any other crime that the court finds to include an act of domestic violence, to take up to three working days of leave from work per calendar year, with or without pay, and second, it permits an employer to obtain a restraining order against a perpetrator of domestic violence.

The victim/employee can take up to three days off from work to protect him or herself by: (1) seeking a civil restraining order to prevent domestic violence; (2) obtaining medical or mental health treatment for him or herself or his/her children to address physical or psychological injuries which are the result of domestic abuse or sexual assault as defined by statute; (3) securing his/her house from a perpetrator or seeking new housing to escape a perpetrator; and (4) seeking legal assistance to address issues stemming from domestic abuse or sexual assault.

Eligibility: Applies only to employees who have been employed with the employer for 12 consecutive months or longer. The employee must exhaust any leave time before invoking the leave provided for under this act. Time off for Domestic Violence leave is considered unpaid. Holiday pay, bereavement leave, or employer’s jury duty pay are not granted on Domestic Violence leave.

### **Crime Victim Leave**

Unpaid leave is available to employees who are victims of certain felonies for the purpose of attending judicial proceedings related to the crime. In addition, employees who are immediate family members of the crime victim (e.g., spouse, child, parent), a registered domestic partner of the crime victim or a child of the victim’s domestic partner, may take unpaid time off work to attend judicial proceedings related to the crime.

### **Extended Leave**

In the event that an extended leave from work is necessary (i.e. Short Term Disability and/or FMLA), employees are required to schedule a meeting with your supervisor or Director and the Human Resources department a minimum of twelve (12) weeks prior to the first day of your extended leave, when possible. Employees returning after an extended leave are asked to notify the Human Resources department of their return three days before returning to work.

### **Short Term Disability**

The School provides short-term disability coverage to regular, full-time employees who have completed six (6) months of continuous employment and who are unable to work due to illness, pregnancy, or injury are eligible. The employee must have exhausted all paid leave, including vacation, personal days, and sick leave. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. The short-term disability benefit



payment is 60 percent of the employee's base weekly wages or salary is calculated on average earnings in the previous six months, to a maximum benefit of \$1,000 per week. There is a two week waiting period. For additional information, please review the benefits guide for details.

## Family and Medical Leave Act (FMLA)

The FMLA grants unpaid leave to eligible employees. Human Resources is charged with determining whether the Employee is eligible for FMLA.

To be eligible for protection under the FMLA, the Employee must have been employed at the School for at least 12 months (which may be nonconsecutive) and have worked at least 1,250 hours during that time. The maximum time allowed for FMLA is a total of 12 weeks (480 hours) in a 12-month period (or 26 weeks if caring for a recovering service member). The 12-month period is measured from the first day of the Employee's first leave. Although most leave should be taken in a single block of time, intermittent leave or reduced leave schedules also may be approved, where required.

FMLA will allow for unpaid leave for:

- The need to care for a spouse, child, or parent with a serious health condition;
- The inability to work because of a serious health condition;
- The birth, adoption, or placement for foster care of a child;
- The need for a spouse, child or parent of a military member to handle a "qualifying exigency" related to the military member's call to covered active duty. Examples of a "qualifying exigency" may include short-notice deployment, military events and related activities, childcare and School activities, financial and legal arrangements, counseling by someone other than a healthcare provider, rest and recuperation, post-deployment activities, parental care, or other limited related events or activities; or
- The need to care for a spouse, child, parent, or next of kin who is a recovering service member or covered veteran with a serious health condition incurred in the line of duty.

All employees are required to first use any earned vacation and sick leave at the beginning of their Family Medical Leave, unless collecting Workers' Compensation benefits. If collecting disability payments, the Employee's sick leave and vacation leave may be used first to offset the disability payments. Full insurance benefits continue during FMLA leave unless the employee fails to pay his or her share of the cost.

Once all personal/sick leave is exhausted, all FMLA is exhausted, and/or the Employee does not qualify for FMLA, the Employee is required to return to work. Failure to return to work may be deemed voluntary job abandonment. The Executive Director and or Human Resources may determine, on a limited case-by-case basis, if the circumstances or medical condition warrants additional leave. This is an administrative decision that is NOT APPEALABLE. Whether the leave is to be paid or unpaid is determined by the Executive Director and or Human Resources. The Executive Director and or Human Resources act as the final decision-making authority whether to grant or deny additional leave after all other leave has been exhausted. If an employee does not return to work following his or her leave, or does not continue to work after the end of leave for at least 30 days, the employee shall reimburse the school for insurance premiums paid during the leave unless the employee does not return continuation or onset of a serious health condition beyond the employee's control.

## Colorado Family and Medical Leave Insurance Program (FAMLI)

The Colorado Family and Medical Leave Insurance Program (FAMLI) - the School has opted out of participation in the FAMLI Act. The School employees, however, may participate in this program at no additional expense to them.

Employees who wish to participate can self-elect FAMLI coverage.

Employees will be responsible for contributing .45% of their wage into the program. Self-elections into FAMLI are for three years. Additional information about the FAMLI Act can be accessed through the Human Resources department or online at <https://famli.colorado.gov/employers/local-governments>.

## Review and Receipt Signed Acknowledgement

I acknowledge that I have received a copy of the School Staff Handbook Revised on August 1, 2024 and that it is my responsibility to read and familiarize myself with the policies and guidelines set forth in the Handbook. If I have a question about these policies and guidelines, I understand that I can request an explanation from the Director, Executive Director, or their designated representative.

I understand that the School has the sole discretion to interpret the Handbook policies and guidelines. I recognize it may be necessary to change the policies, practices and benefits described in the Handbook from time to time and accordingly, that the School has the right to delete, suspend, discontinue or revise any or all of its provisions of the Handbook at any time.

I am aware that my employment with the School is **"AT WILL."** Just as I have the right to end my employment with the School at any time for any reason, with or without notice, the School also has the right to terminate my employment at any time, for any reason, with or without notice, notwithstanding any provision contained in the Handbook. I acknowledge that nothing in the Handbook extends or guarantees employment for a specific period of time or creates any contractual rights.

Staff Member Name (Print): \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

All staff must sign the Staff Handbook Acknowledgement Form using Right Signature.

# Coversheet

## Parent Handbook Updates

**Section:** V. Board Committee Updates  
**Item:** F. Parent Handbook Updates  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Parent Student Handbook Updates from July 2024.pdf

Governance Committee Report

# Parent Student Handbook Review - July 2024 Updates

February 2024

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# Strategic Plan Alignment

## 1B - Knowledge Management

Document key operational systems and procedures for areas such as human resources, curriculum & Instruction, and program model.

## 3B - Preparing for Growth: Network Model & Governance

Establish a network model and governance structure to support growth, including roles, responsibilities, and decision-making processes.

June 2024

July 2024

Jan/Feb 2025

Board approved policy sections of Student Parent Handbook



Admin team finalized Handbook with input from legal counsel



- Governance Committee Reviewed Policy Sections of Handbook Updates
- Gov Committee Presented to Board in preparation for annual Handbook review

## Spring 2025 and every Spring going forward

Annual Review of Proposed Updates for Board approval of Policy Sections





# Proposed Path Forward

## Governance Committee Reviewed July 2024 Updates

- Updates incorporated legal counsel inputs
- Admin updates to align with Board policy and DCSD policy
- Policy Sections with updates highlighted provided in Feb meeting Board Book for reference/review

## Governance Committee Recommends:

### July 2024 Handbook is baseline for future Board Review/Approval

- Request Board Members provide any feedback/comments on revised content to Governance Committee by March 13th
- Admin team will provide proposed 2025 updates to Gov Committee by April Committee Meeting
- Gov committee will review/discuss proposed updates and present to Board in May meeting.
- Board vote to approve Parent-Student Handbook in June meeting.

# Coversheet

## Class A Parent Election Plan

**Section:** V. Board Committee Updates  
**Item:** H. Class A Parent Election Plan  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Parent Election Plan.pdf

Governance Committee Report

# Parent Election Plan Class A Parent Member

February 2024

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# Strategic Plan Alignment

## **2C - The STEM Experience: Optimize the STEM Experience for Parents**

Strengthen communication, engagements, and support for parents in order to foster a positive and collaborative partnership between the school and families.

## **3B - Preparing for Growth: Network Model & Governance**

Establish a network model and governance structure to support growth, including roles, responsibilities, and decision-making processes.

February/March

April/May

June

Share Info with Parent Community, SAC Meeting, PTO Meeting



4/1-4/21 - Candidate Submissions  
By 4/25 - Candidate Voter Book published  
4/27-5/4 - Election  
5/5-5/9 - Results announced



- June Board Mtg - Ratify results of parent election
- New parent member starts 3 yr term