



10850 East Woodmen Road • Falcon, CO 80831
Tele: 719-495-3601 • Fax: 719-495-0832 • E-mail: d49@d49.org

Mission Statement

To prepare students, in a safe and caring environment, to be successful, competent and productive citizens in a global society.

REVISED AGENDA
SPECIAL BOARD OF EDUCATION MEETING
August 24, 2011
10:00 a.m.
Education Service Center – Board Room

- 1.00 Call to Order and Roll Call**
- 2.00 Welcome and Pledge of Allegiance**
- 3.00 Approval of Agenda**
- 4.00 Consent Agenda**
 - 4.01 Revisions and Deletions of Board of Education Policies
EEA Student Transportation, EEAA Bus Service Index, EEAA-E Bus Service Index, EEAA-R Bus Service Index, EEAC Bus Scheduling and Routing, EEAC-R Bus Scheduling and Routing, EEAEC/JICC Student Conduct on Buses, EEAEC-R/JICC-R Student Conduct on Buses, EEA-R Student Transportation
 - 4.02 Approval of Matters Relating to Administrative Personnel
 - 4.03 Approval of Matters Relating to Licensed Personnel
 - 4.04 Approval of Matters Relating to Educational Support Personnel
- 5.00 Open Forum**
- 6.00 Action Items**
 - 6.01 Approval of Completion of the Vista Ridge High School Football Field
- 7.00 Discussion Items**
 - 7.01 Revision of Board of Education Policies GBGG Staff Sick Leave, IKF Graduation Requirements
 - 7.02 Revision of Board of Education Policies
FBC Prioritization of Facility Improvements, FEG-R Construction Contracts Bidding and Awards, FF-R Naming of Buildings and Facilities, GBCAG Staff Unpaid Leave of Absence, GBJ Personnel Records and Files, GBJ-R Personnel Records and Files, GBK-R Staff Complaints and Grievances, GBK-E Staff Complaints and Grievances, GCA Professional Staff Positions, GCI-R Staff Professional Development, GCKA Instructional Staff Transfer and Vacancy, GCQEA-R Guidelines for Transitional Retirement Plan, GCQF Discipline, Suspension and Dismissal of Professional Staff, GCU Professional Staff Membership in Professional and Union Organizations, GDA Educational Support Staff Positions, IA Instructional Goals and Learning Objectives, IC/ICA School

- Year/School Calendar/Instruction Time, IE Organization of Instruction, IGA Curriculum Development
- 7.03 Revision of Board of Education Policy GBGGA – Catastrophic Leave Bank
- 8:00 Information Items**
- 8.01 District Communications Presentation**
- 9.00 Adjournment**

DATE OF POSTING: August 22, 2011.

Loretta Branham, BOE Administrative Assistant



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**SPECIAL
BOARD OF EDUCATION MEETING
August 24, 2011
10:00 a.m.**

**EDUCATION SERVICE CENTER—
BOARD ROOM**

Call to Order and
Roll Call
1.00

Welcome and
Pledge of Allegiance
2.00

Approval of Agenda
3.00



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Suspension and Dismissal of Professional Staff, GCU Professional Staff
Membership in Professional and Union Organizations, GDA Educational Support
Staff Positions, IA Instructional Goals and Learning Objectives, IC/ICA School
Year/School Calendar/Instruction Time, IE Organization of Instruction, IGA
Curriculum Development

7.03 Revision of Board of Education Policy GBGGA

8:00 Information Items

8.01 District Communications Presentation

9.00 Adjournment

DATE OF POSTING: August 22, 2011.

Loretta Branham, BOE Administrative Assistant

Consent Agenda

4.00



BOARD OF EDUCATION WORK SESSION AGENDA ITEM 4.01

BOARD MEETING OF: August 24, 2011

PREPARED BY: Transportation Department

TITLE OF AGENDA ITEM: Revisions and Deletions of Board of Education Policies
EEA Student Transportation, EEAA Bus Service Index, EEAA-E Bus Service Index, EEAA-R
Bus Service Index, EEAC Bus Scheduling and Routing, EEAC-R Bus Scheduling and Routing,
EEAEC/JICC Student Conduct on Buses, EEAEC-R/JICC-R Student Conduct on Buses, EEA-R
Student Transportation

ACTION/INFORMATION/DISCUSSION: Consent Action

**BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND
RECOMMENDED COURSE(S) OF ACTION:**

- Administrative teams reviewed all of these policies comparing them to district needs and also Colorado Association of School Board recommendations and have reviewed and approved these revisions.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

COST OR COST ESTIMATION:

No additional cost

MOTION REQUESTED:

I move to approve the changes to the listed policies as recommended by the administration.

APPROVED BY: Cindy Hardin, Transportation Director

DATE: August 12, 2011

Student Transportation

Overview of District's Transportation Policy

The District's transportation program has been designed to transport students utilizing magnet stops, ~~wholive an unreasonable walking distance from their designated school or are otherwise entitled to school bus transportation by operation of Federal or State law,~~ in an efficient, safe and economical manner.

The provision of regular education transportation service for students in the State of Colorado is not a legal requirement. Each local school board has the authority to establish the level of transportation services for its individual school district. This policy is designed to implement the guidelines for walkers and riders as determined by the School Board. It shall be used as a tool to help determine student eligibility for District-provided transportation services.

The District shall operate its own fleet of buses and other types of vehicles as needed.

Revised: April 7, 2005 (previously three separate policies: EEA, EEAA, and EEAC).

Revised: November 3, 2005.

Revised: August 12, 2010.(returning to three separate policies, EEA, EEAA.and EEAC)

Revised:

LEGAL REFS.: C.R.S. 22-32-110 (1)(a)
C.R.S. 22-32-113 (2) *imposition of fee for excess transportation costs*
C.R.S. 22-32-114
C.R.S. 22-51-101
20 U.S.C. 1116 *(choice options contained in No Child Left Behind Act of 2001)*

CROSS REFS.: JQ, Student Fees, Fines and Charges
LBD*-R, Relations with District Charter Schools

Bus Service Index

~~A Bus Service Index (BSI) is an objective approach to determining the requirement for school bus transportation. It evaluates several different factors such as the student's age, the walking distance, types of roads that need to be crossed, and other unusual factors that could contribute to the difficulty in the walk to school.~~

~~Many school districts use this approach as it helps with objective decision-making and gives strong evidence to supplying or denying District transportation.~~

~~Revised: April 7, 2005. (previously three separate policies: EEA, EEAA, and EEAC).~~

~~Revised: November 3, 2005.~~

~~Revised: August 12, 2010. (returning to three separate policies, EEA, EEAA, and EEAC)~~

~~Deleted:~~

Bus Service Index

BUS SERVICE INDEX EVALUATION FORM

Requester:	Address:	Phone:	School:
Date Requested:	Area Description (See Attached Map)		
Evaluated by:			
Date Evaluated:			

FACTORS CRITERIA/VALUES

Student Age/School Level

High	Middle	Elementary
2	3	5

Walk Distance

Miles

> 2.5	Transported	Transported	Transported
2.0 - 2.5	4	Transported	Transported
1.5 - 2.0	3	4	Transported
1.0 - 1.5	2	3	4
.5 - 1.0	1	1	3
< 0.5	0	0	0

Measured Distance _____

Roadway Crossing*

U.S./State Hwy	9	10	11
Major Arterial	6	7	8
Minor Arterial	3	4	5
Major Residential Collector	2	3	4
Minor Residential Collector	1	2	3
Residential/Local	0	0	0

Type Road Crossed _____

Roads Crossed _____

~~*Presence of crossing guard/controlled intersection (crosswalk, traffic control lights) offsets assigned values.~~

Other Factors

~~Absence of walk path,
sidewalk~~

~~Presence of
Construction~~

~~Inadequate Visibility
Topographical~~

+	Explain:
+	Explain:
+	Explain:
+	Explain:



Unusual Circumstances (Evaluator's Assessment)

	HIGH	MIDDLE	ELEMENTARY
MAXIMUM	2	2	2

Explain:

Total BSI Point

~~Total BSI points for evaluated area must equal or exceed 14 to qualify for district-provided transportation services.~~

~~This area qualifies for transportation services.~~

~~Services will start on _____.~~

~~This area does not qualify for transportation services.~~

~~(If an existing transported area, services will be recommended for curtailment.)~~

Approved by:	Date:
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Comments (possible mitigating factors):

Adopted: April 7, 2005.
Review: July 8, 2010.
Deleted:

Bus Service Index

The Bus Service Index (BSI) has been designed to ensure that an equitable system is in place to evaluate all areas throughout the District. It will determine whether a neighborhood, or part thereof, is eligible for transportation. The distance from the student's property line to school's property line and age of the student are considered first.

All factors are evaluated, weighed, and assigned a numeric value. The total BSI points equal the sum of all the factor values. The total BSI points must equal or exceed fourteen (14) to qualify for district-provided services.

Definitions as defined by the Colorado Department of Education.

Roadways

- **Major arterial** — Streets that permit rapid and relatively unimpeded traffic movement throughout the city and carry high volumes of inter- and intra-traffic. Connects major land use elements as well as communities with one another. Major function is to serve through traffic. Normally four to six lanes of moving traffic with right and left turn bays. Design speeds of 40-45 MPH.
- **Minor arterial** — Streets that permit rapid and relatively unimpeded traffic movement throughout the city and carry high volumes of inter- and intra-traffic that connects major land use elements. Normally four to five lanes of moving traffic. Design speed of 40 MPH.
- **Major residential collector** — Streets designed to serve the local needs of the neighborhood and to provide direct access to abutting properties. All traffic normally has an origin or a destination within the neighborhood. Normally two to four lanes of moving traffic. Design speeds of 35 MPH.
- **Minor residential collector** — Streets designed to serve the local needs of the neighborhood and to provide direct access to abutting properties. All traffic normally has an origin or a destination within the neighborhood. Normally two to three lanes of moving traffic. Design speeds of 30 MPH.
- **Residential/Local** — Roadways that provide direct parcel access and deliver parcel-generated trips to the collector network.

~~Non-roadways~~

- ~~8 Construction — Roadway construction, including new construction or major repairs of existing roads, and residential or commercial building, where student pedestrian safety could be impacted due to major equipment movement in the area over a period of more than three months.~~
- ~~9 Controlled intersection — An intersection with a crosswalk, pedestrian crossing light and/or a vehicle traffic control signal (signs or lights).~~
- ~~10 Inadequate visibility — (1) Fixed or permanent conditions which will impact the ability of a motor vehicle operator to see pedestrian traffic. Includes roadway corners, buildings, hills, and vegetation. (2) Temporary conditions which will impact the ability of a motor vehicle operation to see pedestrian traffic. Includes sun glare or adverse weather conditions. Only fixed or permanent conditions will be assigned a value for inadequate visibility.~~
- ~~11 Topography — Includes steep hill or inclines required to be negotiated by students in their walking route to and from school.~~

~~Parents, principals, district administrators, or school board members can request that specific areas be evaluated and/or re-evaluated. The evaluation/re-evaluation will be conducted by the transportation department and approved by the Director of Transportation. If the evaluation/re-evaluation has been denied the requestor may submit an appeal to the Deputy Superintendent.~~

~~Revised: April 7, 2005 (previously three separate policies: EEA, EEAA, and EEAC).~~

~~Revised: November 3, 2005.~~

~~Revised: August 12, 2010. (separating three policies EEA, EEAA, and EEAG and their regulations)~~

~~Deleted:~~

~~LEGAL REFS.: C.R.S. 22-32-110 (1)(a)~~

~~C.R.S. 22-32-113 (2) *imposition of fee for excess transportation costs*~~

~~C.R.S. 22-32-114~~

~~C.R.S. 22-51-101~~

~~20 U.S.C. 1116 (choice options contained in No Child Left Behind Act of 2001)~~

~~———— JQ, Student Fees, Fines and Charges~~

~~———— LBD* R, Relations with District Charter Schools~~

Bus Scheduling and Routing

Route planning

Safety of the students and the effective use of drivers and equipment will be the focus of route planning.

Efficiency tools to be applied are consolidated trips (double trips in a single run) and staggered school bell times. Route planning will maximize bus capacity, ~~while minimizing ride time. The goal is to have no students on board a bus more than one hour.~~ Transportation service will not be provided on private roads, driveways or dead-end roads. The safest path of travel will be considered limiting u-turns and turn-arounds.

Adopted May 17, 1984.

Revised: August 12, 1989.

Revised: November 3, 1994.

Revised: April 1, 1999.

Revised: April 7, 2005 (previously three separate policies: EEA, EEAA, and EEAC).

Revised: November 3, 2005.

Revised: August 12, 2010. (to separate policy: EEA/EEAA/EEAC)

Revised:

LEGAL REFS.: C.R.S. 22-32-113 (2) (*Board may determine routes*)
C.R.S. 43-4-1904 (*discharge of passengers*)
1CCR 301-26, Rule 42204-R-224.00 (*small vehicles, 14 or less passenger capacity multifunction buses, or school buses may be operated on route*)

CROSS REFS: JQ, Student Fees, Fines and Charges
LBD*-R, Relations with District Charter Schools

Bus Scheduling and Routing

These regulations specify the conditions and procedures under which the District may do bus scheduling and routing.

Bus routes shall be established and drivers assigned by the Director of Transportation or designee. Assignments shall be made in such a way as to obtain the most efficient use of equipment and personnel according to established procedures.

Bus stops shall be located on roads approved for school bus travel by the Director of Transportation or designee. Service shall not be provided on private roads, with the exception of turn-arounds.

~~The recommended walking distance between a bus stop and a student's driveway shall be up to one half mile. In the interest of efficiency, bus stops shall be consolidated. The determining factor in consolidating stops shall be the safety of students. Eligible students shall ride only their assigned route both to and from school except with permission of the school administrator on a space available basis. They shall load and unload only at their designated bus stop at the designated time. In extreme snow or cold weather, at the discretion of the driver, students may be transported to their driveway or be returned to a school as designated in "Extreme Weather Transportation Procedures."~~

~~Bus stops will be planned so that a student does not have to cross a major thoroughfare immediately after getting off the bus. Bus stops will not be set up along major thoroughfares whenever access is possible by the use of an adjacent street or road. A "major thoroughfare," as defined in state law, is a freeway, a U.S. highway outside incorporated limits, an interstate highway, a highway with four or more lanes, or a road with a median separating multiple lanes of traffic. Two-lane highways will be exempt from this requirement if the Board or its designee determines they can be crossed safely.~~

Drivers are to make no changes whatsoever in routes or receiving and discharging points except in cases where road conditions require an immediate decision and such changes are absolutely required. When such conditions prevail, safety of the students is to be the governing factor. Drivers are to report such conditions to the Director of Transportation or designee as soon as possible.

~~Students always are to be received and discharged at the same point and are to ride their assigned buses except when written permission for change is requested by parents and approved by the school representative.~~

Adopted: March 4, 1999.

Revised: April 7, 2005.

Revised: August 12, 2010.

Revised:

Student Conduct on Buses

The privilege of riding a school bus is contingent upon paying a fee. ~~-a student's~~Students are also required to exhibit good behavior and observance of the student code of conduct and established regulations ~~for student conduct both~~ at bus stops and on board buses.

The driver of a school bus shall be responsible for the safety of the students on the bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the Director of Transportation or designee and the principal of the school involved if any student persists in violating the established rules of conduct. Students are required to pay the fee while suspended from the bus.

After due warning has been given to the student and to parents/guardians, the bus driver may withhold from the student the privilege of riding the school bus. All efforts will be made to work with the Transportation Student Management Liaison and the school. The student may also be denied admission to school, suspended, or expelled in accordance with established policies including discipline of habitually disruptive students for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Adopted: May 17, 1984.

Revised: October 12, 1989.

Revised to conform with practice: date of manual revision.

Revised: May 19, 1994.

Revised: March 4, 1999.

Revised: August 10, 2000.

Revised: September 7, 2000.

Revised: May 13, 2010.

Revised:

CROSS REF.: JIC, Student Conduct, and subcodes

JK, Student Discipline, and subcodes

Student Conduct on Buses

Before boarding the bus:

1. Students must stay as far off the road as possible.
2. Students are to be at their bus stop five minutes prior to pickup time with student ID and Z-Pass. Students who miss the bus to school or home for any reason must make their own arrangements for transportation. Buses will not rerun a route or return to school.
3. Students must wait until the bus comes to a complete stop before approaching and entering the bus.
4. Students who must cross in front of the bus either loading or unloading at their bus stop are required to stand approximately 10 feet in front of the bus at the side of the road. Students will wait for the driver to signal the students to cross the road.

~~• Students will be picked up and dropped off at their assigned stop.~~
5. Students must have the written permission of the building administrator to ride any bus other than the one assigned if they have not purchased the service (Z-Pass). Parents will be sent a bill.
6. Students transferring from one bus to another should move directly to the assigned bus.
7. Appropriate behavior is expected at bus stops at all times.

While on the bus:

1. Appropriate conduct is expected at all times. Use or possession of tobacco or alcohol, using inappropriate language, abusing the driver or other students, or demonstrating other inappropriate conduct will result in a consequence which may include suspension of bus riding privileges. Students are required to pay the fee if suspended from the bus.
2. There will be absolute quiet when approaching a railroad crossing.
3. No sharp instruments such as knives, pencils or tools may be carried when they might cause damage or injury to another student. Nuisance items will not be permitted on the bus.

4. Items and materials transported for school projects should be checked with the driver. Projects developed for display or demonstration in class may be transported provided they pose no space problem or safety hazard for riders. No live animals are allowed on the bus. Projects of an excessive size or of a potentially harmful nature should be transported to school by other means.
5. Because of the varied size and nature of musical instruments, students carrying instruments on the bus must check with the driver regarding available storage space.
6. Property of other students must be left alone. Students are responsible for clothing, books, instruments or other possessions transported on the bus.
7. The bus driver is authorized to assign seats.
8. Students are not permitted to stand, leave their seats or change seats while the bus is in motion.
9. The aisles must be kept free of books, coats and other objects. Students should keep their feet and legs out of the aisles during passenger loading and unloading.
10. Students must not tamper with the bus or any of its equipment. Damage to the bus must be paid for by the individual responsible for causing it.
11. Students should consult with the driver regarding the opening of bus windows.
12. Passengers must keep their head, hands and feet inside the bus at all times.
13. Nothing is to be thrown on or from the bus. Students must keep the bus clean.
14. Consumption of food or drink on the bus is discouraged.
15. In case of emergency, students will remain in the bus until instructed by the driver.
16. Sport or recreational equipment and other items which could cause injury or damage if thrown around the bus must be kept in a zipped pouch at all times on the bus.

Violation of any of the above rules may result in a "Bus Conduct Referral" to the Director of Transportation or designee. Parents will receive a copy advising of the incident and the action taken. Violations may result in a parent conference

and/or in suspension or loss of riding privileges. Length of time of suspension will be determined by the bus driver, and the Director of Transportation or designee. Students are required to pay the fee if suspended from the bus.

Bus riding rules and penalties for misbehavior will be distributed with the application to each bus rider at the beginning of each school year. Parents are expected to read, sign, and return an acknowledgement of the rules and penalties. Failure to return the acknowledgement may result in the loss of bus riding privileges.

Adopted: February 16, 1984.

Revised: May 19, 1994.

Revised: March 4, 1999.

Reviewed: August 10, 2000.

Revised: May 13, 2010.

Revised:

Student Transportation

These regulations specify the condition and procedures under which the District may provide transportation services.

Eligibility for District-provided transportation services

~~All S~~students are eligible for transportation for a fee. ~~are provided neighborhood service which includes s~~Student loading and unloading points are located with a goal of locating bus stops no further than .5 of a mile from a student's home. ~~To~~ provide the most equitable and efficient bus service magnet, stops will be centrally located. Criteria for selecting a bus stop location must be in accordance with Colorado Department of Education Regulations. When possible, bus stops are located in common areas to minimize the impact to private property. Conditions, such as construction, may necessitate temporary transportation service. Stop locations will be reviewed periodically to ensure safety.

~~Walking distances are measured from the student's residential property line to the school's property line and defined as the shortest distance from home to school using safe, designated trails, walking paths, and sidewalks.~~

~~Transportation service is not provided for students in:~~

- ~~• Elementary school who live within 1.5 miles from school.~~
- ~~• Middle school who live within 2.0 miles from school.~~
- ~~• High school who live within 2.5 miles from school.~~
- ~~• Major roads along the path to school and unusual safety circumstances are taken into account.~~

~~Transportation shall be furnished for shorter distances if, in the opinion of the Superintendent or designee, extreme hardship or dangerous conditions prevail.~~

Kindergarten half-day students shall be eligible for school bus service only one way for a fee using existing routes.

On occasion, school administrators or their designees may issue a bus pass to allow a child to ride home on another bus, on a space available basis for a fee.

Implementation of transportation services

Specific program transportation services will be provided as economically and effectively as possible to meet the needs of individual programs that allow students to pursue educational opportunities both within and outside the District.

Special education student transportation services

Transportation of students with special needs shall be in accordance with Federal and State statutes and regulations. Transportation services will be provided to meet the specific needs of special education students under the following criteria:

1. Special services department will convene an Individual Education Plan (IEP) team to determine the eligibility of related services.
2. If transportation will be discussed, a representative from the transportation department will be invited to attend the IEP meeting.
3. If transportation is identified as a “related service” of the IEP, then transportation services will be provided.
4. If required, transportation services for a special education student will be provided from address (curbside) to address (curbside).

Students that meet the criteria for Section 504 of The Rehabilitation Act of 1973 should request determination of eligibility for transportation services through the department of curriculum and instruction.

Siblings of special education students requiring transportation, going to the same location, may ride on the same bus on a space available basis, when the special education student is on board the bus for a fee.

Responsibilities

1. Students will:
 - a. know and follow all safety rules.
 - b. arrive at school, home and/or their assigned bus stops at the appropriate and designated times.
 - c. arrive at their designated bus stops at least five (5) minutes prior to the scheduled departure times (from their bus stop). Normally, students should go directly to/from school and/or their bus stops.

- d. get to/from school and/or their designated bus stops by the safest routes.
- e. obey all traffic signals and follow the directions provided by law enforcement officers, school crossing guards, school bus drivers, and other school officials in the performance of their duties.

2. Parents will:

a. assume responsibility for informing and enforcing their child'

a.b. have the **primary** responsibility to get their children to/from school and/or designated assigned locations for district-provided transportation. Students should arrive at their ~~ir-designated~~ bus stops at least 5 minutes prior to the scheduled departure times from the ~~ir~~ bus stop.

b.c. know their children's school start times, allowing enough walking or driving time to get to school and/or the ~~assigned~~ bus stop at the appropriate and designated time.

e.d. educate their children on proper safety measures to be taken while walking, biking, driving/riding as a passenger in a personal vehicle, riding on the school bus, or using public transportation. These should include, but not be limited to, safe walk routes, areas to avoid, proper procedures for crossing at intersections, observation of traffic signs and signals, bicycle safety, use of passenger restraints, and school bus safety practices to ensure the safety of their children.

d.e. know the route their children take to/from school and/or the bus stop.

e.f. set good examples for their children, as well as, other children by following rules of road, safety procedures, and complying with District/school policies and procedures.

f.g. exercise extreme caution and courtesy when driving in the vicinity of a school. When walking/driving follow all signs, flow of traffic, traffic laws, and so on, to ensure the safety of self, child, and pedestrians.

g.h. make the appropriate agencies aware of concerns and provide feasible solutions when they have a concern regarding safety.

3. School staff will:

- a. be aware of the flow of traffic to/from and around the school.

- b. whenever possible, make themselves visible to parents, students, drivers, and walkers to help assist with the flow of traffic at the school and watch for potential safety hazards.
 - c. review and recommend any changes for intersections, cross walks, signage, and so on, to be in place and visible to drivers and pedestrians and report discrepancies to the District or other appropriate city or county agency.
4. Falcon School District 49 will:
- a. ensure that the safety of children is a primary priority.
 - b. establish policies and procedures as they pertain to transported and non-transported areas.
 - c. work in conjunction with other governmental agencies to determine the need for crossing guards for elementary school students at locations where student safety assistance is necessary.
 - d. examine all schools and the surrounding areas to ensure that signs, walk routes, cross walks, traffic signals, and traffic flows are designed to provide for the safety of students. If any area is in need of improvements, it is the District's responsibility to notify appropriate agencies to remedy the problem.
 - e. ensure that policies and procedures are in place and effective communications flow from District, to schools, and to the parents.
 - f. promote school safety programs and provide safety information to students and parents, to assist in their responsibility of instructing their children.

Transportation Fee

The District may impose and collect a fee for the payment of excess transportation costs by adoption of a Board resolution, in accordance with state law. Prior to adoption of such Board resolution, the Board shall hold a public meeting to solicit and consider recommendations from, at a minimum, the District Accountability Committee or its equivalent; teachers; parents; students; and any statewide or local organization that represents parents, students and teachers within the District. The recommendations shall pertain to whether the Board should impose a transportation fee and to the proposed transportation fee schedule. Public notice of this meeting shall be provided at least 30 days prior to the meeting.

At a meeting held subsequent to the meeting at which the Board hears public comments and recommendations, the Board may adopt a transportation fee schedule and Board resolution to impose such a fee. In imposing any transportation fee, the District shall ensure that only those students who use the District's transportation services shall be required to pay the fee.

If the District has District charter schools: Prior to imposing any transportation fee on students enrolled in any District charter school, the District shall consult with the students' parents. The full amount of any transportation fee charged shall be used to offset the costs of providing District transportation services to these District charter school students.

Adopted: November 3, 2005.

Revised: August 12, 2010.

Revised:



BOARD OF EDUCATION AGENDA ITEM 4.02

BOARD MEETING OF: August 24, 2011

PREPARED BY: Kim Steeves, Human Resources Manager

TITLE OF AGENDA ITEM: Approval of Matters Relating to Administrative and Professional/Technical Personnel

ACTION/INFORMATION/DISCUSSION: Consent-Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for personnel changes

RATIONALE: (How will the expenditure meet the needs of students/expected results in student achievement)

- The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement.
- Retirement and resignations, if any, are included in this roster.

RELEVANT DATA AND EXPECTED OUTCOMES:

- By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Amount Budgeted: In accordance with Board of Education approved salary tables.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the recommendation of the administration for personnel changes listed on the attached sheet.

APPROVED BY: Becky Carter, Chief Education Officer **DATE:** August 19, 2011



BOARD OF EDUCATION AGENDA ITEM 4.03

BOARD MEETING OF: August 24, 2011

PREPARED BY: Kim Steeves, Human Resources Manager

TITLE OF AGENDA ITEM: Approval of Matters Relating to Licensed Personnel

ACTION/INFORMATION/DISCUSSION: Consent-Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for personnel changes

RATIONALE

- The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement.
- Retirement and resignations, if any, are included in this roster.

RELEVANT DATA AND EXPECTED OUTCOMES:

- By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Amount Budgeted: In accordance with Board of Education approved salary tables.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the recommendation of the administration for personnel changes listed on the attached sheet.

APPROVED BY: Becky Carter, Chief Education Officer **DATE:** August 19, 2011



BOARD OF EDUCATION AGENDA ITEM 4.04

BOARD MEETING OF: August 24, 2011

PREPARED BY: Lisa Hines, Educational Support Staff Liaison

TITLE OF AGENDA ITEM: Approval of Matters Relating to Educational Support Personnel

ACTION/INFORMATION/DISCUSSION: Consent-Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for personnel changes

RATIONALE:

- The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement.
- Retirement and resignations, if any, are included in this roster.

RELEVANT DATA AND EXPECTED OUTCOMES:

- By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Amount Budgeted: In accordance with Board of Education approved salary tables.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the recommendation of the administration for personnel changes listed on the attached sheet.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: August 19, 2011

Open Forum
5.00

Action Items
6.00



BOARD OF EDUCATION AGENDA ITEM 6.01

BOARD MEETING OF: August 24, 2011

PREPARED BY: Celina Thrutchley, Planning & Construction Tech
Melissa Andrews, District Planner

TITLE OF AGENDA ITEM: Artificial Turf and Stadium Lighting for Vista Ridge High School
Football Field

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Bids were received on Friday, August 19, 2011 for the design and construction of Artificial Turf and the installation of Stadium Lighting for the Football Field at Vista Ridge High School. The bid was advertised and posted on the website, as per board policy. There were a total of (3) bids received with Arrow J Landscape & Design, Inc. coming in with the lowest acceptable bid. The cost for the Artificial Turf is \$670,224.71 and the Stadium Lighting came in at \$229,971.52 for a total cost of \$900,196.23. We would also like to include a contingency of \$99,803.77 for any unforeseen issues that may come forward during the project to give us an overall total of \$1.0 million. Whatever is leftover on the contingency funds can be used for other projects that are to be completed for the stadium.

RATIONALE:

Funds allocated for watering and maintenance of field can be reallocated back into the classroom or for other capital needs.

RELEVANT DATA AND EXPECTED OUTCOMES:

The expected outcome is to provide the district with extensive water savings and reduced maintenance time and costs for the football field.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Amount Budgeted: \$1.0 million

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve Arrow J Landscape & Design, Inc. for designing and constructing the Artificial Turf and the installation of Stadium Lighting for the Football Field at Vista Ridge High School for the amount not to exceed \$1.0 million.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: August 22, 2011

Discussion Items

7.00



BOARD OF EDUCATION WORK SESSION AGENDA 7.01

BOARD MEETING OF: August 24, 2011

PREPARED BY: Loretta Branham, BOE Executive Assistant

TITLE OF AGENDA ITEM: Revision of Board of Education Policies
Revisions: GBGG - Staff Sick Leave, IKF - Graduation Requirements

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION, DESCRIPTION OF THE NEED:

- Policy GBGG is a combination of two separate sick leave policies, one for support personnel and the other for licensed staff. An error occurred when the two policies were combined and brought to the Board.
- Policy IKF deals with graduation requirements, with the approved graduation requirements for the Vista Ridge (Power Zone) and iConnect Zone at the June 9, 2011 by the Board the policy needs to also be revised.

RATIONALE:

The policy revisions correct an error and put the graduation requirements for the Vista Ridge (Power Zone) and iConnect Zone in the policies.

RELEVANT DATA AND EXPECTED OUTCOMES:

**RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS
ADDRESSED:**

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

COST OR COST ESTIMATION: No additional cost

MOTION REQUESTED:

N/A

APPROVED BY: Becky Carter, Chief Education Officer

DATE: August 17, 2011

Staff Sick Leave

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

Paid sick leave may be accumulated without limit at the following rates:

- a. Full year employees accumulate twelve (12) days or one (1) day for each month worked.
- b. Instructional staff and school year support staff accumulate ten (10) days or one (1) day for each month worked.

Sick leave may be taken for personal illness, personal medical appointments, and bereavement or for the necessary care and attendance of a member of the employee's immediate family. Educational Support Staff shall be permitted to use sick leave in hourly increments.

Sick leave may be accumulated up to a maximum of 120 work days or the equivalent of sick hours for the position held. An employee shall be paid at the rate of one half the substitute rate for that position for each day of unused sick leave accumulated over 120 days. Payment will be made on an annual basis.

Upon retirement, an employee who has worked for the Falcon School District for fifteen (15) or more years or who is eligible for Public Employees Retirement Association retirement and has at least five years service in the Falcon District shall be reimbursed at the current substitute rate of pay for that position up to a maximum of 120 days.

For the purposes of this policy, Administrators/Professional/Technical/Instructional staff shall be paid at ~~one-half~~ the substitute rate for teachers.

Evidence of illness may be required for approval of sick leave pay.

Sick leave shall not apply during vacation leave, paid holidays or leaves of absence.

Adopted: December 12, 2010.

Revised:

CROSS REFS.: GBGG-R, Catastrophic Leave Bank
GBC, FMLA Eligible Staff Leaves and Absences

Graduation Requirements

Graduation from Falcon School District #49 is based upon credits earned in high school. One credit denotes the successful completion of a full year of study. Credit is awarded on a semester basis only and requires a grade of "D" or higher. Variable credit at the quarter shall not be awarded.

A diploma shall be awarded to students attending the Sand Creek and Falcon Innovation Zones who complete a minimum of 27.5 credits. Graduation credits are as follows:

English	4.0 credits
Social Studies	3.5 credits
Additional 0.5 credit required in Economics	4.0 credits
Effective Class 2013	
Science	3.0 credits
Mathematics	3.0 credits
Practical Arts or Foreign Language.....	2.0 credits
Fine Arts	1.0 credits
Physical Education.....	1.0 credits
Health	0.5 credits
Elective Credits.....	9.5 credits
Elective Credits.....	9.0 credits
Effective Class 2013	
Total.....	27.5 credits

Diplomas of students attending the Sand Creek and Falcon Innovation Zones who meet the following requirements will include a college endorsement:

English	4.0 credits
American Literature and English Literature required	
Social Studies	4.0 credits
Science	4.0 credits
Chemistry required	

Mathematics	4.0 credits
Geometry and Algebra II required	
Foreign Language.....	2.0 credits
Two years of the same language required	
Fine Arts	1.0 credits
Physical Education.....	1.0 credits
Health	0.5 credits
Elective Credits.....	7.0 credits
Total.....	27.5 credits

A diploma shall be awarded to students attending the Vista Ridge (Power Zone) and iConnect Zone who complete the following credits:

Class of 2012 minimum of 26.5 credits

Class of 2013 minimum of 25.5 credits

Class of 2014 minimum of 24.5 credits

Class of 2015 minimum of 24 credits

Graduation credits are as follows:

English..... 4.0 credits

Social Studies..... 3.5 credits

Effective Class of 2012 Civics .5 credit reduction 3.0 credits

Science..... 3.0 credits

Mathematics..... 3.0 credits

Practical Arts or Foreign Language..... 2.0 credits

Effective Class of 2013 reduction of 1 credit 1.0 credits

Fine Arts..... 1.0 credits

Physical Education..... 1.0 credits

Health..... 0.5 credits

Elective Credits..... 9.5 credits

Effective Class of 2012 .5 credit reduction 9.0 credits

Effective Class of 2014 1 credit reduction 8.0 credits

Effective Class of 2015 .5 credit reduction 7.5 credits

Total 2012	26.5 credits
Total 2013	25.5 credits
Total 2014	24.5 credits
Total starting in 2015	24.0 credits

Diplomas of students attending the Vista Ridge (Power Zone) and iConnect Zone who meet the following requirements will include a college endorsement:

English..... 4.0 credits
American Literature and English Literature required

Social Studies..... 3.0 credits

Science..... 4.0 credits
Chemistry required

Mathematics..... 4.0 credits
Geometry and Algebra II required

Foreign Language..... 2.0 credits
Two years of the same language required

Fine Arts..... 1.0 credits

Physical Education..... 1.0 credits

Health..... 0.5 credits

Elective Credits..... 7.0 credits

Total..... 26.5 credits

At the discretion of the Board, elective credit may be awarded to students who earn specified scores on the Colorado Student Assessment Program (CSAP).

Middle school students may earn credit for high school level algebra and geometry classes which have been taught by a highly qualified teacher; the syllabus is to be identical to the course taught at the high school level.~~who is qualified to teach high school level courses specific to the content area of the class.~~ High school graduation credit will only be granted for those approved high school level classes in which middle school students have earned a grade of “A” or “B” or better.

One-half Physical Education credit can be earned per semester by:

- Successfully completing an athletic season

- Participating in a school sponsored activity, such as, JROTC drill, Civil Air Patrol, etc.
- Participating in marching band and successfully completing the required number of after school events

Two (2) .5 credits can be applied toward the 1.0 PE graduation requirement or 1.0 credit (elective) throughout a student's high school career.

The transcript posting will actually indicate the activity participated in during the semester.

Any student participating in a qualifying activity who due to unforeseen injury or circumstance is unable to complete the season may earn the attempted credit.

Final decisions will be determined by the building principal.

Contingent upon the approval of a counselor and the principal, college courses, correspondence courses, and night school courses may be accepted for high school credit. Independent study, work experience, and experience-based programs approved by a counselor and the principal may be taken for high school credit upon presentation of an instructional outline and objectives to be monitored by a faculty member.

Graduation requirements for students who have an IEP will be determined by the IEP Committee.

Current practice codified: 1980.

Adopted: date of manual adoption.

Revised: April 15, 1982.

Revised: May 16, 1986.

Revised: December 3, 1987.

Revised: April 18, 1991.

Revised: August 10, 2000.

Revised: March 7, 2002.

Revised: July 12, 2007.

Revised: January 10, 2008.

Revised: July 8, 2010.

Revised:



BOARD OF EDUCATION WORK SESSION AGENDA 7.02

BOARD MEETING OF: August 24, 2011

PREPARED BY: Loretta Branham, BOE Executive Assistant

TITLE OF AGENDA ITEM: Revision of Board of Education Policies

ACTION/INFORMATION/DISCUSSION: Discussion

FBC Prioritization of Facility Improvements, FEG-R Construction Contracts Bidding and Awards, FF-R Naming of Buildings and Facilities, GBCAG Staff Unpaid Leave of Absence, GBJ Personnel Records and Files, GBJ-R Personnel Records and Files, GBK-R Staff Complaints and Grievances, GBK-E Staff Complaints and Grievances, GCA Professional Staff Positions, GCI-R Staff Professional Development, GCKA Instructional Staff Transfer and Vacancy, GCQEA-R Guidelines for Transitional Retirement Plan, GCQF Discipline, Suspension and Dismissal of Professional Staff, GCU Professional Staff Membership in Professional and Union Organizations, GDA Educational Support Staff Positions, IA Instructional Goals and Learning Objectives, IC/ICA School Year/School Calendar/Instruction Time, IE Organization of Instruction, IGA Curriculum Development

BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:

- The only revisions to these policies are the titles of the administrators referred to in the policy.
- These changes align with the innovation plan approved by the Board of Education

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

COST OR COST ESTIMATION: No additional cost

MOTION REQUESTED:

NA

APPROVED BY: Becky Carter, Chief Education Officer

DATE: August 15, 2011

Prioritization of Facility Improvements

The Board of Education recognizes that not all facility improvement needs have the same level of importance. Therefore, the Board directs the Chief Education Officer and Chief Business Officer Superintendent to develop a process to prioritize the relative importance of each facility improvement need. The four following priority groups shall be used in prioritizing capital improvements:

1. Priority Group 1 – Critical projects
2. Priority Group 2 – Necessary projects
3. Priority Group 3 – Deferrable necessary projects
4. Priority Group 4 – Desirable projects

Adopted: December 11, 2008.

Reviewed: February 24, 2010.

Revised:

Construction Contracts Bidding and Awards

These regulations specify the conditions under which Board of Education members shall handle construction contracts, bidding and awards.

All projects to be bid shall be advertised in a paper of general circulation within the state at least ten (10) days prior to the date set for the opening of bids. The advertisement shall state that the bid documents may be procured by any qualified builder interested in participating in open competitive bidding for the construction of District facilities.

Each bidder shall be required to submit with the bid a bid bond in a sufficient amount to be determined by the estimated cost of the project in order to ensure that the lowest responsible bidder accepts the contract.

No bid for the construction, alteration, or repair of any building shall be accepted if it does not conform to the requirements of bid documents.

All contracts and all open market orders will be awarded to the supplier that offers the best value, taking into consideration the cost and quality of materials or services desired and their contribution to program goals.

In determining the award recipient, the following factors shall be considered:

1. possession of or access to appropriate financial, material, equipment, and personnel resources;
2. satisfactory record of performance and integrity;
3. bonding capacity;
4. and ability to legally contract with the District.

Contractors shall be required to provide specific information necessary to verify qualifications.

Bids shall be taken under advisement rather than arriving at an immediate selection, allowing ample time for careful study by the District and its representatives.

Whenever two or more bids of equal value are submitted by responsible bidders pursuant to the advertisement, the bid may be awarded to any one of those bidders as recommended to and approved by the Board at the discretion of the Chief Business Officer Superintendent or his/her designee.

The Board/~~Chief Business Officer Superintendent~~ reserves the right to reject any and all bids in whole or in part, to waive irregularities or technicalities, and to accept the bid which appears to be in the best interest of the District.

The contractor shall receive monthly payments for the work completed less a percentage to be determined to insure completion. The final pay application will be taken to the Board for approval upon completion of contract requirements following publication as provided by state law.

Adopted: December 9, 2010.

Revised:

LEGAL REFS.: C.R.S. 24-18-201
C.R.S. 24-91-102 through 24-91-220 (*Construction Contracts with Public Entities*)

CROSS REFS.: BBFA, Board Member Conflict of Interest
FEFB, Contractor's Affidavits and Guarantees

Procedure Naming of Buildings and Facilities Procedure

The process of naming a new building or facility shall be started before the building or facility is opened for use. The Planning Principal or building administrator primarily responsible for management of the building or facility shall initiate and supervise the following procedures:

1. A Naming Committee shall be organized and shall consist of a Planning Principal or building administrator, a building teacher, a student, a parent, a member from the school community and three ~~e~~District-wide community members. A ~~e~~District administrator shall serve as chairperson of the committee.
2. The committee shall research possible names. They should avoid names currently used for high schools in the state and currently used for middle and elementary schools in the region.
3. The committee shall resist hasty, ill-conceived, or emotional recommendations and should consider past precedent in the District, future impact upon the District, and the District philosophy when selecting names. The committee will develop a weighted scoring system.
4. The committee shall obtain a description from Central Office of the focus of the school to be included on the application for naming.
5. The committee shall make applications for name proposals available to students, staff, parents, and community members. Applications will be available on the District website. Completed applications are to include rationale for the recommended name and biographical information if the name involves a person. A date for submissions should be set.
6. The Naming Committee reads all applications and selects three proposed names to take as recommendations to the Board of Education. The recommendation shall include an overview of the process used by the committee, a review of all names that received serious consideration, and the justification and background for the recommended name.
7. The Board of Education shall make the final decision on the names of buildings and facilities.
8. The District administrator shall plan appropriate ground breaking and/or dedication ceremonies for the building or facility, after conferring with the Chief Education Officer Superintendent and/or his/her designee.

9. If the name selection is of someone who is living, the person must sign a waiver stating they will not pursue legal action for the use of their name.

Existing buildings or facilities may be renamed by the Board of Education. Normally the following procedures will be implemented after a name has been proposed by a District resident (s) or employee(s):

1. The Chief Education Officer Superintendent shall consider the proposed name and facility. She/he shall appoint a committee if necessary.
2. The Chief Education Officer Superintendent shall appoint co-chairpersons of a committee for the renaming of the building or facility. The co-chairs shall organize a committee that includes parents, patrons, employees, and when appropriate, students. The majority of this committee shall have a direct connection to the building or facility and at least one person shall have a recognized historical understanding of the building or facility. Committee membership shall be approved by the Chief Education Officer Superintendent or his/her designee.
3. The committee shall research the proposed name(s).
4. The committee shall resist hasty, ill-conceived, or emotional recommendations and should consider past precedent in the District, future impact upon the District, the impact on the community, the significance of the contributions(s) of the person or organization, and the philosophy of the District.
5. The committee shall make a recommendation to the Chief Education Officer Superintendent that shall include an overview of the process used by the committee, impact, and contributions of the person or organization, and the justification and background for the recommended name.
6. The Chief Education Officer Superintendent shall review the recommended names(s) and determine what name(s), if any, should be recommended to the Board of Education.
7. The Board of Education shall make the final decision on the names of buildings and facilities.
8. The co-chairs shall plan appropriate ceremonies for the renaming.

Adopted: June 8, 2006

Reviewed: January 13, 2011

Revised:

Staff Unpaid Leave of Absence

An employee having completed three (3) years of satisfactory performance may request an unpaid leave of absence. Such leave shall be submitted in writing to the Human Resources Department superintendent/designee, stating the purpose and length of the leave. Normally, such a request should be submitted as soon as possible preceding the school year in which the leave is to be taken but no later than March 1st. Upon recommendation of the Chief Education Officer/Chief Business Officersuperintendent and with the approval of the Board of Education, leave without compensation, increment or seniority credit may be granted for a period not to exceed one (1) school year. However, the ~~school~~ eDistrict may consider an extension based on the merits of the request and/or the needs of the eDistrict. Failure to so notify the eDistrict may be deemed to be refusal to obey reasonable rules of the eDistrict.

Notification of intent to return or request of an extension must be made in writing to the Human Resources Department superintendent/designee by March 1st prior to the school year in question.

The employee's sick leave and vacation time accumulation and placement on the salary schedule shall be frozen. Vacation and/or sick leave will not accrue during a medical leave of absence. Holiday and snow day pay will not be granted during the leave.

The employee returning from an unpaid leave shall not be guaranteed his/her previous position in the eDistrict but shall be guaranteed a position in the eDistrict commensurate with his/her training and/or experience.

Employees may continue health and/or other benefits in force as annually contracted by the eDistrict by making payments themselves subject to any provisions and/or restrictions imposed by the insurance carriers. Payment in advance for said benefits shall be forwarded to the eDistrict in increments to be arranged between the eDistrict and employee.

Adopted: June 17, 2009

Revised:

Personnel Records and Files

The ~~Chief Business Officer~~Superintendent or designee is authorized to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each administrative, licensed, and education support employee shall be accurately maintained in the District administrative office. Personnel records shall include home addresses, telephone numbers, salary and benefit information and other information necessary to maintain the employer-employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The ~~Superintendent~~Chief Business Officer or designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the ~~d~~District on a confidential basis by universities, colleges or persons not connected with the District.
4. The following information in personnel records and files shall be available for public inspection:
 - a. Applications of past or current employees
 - b. Employment agreements
 - c. Any amount paid or benefit provided incident to termination of employment
 - d. Performance ratings except for evaluations of licensed personnel as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to the evaluate, to the administrators who supervise his or her work, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision; except that portions of the Chief Education Officer, Innovation Zone Leaders, Chief Business Officer Superintendent's evaluations shall be open to public inspection, in accordance with state law.

6. A written evaluation or any other personnel record shall not reflect any good faith actions of any employee which were in compliance with the [eD](#)istrict's discipline code.
7. District employee's home addresses and telephone numbers shall not be released for general public or commercial use.
8. Personnel records shall be available upon request to members of the Board of Education.
9. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and [eD](#)istrict policy.

Adopted: April 21, 1977.

Revised to conform with practice: date of manual adoption.

Revised to conform with practice: date of manual revision.

Revised: August 4, 1994.

Reviewed: May 11, 2000.

Revised: January 11, 2001.

Revised: December 9, 2010.

Revised:

LEGAL REFS.: C.R.S. 22-9-109 (*exemption from public inspection*)
C.R.S. [22-32-109.1](#)(9) (*immunity provisions in safe schools law*)
C.R.S. 24-19-108(1)(c)
C.R.S. 24-72-202(1.3) and (4.5)
C.R.S. 24-72-204(*allowance or denial of inspection-grounds-procedure-appeal-definitions*)

CROSS REFS.:

[CBB](#), Recruitment of Superintendent

JK, Student Discipline

[KDB](#), Public's Right to Know/Freedom of Information

Personnel Records and Files

Who has access to a personnel file

1. ~~Director of~~ Human Resources ~~and human resources~~ staff.
2. Individual (with supervision by the Human Resources Department Director or designee).
3. A member of the supervisory chain.
4. Board of Education (acting in official capacity as a group through the Chief Education Officer/Chief Business Officer~~Superintendent~~).

Materials kept on file

Those items used to describe an individual employee's job performance, qualifications, and conduct.

1. **Items to be included:** performance appraisal documents, written reprimands, attendance records, training records, official documents describing an employee's education and experience, the application, and mandated forms.
2. **Items to be excluded:** parent comments, student comments, and items that do not fit in the inclusive section.

Retention of material

1. **Employees:** (as long as relevant for employment decision-making)
 - a. Active file: all basic performance evaluation documentation and written reprimands for up to seven years.
 - b. Archive file: will be established to maintain employee information which is more than seven (7) years old.
2. **Past employees:** ten (10) years after retirement or separation.

Internal review process

Periodically, the Human Resources Department will review files to ensure that files are being maintained properly. Any inappropriate material will be removed and returned to the individual.

Removal of information procedure

All items placed in a personnel file will remain intact, with the possible addition of documentation from the employee on an item of contrary opinion. Only in situations where a specific timeline has been outlined by a supervisor and employee will any item be deleted. It becomes the employee's obligation to review their file to ensure the deletion of any material which has a specific timeline for deletion.

Appeal process

An individual who disagrees with the procedure or decision of the ~~director of~~ Human Resources Department ~~an resources~~ may appeal to the Chief Education Officer/Chief Business Officer Superintendent for relief. The Chief Education Officer/ Chief Business Officer's Superintendent's decision will be final.

Individual inspection

Files will be available for employees to review. Employees shall contact human resources to schedule a review of files.

Right to copy

At any time an individual may ask to have items copied by the Human Resources Department for their personal use. Applicable charges may apply at the current rate for copies.

Sign-in cards

The Human Resources Department will maintain a review card for each individual file. This will allow the individual to know who has viewed the file and when.

No confidential file information will be released to an unauthorized party. All files will be maintained in the human resources office or appropriate storage facility.

Adopted: October 7, 1993.

Reviewed: May 11, 2000.

Revised: January 11, 2001.

Revised: December 9, 2010.

Revised:

Staff Complaints and Grievances

Purpose

A good working and learning atmosphere is achieved and maintained by promptly resolving problems that arise in the work place in an equitable and appropriate manner. Problems may consist of perceived misinterpretation of Board of Education Policy, or r regulations. The purpose of the following Grievance Procedure is to secure, at the lowest administrative level equitable and appropriate solutions to such work place problems through the sincere efforts of all persons involved to work toward constructive, solutions in an atmosphere of courtesy and cooperation.

Definitions

1. Grievant: an employee or employees who are directly affected by a District decision or action and object to it.
2. Days: will be referred to in this policy as those regularly scheduled working days that the administrative office(s) are open.

Procedure

The employee may choose a person to assist him or her at any step of the grievance procedure.

Individual or group grievances by employees shall be resolved as follows:

- Step 1. The grievance shall first be presented in writing on forms provided by the District in policy exhibit GBK-E to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. That person shall render a written decision within ten (10) working days.
- Step 2. If the grievance is not solved at Step 1, the employee may present the written grievance to the ~~Director of~~ Human Resources Department who shall review the grievance and the report from Step 1 and render a written decision within ten (10) working days of receipt of the report from Step 1.
- Step 3. If the grievance is not solved at Step 2, the employee may present the written grievance to the Chief Education Officer/Chief Business Officer ~~Superintendent~~ or designee who shall conduct a hearing within ten (10) working days of receipt of the report from Step 2 and shall render a written decision within ten (10) working days of the hearing.

Step 4. If the grievance is not solved at Step 3, the employee may request a hearing before the Board of Education, which will be held within fifteen (15) working days of receipt of the report from Step 3. The decision of the Board shall be final and shall be made in writing within fifteen (15) working days of the hearing.

This procedure shall not abrogate the rights and responsibilities of the Board of Education under Colorado law or any other applicable laws.

Reviewed: May 11, 2000.

Revised: January 11, 2001.

Revised: May 28, 2008

Revised: December 9, 2010.

Revised:

Falcon School District 49
Employee Grievance Form

Employee Name: _____

Work Location: _____

Position: _____

Board Policy and/or Regulation violated: _____

Date of alleged violation: _____

STEP 1

Date of meeting: _____

Persons in attendance:

Results of meeting (grievant perspective):

Desired Remedy (grievant perspective):

Signature of employee: _____

Date _____

STEP 2

Date filed with ~~the Director of~~ Human Resources

~~Department~~: _____

Date of meeting:

Persons in attendance:

Findings:

Signature of ~~Director of~~ Human Resources

~~Representative~~: _____ Date _____

Copy to: Employee

Original: Human Resources Department

STEP 3

Date of appeal to Chief Education Officer/Chief Business

~~Officer~~Superintendent: _____

Date of

meeting: _____

Persons in attendance:

Findings:

Signature of Chief Education Officer/Chief Business Officer~~Superintendent~~:

Date _____

Copy to: Employee

Original: Human Resources Department

STEP 4

Date of appeal to Board of Education:

Date of meeting:

Persons in attendance:

Findings:

Signature of Board Member: _____

Date _____

Copy to: Employee

Original: Human Resources Department

Professional Staff Positions

All certificated, administrative, and supervisory positions in the ~~school d~~District shall be established initially by the Board of Education. All changes in the titles and/or responsibilities of administrative and supervisory positions shall be approved by the Board.

In each case, the Board shall approve the broad purpose and function of the position in harmony with state laws and regulations and approve a statement of job requirements as recommended by the Chief Education Officer, Innovation Zone Leader or Chief Business Officer.~~superintendent~~.

The Board delegates to the Chief Education Officer, Innovation Zone Leader, Chief Business Officer or designee.~~superintendent~~ the task of writing job descriptions, which must include any physical capabilities required for specific positions.

Any administrative contract of employment with the District shall be effective only after it has been authorized by the Board of Education in appropriate action, recorded in its minutes, and executed by the parties, subject only to the conditions and limitations prescribed by Colorado law. Further, each proposed administrative contract of employment with the District shall include the following statement. "This Contract shall not be effective until approved by the Board of Education by means of a recorded vote."

Current practice codified: 1980.

Adopted: date of manual adoption.

Reviewed: May 11, 2000.

Revised: October 8, 2009

Revised:

LEGAL REFS.: C.R.S. 22-32-110(1)(h)
C.R.S. 22-60-101 through 22-60-105
C.R.S. 22-63-103

Note: Job descriptions for all personnel are filed in the district's job description manual, available in the personnel office.

Staff Professional Development

The Board of Education recognizes the importance of developing, improving, and extending staff skills. The District shall provide opportunities to ensure continued growth through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time. The dates of all in-service programs shall be included in the District on line staff development registration system or individual school calendar.
2. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
3. Sabbaticals and other leaves of absence for advanced educational training.
4. Salary credit for additional educational training in accordance with the salary schedule.

The Chief Education Officer, Innovation Zone Leaders, Chief Business Officer Superintendent or designee shall have authority to approve released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

The following general rules will be used by teachers and their supervisors for the development and approval of plans for professional growth activities:

1. Approved activities will be those which:
 - a. Develop increased competence in a present teaching contract area
 - b. Assist teachers who change or plan to change from one teaching area to another
 - c. Develop competencies in additional curriculum or instructional skills areas
 - d. Contribute to the ability of a teacher to stimulate student growth in the directions indicated by the district's and the individual school's goals
2. Activities may be recognized for professional growth credits following the signing of a contract with the district for employment as a certificated staff member on the salary schedule.
3. Activities may be recognized for professional growth credits while on an approved leave of absence from the district.

Adopted: January 20, 1983.

Reviewed: May 11, 2000.

Revised: November 11, 2010.

Revised:

Instructional Staff Transfer and Vacancy

General principles

The assignment of instructional staff members and their voluntary transfer to positions in the various schools and departments of the District shall be recommended by the Chief Education Officer Superintendent and approved by the Board of Education. The following criteria shall serve as guidelines:

1. Recommendation and/or approval of the principal(s) involved.
2. Contribution which staff member could make to student achievement in a new position.
3. Qualifications of staff member, including teacher's level of endorsement, compared to those of outside candidates, both for position to be vacated and for position to be filled.
4. Opportunity for the staff member's professional growth.
5. Desires of staff member regarding assignment or transfer.

Probationary teachers are not eligible for voluntary transfers. The assignment of a teacher to a specific building will not imply permanent assignment to that building.

Adopted: August 6, 1992.

Reviewed: May 11, 2000.

Revised: December 9, 2010.

Revised:

LEGAL REFS.: C.R.S. [22-32-126](#)(3) (*principal submits recommendations to superintendent*)

C.R.S. [22-63-206](#) (*transfer of teachers and compensation*)

Guidelines for Employment of Retired Persons

The following are the guidelines that will govern the employment of retired persons by Falcon School District. In addition to eDistrict guidelines, PERA regulations will also need to be followed.

1. Any individual retiring from the eDistrict and taking PERA benefits must allow for one (1) month separation from actual work. This PERA rule is supported by a financial penalty of 5% of the benefit for each day worked.
2. An employee must submit a letter of application to the human resource office at least 60 days prior to the actual retirement date.
3. The Board of Education shall give final approval to determine which employees are selected for participation. Consideration for participation will include the needs of the eDistrict, past performance of the employee, and the recommendation of their immediate supervisor and the Chief Education Officer, superintendent or Chief Business Officer.

If an individual is approved:

1. Participants in a retirement plan will receive a salary commensurate with their last placement. No raise will be granted to individuals approved for the plan.
2. Licensed participants must have a valid Colorado teaching license.
3. The eDistrict will not provide any insurance benefits.
4. The eDistrict will not make any PERA contributions on behalf of the employee.
5. Participants in a retirement plan shall not be provided with any paid holidays, paid vacations, or leaves.
6. Licensed participants working under a retirement plan must execute a retirement contract in which they waive any and all rights and remedies available under the provisions of the Colorado Teacher Employment, Compensation, and Dismissal Act (C.R.S. 22-63-101).

Adopted: June 27, 2001.

Revised: December 10, 2009

Revised:

**Discipline, Suspension, and Dismissal of Professional Staff
(And Contract Nonrenewal)**

The Board of Education shall follow procedures established by law for the suspension and dismissal of certificated teachers.

Full time probationary teachers, currently employed by the Board, shall be re-employed for the succeeding academic year at the appropriate salary unless the Board does not renew the contract of such teacher pursuant to law.

This provision also shall apply to teachers employed on a part-time continuous basis by the ~~e~~District and by the Pikes Peak Board of Cooperative Educational Services.

The Chief Education Officer, Innovation Zone Leader, Chief Business Officer Superintendent shall be authorized for good cause to suspend with pay or place on administrative leave a professional staff member as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The Chief Education Officer, Innovation Zone Leader, or Chief Business Officer Superintendent shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted.

A teacher shall not be subject to any disciplinary proceeding including dismissal for actions which were in good faith and in compliance with the District's discipline code, nor shall a contract nonrenewal be based on such lawful actions.

The District shall not obtain consumer credit reports on a current employee unless the District is evaluating the employee for promotion, reassignment or retention. In all cases where credit reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the District shall comply with the Fair Credit Reporting Act.

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

If the District learns that a current employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the Chief Education Officer, Innovation Zone Leader, Chief Business Officer Superintendent shall immediately report this information to CDE.

In addition, the Chief Education Officer Superintendent shall immediately notify CDE when a dismissal action against a licensed employee is based upon the employee's conviction, guilty plea, plea of nolo-contendere, or deferred sentence for any of the following offenses:

- a. any felony, including but not limited to felony child abuse, felony unlawful sexual behavior, a felony offense involving unlawful sexual behavior, and a felony offense involving an act of domestic violence;
- b. a crime of violence;
- c. indecent exposure;
- d. contributing to the delinquency of a minor;
- e. misdemeanor domestic violence;
- f. misdemeanor sexual assault;
- g. misdemeanor unlawful sexual conduct;
- h. misdemeanor sexual assault on a client by a psychotherapist;
- i. misdemeanor child abuse;
- j. misdemeanor sexual exploitation of children;
- k. misdemeanor involving the illegal sale of controlled substances;
- l. physical assault;
- m. battery; or
- n. a drug-related offense.

The Chief Education Officer superintendent shall also notify CDE when:

- a. The county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred

and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the [eD](#)istrict.

- b. The Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

Adopted: April 21, 1977.

Revised to conform with practice: date of manual adoption.

Revised to conform with practice: date of manual revision.

Revised: August 4, 1994.

Reviewed: May 11, 2000.

Revised: October 7, 2010.

Revised:

LEGAL REFS.: C.R.S. [19-3-301](#) et seq. (*Child Protection Act of 1987*)
C.R.S. [22-2-119](#) (*duty to make inquiries prior to hiring*)
C.R.S. [22-32-109.1](#)(9) (*immunity provisions in safe schools law*)
C.R.S. [22-32-109.7](#) (*specific duties regarding hiring inquiries and reporting*)
C.R.S. [22-63-202](#) (3) (*temporary suspension during contract period*)
C.R.S. [22-63-202](#) (4) (*disclosure of reasons why left employment*)
C.R.S. [22-63-203](#) (*renewal and non-renewal of probationary teacher contracts*)
C.R.S. [22-63-301](#) et seq. (*dismissal of licensed staff*)
1 CCR [301-37](#), Rules 2260.5-R-15.00 et seq. (*mandatory reporting requirements*)
15 U.S.C. 1681 et seq. (*Fair Credit Reporting Act*)

CROSS REF.: [GBG](#), Liability of School Personnel/Staff Protection

**Professional Staff Membership
in Professional and Union Organizations**

Teachers may affiliate with professional organizations. They are urged to maintain a high interest in and membership in organizations related specifically to their own work. Such memberships shall be maintained by the individual unless of a nature benefiting the school program or required for certain types of participation in professional development opportunities. Such unusual circumstances must be authorized by the- Chief Education Officer, Innovation Zone Leader, Chief Business Officer Superintendent.

However, neither the Board of Education nor the recognized association shall discriminate against any teacher because of membership or non-membership or participation or nonparticipation in the activities of the association or any other employee organization.

Adopted: April 21, 1977.

Revised: June 19, 1980.

Revised to conform with practice: date of manual revision.

Reviewed: May 11, 2000.

Revised: October 7, 2010.

Revised:

CROSS REF.: DKB, Salary Deductions

Educational Support Staff Positions

All educational support staff positions in the school system shall be established initially by the Board of Education.

All paraprofessionals who provide instructional support for students in Title I School-wide Programs, Targeted Assistance Programs, and programs funded by IDEA shall meet the qualifications set forth in federal law and regulations.

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

In each case, the Board shall approve a statement of job requirements as presented by the Chief Education Officer superintendent and Chief Business Officer. This shall be in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities, and any required physical capabilities.

Only the Board may abolish a position that it has created.

Current practice codified: 1980.

Adopted: date of manual adoption.

Revised: April 18, 1985.

Revised: June 2, 1988.

Revised to conform with practice: date of manual revision.

Reviewed: May 11, 2000.

Revised: December 13, 2001.

Revised: October 7, 2010.

Revised:

LEGAL REFS.: C.R.S. 22-32-109(1)(f) *Board of education – specific duties*
C.R.S. 22-32-110 (1)(h), (ee) *Board of education – specific powers*

CROSS REF.: GDQD, Discipline, Suspension, and Dismissal of Support Staff
GDE/GDF, Support Staff Hiring/Recruiting

Note: Job descriptions for support staff positions are on the District web site www.d49.org.

Instructional Goals and Learning Objectives

The Board has adopted a standards-based system of education with content standards for specific courses of study. Content standards are a compilation of specific statements of what a student should know or be able to do relative to a particular academic area.

The Chief Education Officer superintendent or his/her designee shall have overall responsibility for implementing content standards into the instructional programs of all district schools. Instruction shall be conducted in order to achieve the relevant content standards and shall be designed so that student attitudes support personal achievement of relevant content standards. Learning methods used by teachers shall logically connect with the relevant content standards and appropriate assessments.

Implementation of standards-based education involves a continuous process of:

1. Revising curriculum and programs of instruction to align them with the districts adopted content standards to provide students with the educational experiences needed to achieve the district's standards.
2. Developing assessments, adopting or customizing already developed assessments which will adequately measure each student's progress toward achievement of the content standards.
3. Addressing the different learning styles and needs of students of various backgrounds and abilities and eliminating barriers to equity.

Adopted: September 2, 1999.

Revised: February 11, 2010.

Revised:

LEGAL REF.: C.R.S. 22-7-407 *Adoption of content standards by districts*
C.R.S. 22-32-109 (1)(t) *Board of education – specific duties*

CROSS REFS.: AD, Educational Philosophy/School District Mission
AEA, Standards Based Education
JA, Student Policies Goals

NOTE: The district's content standards are available in the administration office.

School Year/School Calendar/Instruction Time

Prior to the end of the school year, the Board of Education shall determine the length of time during which district schools shall be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact shall be consistent with the Board's definition of "actively engaged in the educational process," shall meet or exceed the requirements of state law, and shall include a sufficient number of days to allow the Chief Education Officer, Innovation Leaders superintendent flexibility in preparing a calendar that supports the eDistrict's educational objectives, including how best to address the needs of all students to enable them to meet or exceed state and District content standards

Portions adopted: April 21, 1977, and November 3, 1977.

Revised to conform with practice: date of manual adoption.

Revised: August 4, 1994.

Revised: September 2, 1999.

Revised: December 12, 2002 (*emergency*).

Revised: January 9, 2003.

Revised: August 14, 2003. (*emergency*)

Revised: September 4, 2003.

Revised: February 11, 2010.

Revised:

LEGAL REFS.: C.R.S. 22-1-112 (*School year national holidays*)
C.R.S. 22-32-109 (1)(n) (*Board of education – specific powers and duties – safe schools*)
C.R.S. 22-33-102 (1) (*definitions*)
C.R.S. 22-33-104 (1) (*Compulsory school attendance*)
C.R.S. 22-44-115.5 (*Fiscal emergency – effect on budget*)

CROSS REF.: EBCE, School Closings and Cancellations

NOTE 1: State law establishes the school year as 1080 hours of planned teacher-student instruction for secondary school students (high school, middle school, or junior high), 990 hours of such instruction for elementary school students other than kindergartners, 900 hours of such instruction for full-day kindergarten program and 450 hours of such instruction for a half-day kindergarten program. The actual hours of teacher-student instruction may be reduced for parent/teacher conferences, staff in-service programs and closings due to student health, safety or welfare concerns to 1056 hours for secondary students, 968 hours for elementary students other than kindergartners, 870 hours for full-day kindergarten students and 435 hours for half-day kindergarten students. In no case shall a school schedule fewer than 160 days without specific prior approval of the commissioner of education.

Teacher-Pupil Instruction Minimum Hours/Days

Half-Day Kindergarten 450 hours (can be reduced* to 435 hours) 160 days
Full-Day Kindergarten 900 hours (can be reduced* to 870 hours) 160 days
Elementary (besides kindergarten) 990 hours (can be reduced* to 968 hours) 160 days
Secondary 1,080 hours (can be reduced* to 1,056 hours) 160 days

*Can be reduced for parent/teacher conferences, staff in-service and closings necessary for student health, safety or welfare

Organization of Instruction

The Board of Education shall provide elementary and secondary education extending from kindergarten through grade 12. The schools shall operate as a single unit under the direction of the ~~-Chief Education Officer~~superintendent.

Normally, kindergarten and first five grades shall constitute the elementary schools; middle schools contain grades six, seven, and eight; and high schools shall include grades nine through twelve. However, the grade-level configurations of the school shall remain flexible to meet the growth needs of the District.

Adopted: November 3, 1977.

Revised: May 17, 1984.

Revised: February 14, 1991.

Revised to conform with practice: date of manual revision.

Revised: September 2, 1999.

Reviewed: January 14, 2010.

Revised:

LEGAL REFS.: C.R.S. 22-32-109 (1)(v) (*Board of education – specific duties*)

C.R.S. 22-32-119 (*Kindergartens*)

Curriculum Development

Constant adaptation and development of the curriculum is necessary if the District is to meet the needs of the students in its schools.

To be successful, curriculum development must be a cooperative enterprise involving all staff members, carried out under the competent leadership of the ~~Chief Education Officer or superintendent or his/her~~ designee and using all available resources. Carefully conducted and supervised trial courses and/or pilot programs are desirable.

The curriculum shall provide a program of instruction based on and designed to enable students to meet or exceed the State and Board-adopted standards for student performance. In order to meet the needs of all students, a variety of educational programs and instructional strategies should be offered.

The Board expects its faculty and administration to regularly evaluate the education program and to recommend modifications of practice and changes in curriculum content, as well as the addition of new courses to the instructional program.

All teachers have professional obligations to the school program beyond regular classroom duties, and these duties shall include work on curriculum committees. It is expected that all teachers will make a contribution to this work. The Board will hear regular reports on District programs as well as on the ongoing work of the curriculum committees.

Current practiced codified: 1992.

Adopted: date of manual revision.

Revised: September 2, 1999.

Revised: February 11, 2010.

Revised:

LEGAL REF.: C.R.S. 22-7-407 (*Adoption of content standards by districts*)
1 CCR 301-1, Rules 2202-R-2.07 (2)

CROSS REFS.: AEA, Standards Based Education
IA, Instructional Goals and Learning Objectives



BOARD OF EDUCATION AGENDA ITEM 7.03

BOARD MEETING OF: August 24, 2011

PREPARED BY: Sally McDermott, Human Resources Manager

TITLE OF AGENDA ITEM: Approval of Board of Education Policy GBGGA

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for policy changes to begin with 2011-12 academic year

RATIONALE:

- The review of confidential medical information is governed by Federal HIPAA regulations and as such should be limited to reviewers that are current in the requirements of FMLA, ADA, HIPAA, etc.
- By keeping the policy review committee within the Human Resources Department, this will ensure that all applicants will receive the same consistent review and decision making.
- The review committee will represent all areas of personnel including benefits, worker's compensations, administration, professional-technical, instructional and support staff.

RELEVANT DATA AND EXPECTED OUTCOMES:

- By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

- | | |
|--|--|
| <input type="checkbox"/> Student Achievement and Performance | <input type="checkbox"/> Staff Empowerment and Support |
| <input type="checkbox"/> Parent/Community Engagement | <input type="checkbox"/> Social and Ethical Responsibility |
| <input checked="" type="checkbox"/> Operational Efficiency and Systems Effectiveness | |

FUNDING REQUIRED: Yes No

N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

N/A

APPROVED BY: Brett Ridgway, Chief Business Officer **DATE:** August 22, 2011

Catastrophic Leave Bank

Falcon School District #49 shall maintain a voluntary Catastrophic Leave Bank for its participating employees. The purpose of the Catastrophic Leave Bank is to provide a source of income continuation for a participating employee who sustains a catastrophic illness or injury and has not yet qualified for disability benefits or for an employee who needs to care for a family member with a catastrophic illness or injury. The responsibility for this bank with regard to the allotment of days or benefits to those participating is not the responsibility of the District; this is an activity independent of District benefits and was established by those who wish to contribute to help members in the case of catastrophic illness or injuries. Membership under these guidelines is voluntary.

Definition for Catastrophic injury, illness:

The Catastrophic Leave Bank shall be available only for those contributing staff members who meet with the following definition of catastrophic diagnosis.

Catastrophic Illness/Injury: An illness or injury of such magnitude that the employee's life is endangered and/or his/her health is impaired to such an extent that he/she has no option but to seek immediate medical treatment that requires extended time away from the job. The following list is not exhaustive, but identifies some health conditions that are included and excluded as catastrophic under this definition.

Included:	Excluded:
<ul style="list-style-type: none">• Cancer(s)/Tumor(s)• Heart Attack• Aneurysm• Stroke• Non-Elective Surgery• Debilitating/Immobilizing Injury or Condition• Acute Illness/Disease	<ul style="list-style-type: none">• Elective Surgery• Pregnancy/Delivery Without Severe Complications• Recurring Infection (Cold, flu, etc.)

Requires certification by a physician stating that it would be impossible for the employee to perform the basic functions of his/her job.

A. General provisions

1. Days drawn against the Catastrophic Leave Bank are not intended to cover all types of absences which could be covered with sick leave or other provisions of Board policy, but rather may only be used for catastrophic illness or injury not covered by a third party, to an individual employee or to a Family Medical Leave Act (FMLA) qualified

~~dependent/relative the employee's spouse and/or dependent children,~~ which prevents the employee from working for reasons beyond the employee's control. The Catastrophic Leave Bank will not consider worker's compensation, illness or other incidents covered by disability insurance.

~~2. Examples of illnesses, injuries or conditions that would not qualify for use of the Catastrophic Leave Bank include, but are not limited to, all forms of elective surgery and common illnesses or conditions such as flu, chicken pox, pregnancy, menopause, sprains, strains or lupus, in ordinary cases where same does not result in unusual complications.~~

~~Several major categories of common elective procedures include:~~

- ~~• Plastic surgery. Cosmetic or reconstructive surgery that improves appearance and in some cases, physical function.~~
- ~~• Refractive surgery. Laser surgery for vision correction.~~
- ~~• Gynecological surgery. Either medically necessary or optional surgery (e.g., hysterectomy, tubal ligation).~~
- ~~• Exploratory or diagnostic surgery. Surgery to determine the origin and extent of a medical problem, or to biopsy tissue samples.~~
- ~~• Cardiovascular surgery. Non-emergency procedures to improve blood flow or heart function, such as angioplasty or the implantation of a pacemaker.~~
- ~~• Musculoskeletal system surgery. Orthopedic surgical procedures, such as hip replacement and ACL reconstruction.~~

~~The Bank may not be available for an employee injured as a result of but not limited to voluntarily activities outside of the work environment to include Non-District employment. Similarly, bB~~ Bank days are intended only for when the qualifying condition requires the employee to be absent from work either due to the employee's own medical ~~or psychological~~ condition, or the need to serve as a necessary caregiver for a FMLA qualified dependent/relative the employee's spouse or dependent children.

~~3. Complications arising out of the conditions described in Paragraph A2 above, could qualify for use of the Catastrophic Leave Bank, where serious complications arising out of said conditions require hospitalization or direct care of a physician (Ex: hemorrhaging resulting from elective surgery). In the case of pregnancy, such complications can arise both before and after the birth of the child.~~

~~4.~~ 2. In making its determination of the validity of a member employee's request, the committee shall review information presented by the member

employee and may consider information available from any other source, or request additional information; and/or a second opinion from another physician at the employee's expense. ~~or verification from a member employee, and shall give consideration to the following factors:~~

~~a. Member's past conservation and fair use of leave policies;~~

~~b. The seriousness of past and current illnesses and injuries; and~~

~~c. Any unusual circumstances involved.~~

~~5.3~~ An employee who has been granted Catastrophic Leave Bank days will be paid at the daily or hourly rate that he/she normally earns for the days and hours that he/she is normally scheduled to work.

~~6.4.~~ Days contributed to the bank shall not be refunded or reimbursed to the contributing employee.

~~7.5.~~ Membership in the Catastrophic Leave Bank is voluntary and shall be open to all employees of the District who receive sick days excluding employees on INR contracts.

~~8.6.~~ A membership year shall coincide with the member's contract year. ~~(July 1-June 30).~~

B. Enrollment

1. ~~Newly hired~~Eligible employees with less than one year District work experience are not eligible to apply for membership in the Catastrophic Leave Bank by contributing one (1) sick leave day to the bank. This is done by submitting an "application for Catastrophic Leave Bank membership" form within five (5) working days of the employee's new hire orientation.

2. Otherwise all other eligible employees may apply for membership by submitting an "application for ~~e~~Catastrophic ~~l~~leave ~~b~~Bank membership" ~~form.~~ during the bank's open enrollment period from ~~July~~ August 1st through August 31st, at the beginning of each school year.

~~Employees desiring membership in the Bank will be required to contribute one (1) day of sick leave as an initial contribution.~~

~~An employee may enroll in the bank by contributing one (1) sick leave day to the bank. This is done by submitting an "application for Catastrophic Leave Bank membership" form within 20 working days of the employee's new hire orientation.~~

~~2. Enrollment after the initial enrollment period shall be held during the open enrollment period at the beginning of the school year.~~

C. Maintenance

1. Membership is maintained by contributing additional days to the bank when requested by the Catastrophic Leave Bank committee. If at any time the number of days in the bank drops below .5 days times the number of bank members, members shall be asked to contribute another day to the bank.
2. Members shall have 30 working days after receipt of such a request to make their contribution.
3. Members who fail to contribute another day when asked to do so shall be deemed to have waived their right to continue as a member of the bank or to use bank days, unless that member is unable to contribute additional days, in which case, that member may maintain membership if the Catastrophic Leave Bank Committee determines that he/she has shown good cause, in writing, for not being able to contribute an additional day.

~~a. Members granted such an exception shall contribute another day to the bank as soon as they have a day to give.~~

~~b. Employees who have waived their right to continue as members must comply with the provisions in Section B.1 and B.2 in order to re-enroll in the bank.~~

~~c.a.~~ Employees withdrawing Catastrophic Leave Bank days from the Bank will be required to re-donate (1) day at the beginning of the next open enrollment school year.

D. Administration

1. A committee shall be established and maintained for the purpose of administering the provisions of this policy and making any determinations necessary.
2. The Catastrophic Leave Bank Committee shall be composed of Human Resources personnel who will represent all areas including Support, Licensed, Administrative, Professional/Technical staff and Benefits. ~~consist of five members of the bank (one administrator, two licensed members, and two classified members). Members shall serve three-year terms. A chairperson shall be elected from among the members, who shall serve a one-year term as chairperson.~~

~~3. The Human Resources Department representative shall be a participant of the committee but shall have no vote in the proceedings of the committee and shall not serve as chairperson.~~

E. Procedures and limits for withdrawal of days

1. Requests for bank days shall be limited to a catastrophic illness or injury to the employee or employee's spouse or dependent children, which requires hospitalization or the direct care of a physician, and which prevents the employee from working. The request must be accompanied by physician's signed statement supporting the need for the employee's absence from work. In some cases a second opinion or additional information may be required at the employees expense.
2. Requests for bank days shall be submitted on the Catastrophic Leave Sick-Bank Application Form," to the catastrophic bank committee whenever it appears that the employee qualifies or will qualify for the benefit. ~~but no later than 20 working days after the member returns to work.~~ A member must exhaust his/her accrued sickleave days prior to being granted days from the bank. A member must have 5 or more full days of consecutive absences to apply. Days will be granted as follows:

First year employees –	0 days
Second year employees -	20 days
Third year employees -	30 days
Fourth year employees-	40 days
Fifth year employees and above	60 days
(Maximum day allowed are 60.)	

A member may be granted up to 20 days from the bank per request.

3. No member shall be granted more than their maximum days that are allowed per the above matrix ~~per occurrence. In the event that an illness or injury requires an absence in two school years, the maximum number of days still apply per occurrence.~~
4. Catastrophic Leave Bank days awarded will be reported to any insurance or third party coverage plan and any future benefits from said plan(s) may be offset by the days awarded. ~~are not available to provide compensation for any time that the employee is eligible to receive income continuation through another disability coverage or plan.~~

F. Workers' compensation

1. Members who are receiving workers' compensation for job-related illness or injury shall not be eligible to receive Catastrophic Leave Bank days while they are receiving workers' compensation.

G. Fraudulent Misrepresentation

- 1. Any fraudulent misrepresentation or intentional fraudulent or falsification of information will be subject to disciplinary action up to and including termination.**

Adopted: July 7, 1994.

Revised: December 1, 1994.

Revised: June 7, 2001.

Revised: August 1, 2002 (*emergency approval*).

Revised: August 28, 2002.

Revised: July 12, 2007.

Revised: August 13, 2009.

Revised: December 9, 2010.

Revised: August 11, 2011.

Revised:

Note: This law provides that the district shall not be in violation of other federal laws such as those governing the district's responsibility to educate handicapped children solely as the result of an eligible employee taking family medical leave.

Informational Items

8.00



BOARD OF EDUCATION AGENDA ITEM 8.01

BOARD MEETING OF: August 24, 2011

PREPARED BY: Stephanie Meredith, Communications Specialist

TITLE OF AGENDA ITEM: District Communications

ACTION/INFORMATION/DISCUSSION: Information/Discussion

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- In order to move forward as a District, our community must be connected and invested in our schools. The Communications Department will inform and educate our community members about the District's goals & mission for our students. The Department will listen to community members to meet their communication needs, building critical relationships between our community and our schools.
- The Department, operating within the limited resources provided, uses a variety of methods to engage the Falcon School District 49 community to lead the way for innovative education.
- The Department supports students through internal communication by building relationships with staff members transparent culture within the District, educating and engaging staff members as the District pursues Innovation status and undergoes significant change.
- The Communications Department will work to encourage, support and commend achievements district-wide, creating an environment focused on student learning.
- An assessment of surrounding and comparable school districts provides a comparison of resources and methods used to connect with the community.
- Additional communications avenues and options would provide additional means through which to reach our families and community members.

RATIONALE:

A Falcon School District 49 Communications Strategy provides goals, direction and tactics to effectively reach our desired audiences. Effective and engaging communication supports the District's goal of increasing community involvement and building support for our schools through innovative education. Developing a community support network through communication will enhance the learning environment & opportunities for our students. Our community desires an investment in communication and options are presented in attached documentation to expand the District's reach with strategic, effective communication.

RELEVANT DATA AND EXPECTED OUTCOMES:

The Communications Department builds important relationships by informing our community, listening to the needs of our students and families, and sharing our challenges and achievements, building support for our schools and for every student. Enhancing and improving communication improves our positive impact on the educational environment.

The attached information provides the District Strategic Communications Plan, information on current communication methods in place, as well as options for additional communications and a recommended long term strategy for out of the Communications Department.

**RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS
ADDRESSED:**

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Amount Budgeted: No funding is required at this time

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

N/A

APPROVED BY: Becky Carter, Chief Education Officer

DATE: August 15, 2011

Adjournment
9.00