

PLEASANT VIEW CHARTER SCHOOL

Personnel Policies

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SEXUAL DISCRIMINATION AND HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws, which prohibit sex discrimination.

A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the district staff to harass another staff member or students through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment as defined above may include but is not limited to:

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

Staff members may file a formal grievance of sexual harassment through use of the accompanying grievance procedure. If the alleged harasser is the immediate supervisor or principal with whom a grievance routinely would be filed, the employee may file the grievance with the PVCS Board of Education.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status of affect future employment or work assignments.

Notice of this policy shall be incorporated in employee handbooks.

Adopted: October 8, 2024

Legal References: 42 U.S.C. §2000e et seq. (Title VII of the Civil Rights Act of 1964)
U.S.C. §1681 et seq. (Title IX of the Education Amendments of 1972)
C.R.S. 24-34-401 et seq.

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STAFF CONDUCT

The school expects all employees to comply with school rules, policies, and regulations. Any employee who fails to do so will be subject to whatever disciplinary action the school, in its sole discretion, deems appropriate under the circumstances. Such disciplinary action may include, but is not limited to, oral and written warnings, mandatory training, or termination of employment. Any employee's receipt of participation in or completion of school-required disciplinary action shall not, under any circumstances, limit or alter the school's at-will employment policy which allows either the school or the employee to terminate the employment relationship at any time, with or without notice, and with or without cause.

Rules of conduct

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

- Disclose or use confidential information acquired in the course of employment to substantially further personal financial interests.
- Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority.
- Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
- Perform any action in which the staff member has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for an employee to receive:

- An occasional nonpecuniary gift which is insignificant in value.
- A nonpecuniary award publicly presented by a nonprofit organization in recognition of public service.
- Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meetings at which he or she is scheduled to participate.
- Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed considering the position.
- Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events.
- Payment for speeches, appearances or publications reported as honorariums.

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

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

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- Accept or receive a benefit as an indirect consequence of transacting school business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which shall be required of all personnel:

- 1) Faithfulness and promptness in attendance at work.
- 2) Support and enforcement of policies of the Board and regulations of the school regarding students.
- 3) Diligence in submitting required reports promptly at the times specified.
- 4) Care and protection of school property.
- 5) Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students including the need to ensure that students are supervised at all times.

A staff member may request an advisory opinion from the Secretary of State concerning issues relating to conduct that is proscribed by state law.

Child abuse

All school employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with student policies.

The principal is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school employee. Such information shall remain confidential except that the principal shall notify the Colorado Department of Education of the child abuse investigation.

Possession of deadly weapons

The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of the district. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons to perform their necessary duties and functions.

Felony/misdemeanor convictions

If, after beginning employment with the school, the school learns or has good cause to believe that any staff member has been convicted of any felony or misdemeanor other than a misdemeanor traffic offense or infraction the district shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, the school shall require the employee to submit a complete set of fingerprints taken by a locally qualified law enforcement agency. The fingerprints shall be forwarded to the Colorado Department of Public Safety for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information.

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Employees must pay the nominal fee to the law enforcement agency for taking the fingerprints. Employees shall not be charged fees for processing fingerprints through the CBI and FBI.

Unlawful behavior involving children

The Board may make an inquiry with the Department of Education concerning whether any current employee of the school has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

Staff dress code

Teachers and other staff members project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Professional attire is expected, the Director has the final authority to decide what professional attire is.

Unacceptable items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

- 1) Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - a) Refer to drugs, tobacco, alcohol, or weapons
 - b) Are of a sexual nature
 - c) By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - d) Are obscene, profane, vulgar, lewd, or legally libelous
 - e) Threaten the safety or welfare of any person
 - f) Promote any activity prohibited by the student code of conduct

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Adopted: October 8, 2024

Legal References: C.R.S. 18-12-105.5
C.R.S. 18-12-214 (3)(b) C.R.S. 19-3-308 (5.7)
C.R.S. 22-32-109(1)(ee)
C.R.S. 22-32-109.1 (8) C.R.S. 22-32-109.7
C.R.S. 22-32-109.8 (6)
C.R.S. 22-32-109.8 (10)
C.R.S. 22-32-109.9
C.R.S. 22-32-110 (1)(k)
C.R.S. 24-18-104
C.R.S. 24-18-109

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ALCOHOL and DRUG-FREE WORKPLACE (Drug and Alcohol Use by Staff Members)

The school recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of school policy for any school employee to possess, use or be under the influence of alcohol or illicit drugs on school property, in or on school or district vehicles, at any school-sponsored or district-sponsored activity or event, or off school property when the employee is on duty.

For purposes of this policy, "illicit" drugs means narcotics, drugs and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the school has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy notwithstanding the fact that its possession or use by the employee may be by prescription or that the employee may have a valid medical marijuana registration card.

"Illicit drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

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

An employee knowingly in the possession of or under the influence of alcohol or any illicit drug shall be suspended immediately by the Director if such use or possession is:

- On school grounds, whether or not school is in session
- At any school-sponsored or sanctioned activity or event off school property or in route thereto
- On the way to school

Situations involving employees that may require an investigation and/or drug testing include: reasonable suspicion, accident, or arrest.

An employee will be asked to submit to drug and alcohol testing when the Director reasonably suspects the employee is impaired or has used illegal drugs. Reasonable suspicion testing may result from, but not be limited to, the following incidents:

- Specific, personal, speech, or performance of the employee;

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Violations of a safety rule which leads the Director to believe the employee's functioning

- is impaired; or
- Other physical, circumstantial, or contemporaneous indicators of impairment.

Testing following an accident or incident that occurred while on school business may help determine whether drugs and/or alcohol were a factor in the accident. PVCS reserves the right to pay for and ask to have the necessary tests conducted to determine drug or alcohol use within 12 hours of the accident.

After an accident, the Director may choose (at his/her discretion) to have the employee return immediately to work if it appears to be in the best interests of the individual and the school. If the Director chooses to have drug tests conducted, the Director may or may not choose to suspend the employee until results are obtained. The matter shall be reported in full to the Board of Education.

An employee shall be suspended immediately after arrest for possession or for being under the influence of a controlled substance.

After an arrest investigation the Director may reinstate the employee if it appears to be in the best interests of the individual and the school. The matter shall be reported in full to the Board of Education.

Drug-Free Workplace Act

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

Pursuant to the Act, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the workplace shall notify the Director no later than five days after the conviction. The school has an obligation under the Act to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the school and the convicted employee's work site.

Awareness and Prevention Program

The Director shall establish an awareness and prevention program to inform employees about:

- The dangers of drug and alcohol abuse.
- The school's policy of maintaining an alcohol and drug-free workplace.
- Available drug and alcohol counseling, rehabilitation and employee assistance programs.

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Penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the workplace.

The Director shall conduct a biennial review of its awareness and prevention program to determine its effectiveness, to implement required changes and to ensure that disciplinary sanctions are consistently enforced.

Annual Notification of Employees

Information about the standards of conduct required by this policy and a statement of disciplinary sanctions shall be communicated to employees in an appropriate manner on an annual basis. All employees who specifically work under a contract or grant which is federally funded shall acknowledge receipt of this policy and related information.

Adopted: October 8, 2024

Legal References:

- 20 U.S.C. 7116 (Safe and Drug-Free Schools and Communities Act of 1994)
- 21 U.S.C. 812 (definition of controlled substance)
- 41 U.S.C. 701 and 702
- 41 U.S.C. 8101 and 8102 (Drug-Free Workplace Act)
- 34 C.F.R. Part 84 (regulations implementing the Drug-Free Workplace Act)
- Colorado Const. Art. XVIII, Section 16(6) (employers may restrict marijuana use, possession, sale, ect. by employees)
- C.R.S. 18-18-407(2) (crime to sell, distribute or possess any controlled substance on or near school grounds or school vehicles)
- C.R.S. 25-1.5-106(12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)
- C.R.S. 25-14-103.5 (boards of education must adopt policies prohibiting use of retail marijuana on school property)

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PLEASANT VIEW CHARTER SCHOOL EMPLOYEE ACKNOWLEDGEMENT FORM ALCOHOL and DRUG-FREE WORKPLACE STATEMENT

I, THE UNDERSIGNED EMPLOYEE OF the Pleasant View Charter School, have received and read the attached copy of the Alcohol and Drug-Free Workplace Policy, and

I agree to abide by the terms of the policy, and

I agree to notify my Director if I am convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction.

Employee Name (typed or printed) _____

Employee Signature _____

Date _____

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TOBACCO-FREE SCHOOLS

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students and members of the public is banned from all school property.

For purposes of this policy, the following definitions apply:

- 1) "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
 - a) All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences.
 - b) All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c) All vehicles used by the school for transporting students, staff, visitors or other persons.
- 2) "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves, or any other product packaged for smoking, including electronic cigarettes.
- 3) "Use" means lighting, chewing, inhaling or smoking any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by school personnel to be in violation of this policy will be asked to leave school property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy may include in-house detention, revocation of privileges, exclusion from extracurricular activities and suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Exemptions

Pursuant to state law no exemption shall be granted pursuant to this policy. Any previously granted exemption became invalid July 1, 1999.

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Adopted: October 8, 2024

Legal Reference.: 20 U.S.C. 7181 *et seq.* (*Pro-Children Act of 2001 contained in No Child Left Behind Act of 2001 prohibits smoking in any indoor facility used to provide educational services to children*)
C.R.S. 18-13-121
C.R.S. 22-32-109 (1)(bb)
C.R.S. 22-32-109.1 (2)(a)(VII) (*policy required as part of safe schools plan*)
C.R.S. 25-14-103.5
6 CCR 1010-6, Rule 5-306

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STAFF RECRUITING, INTERVIEW AND HIRING

The Director desires to develop and maintain a recruitment program designed to attract and hold the best possible personnel, who are highly qualified as defined by the federal No Child Left Behind Act of 2001 (NCLB).

It is the responsibility of the Director, with the assistance of the school Board, to determine the personnel needs of the school and to locate suitable candidates for employment. The search for good teachers and other professional personnel shall extend to a wide variety of diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the school. Any present employee in the school may apply for a position for which he or she is licensed, highly qualified, and meets other stated requirements.

Job vacancies may exist through resignation, retirement, leaves of absence, one-year positions or creation of a new position. These interview procedures must be followed whether the applicant is requesting a transfer from one building to another or is applying from outside of the school. Transfer requests from current staff will be considered if meet qualifications are met.

Applications

- 1) All applicants should be directed to the school office for employment opportunities.
- 2) Applicants must submit applications, transcripts, and credentials (as necessary).
- 3) In no case will a candidate be discriminated against because of race, creed, color, sex, physical disability, or marital status, including relationship to any other person in the school.

Screening

Following advertisement and receipt of written applications for a job vacancy, applications will be screened as follows:

- 1) Only completed applications will be considered.
- 2) Screening criteria will include:
 - a) Packet is complete and well presented
 - b) Grammar, spelling and punctuation are accurate
 - c) Candidate meets/exceeds requirements of job description
 - d) Other criteria as determined by the Director
 - e) A "Screening Team" may be selected by the Director.

Interview Preparation

- 1) The Interview Team may include:
 - a) One or more staff members selected by the Director
 - b) Others as appropriate
- 2) Each member of the Interview Team must be available for all interviews.
- 3) Interview questions will be developed and approved by the Director for non-discrimination prior to the interview.
- 4) Interview questions will be compiled on a form.

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- 5) A pre-interview orientation of the Interview Team will be conducted addressing:
 - a) All information about candidates is confidential. No information about the candidates may be shared with anyone outside the Interview Team.
 - b) Team members may not gather information about candidates. This is the sole responsibility of the Director.
 - c) Only interview procedures may be shared with others. No other information, impressions, reactions, behaviors, etc. may be shared with anyone outside of the Interview Team.
 - d) Appropriate or expected responses to interview questions should be discussed to establish acceptable answers.
 - e) Team members must be informed that they can be individually libel in a court of law, subpoenaed, and/or that their notes may be used in a court of law.
 - f) Team members must be cautioned about inappropriate body language.
- 6) Applications and resumes may only be shared with members of the Interview Team.

Interview Process

- 1) All candidates must receive the same treatment throughout the interview process.
 - a) Each candidate must be asked the same questions.
 - b) A candidate may be asked to clarify an answer or define a term as related to the previously asked question.
 - c) Each candidate must be interviewed by the same interview panel
- 2) Each candidate will be assessed on responses to questions on the "Interview Note-Taking Sheet" by each member of the interview panel.
- 3) Each member of the interview panel must sign and date his/her "Interview Note-Taking Sheet".
- 4) No discussion about the candidates should occur until all interviews have been completed.
- 5) The same amount of time must be scheduled for each candidate.
- 6) Allow a brief period of time between interviews for each panel member to complete their notes and to prepare for the next candidate's interview.
- 7) If interviews are extended over more than one day, the principal, Director, or superintendents should collect all interview packets and redistribute when the interviews begin again.

Input on Candidates

After all of the interviews, the Interview Team will review notes on each candidate, and as a group will list strengths, non-strengths and areas for the administration to seek additional information.

References

- Only the Director or designee will check references of finalist(s).
- Reference checks must be completed prior to recommendation for hire.
- Notes must be taken during reference checks and retained with interview materials as described below.
- Contact will be made to the Colorado Department of Education to determine if the finalist has had a teaching or administrative license revoked, denied, annulled, or suspended.
- Background checks must be completed on all finalists **before** employment begins.

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Hiring Process

- The Director will listen to all input from interview team and will make final selection of candidate to hire.
- The Director will notify candidates interviewed, but not selected in writing or by phone prior to the Board meeting.

Background Checks

Prior to hiring any person, in accordance with state law, the school shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment.

Non-Discrimination

There shall be no discrimination in the hiring process on the basis of race, color, sex, religion, national background, age, marital status, disability or handicap.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district. Recruitment procedures will give preference to candidates who meet the NCLB definition of highly qualified.

Disposal of Interview Materials

- Paper screening forms, interview questions, interview note-taking sheets, correspondence to candidates, and other materials must be sent to the Director to be kept in a confidential file for two years after the date of hire of the finalist.
- The Director will be responsible for the confidential disposal of these materials at the end of the two year period.

Adopted: October 8, 2024

Legal References:

- C.R.S. 14-14-111.5 (*Child Support Enforcement procedures*)
- C.R.S. 22-2-119 (*Duty to make inquiries prior to hearing*)
- C.R.S. 22-32-109 (1)(F) (*Board duty to employ personnel*)
- C.R.S. 22-32-126
- C.R.S. 22-60.5-114(3) (*State Board can waive some requirements for initial license applicants upon request of school district*)
- C.R.S. 22-60.5-201 (*Licensure reciprocity for out-of-state candidates*)
- C.R.S. 22-61-101
- C.R.S. 22-61-103
- C.R.S. 22-63-201
- C.R.S. 22-63-202
- C.R.S. 24-5-101 (*Effect of criminal conviction on employment*)
- C.R.S. 24-34-402 (1) (*Discriminatory and unfair employment practices*)
- C.R.S. 24-72-202 (4.5) (*Definition of personnel file in open records law*)
- 15 U.S.C. 1681 et seq. (*Fair Credit Reporting Act*)
- 20 U.S.C. 1119 (*No Child Left Behind Act of 2001*)
- 42 U.S.C. 653 (a) (*Personal Responsibility and Work Opportunity Reconciliation Act*)
- 34 C.F.R.200.55 (*Federal regulations regarding highly qualified teachers*)

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SUBSTITUTE STAFF EMPLOYMENT

The Director shall be responsible for securing substitute teachers from the approved list.

All substitutes shall be provided—and follow—basic school policies and procedures. The Director or Office Manager is responsible for providing each substitute with a lanyard containing the full school roster, emergency information, and keys to lock both the outside and inside doors of the classroom in case of emergency. They will also review the key emergency procedures and school protocols with the substitute.

Every teacher must have classroom protocols, rosters, and adequate lesson plans available for the substitute.

Adopted: October 8, 2024

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PERMANENT PERSONNEL FILES

All licensed and classified permanent office personnel files shall be maintained under the following conditions:

- 1) All materials placed in the permanent office personnel file, and originating with the School, shall upon request, be available to the employee for inspection (with the exception of all references and information provided to the School on the basis of confidentiality and information obtained by the School during the process of evaluating the employee for employment which shall not be subject to this agreement and therefore shall not be available for inspection by the employee). Copies of all materials in the employee's file will be made available to the employee without cost with the exception as stated above.
- 2) The employee shall have the right to respond in writing to any information placed in their file.
- 3) All materials retained in the personnel files must be signed by the originator of the document or have the source readily identifiable.
- 4) All personnel file record keeping will be in accordance with applicable federal and state statutes.
- 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 evaluator and to the administrators who supervise his or her work; except that portions of the superintendent's evaluation 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 district's discipline code.
- 7) Employees' 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) School employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and district policy.

Adopted: October 8, 2024

Legal References: C.R.S. 22-9-109
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

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EVALUATION OF LICENSED STAFF

Evaluations will be conducted to improve instruction, enhance the implementation of programs in the curriculum, and measure the professional growth and development of personnel and the level of performance for each certificated employee. Evaluations will serve as the measurement of satisfactory performance.

The evaluation process is designed to encourage, nurture and promote continued communication, professional growth, partnership, trust and promote positive, effective teaching practices that maximize academic achievement.

Initial Requirements

- All licensed personnel will be evaluated, including part-time teachers.
- The principal or administrator who directly supervises the licensed employee to be evaluated will complete the evaluations.
- A job description and Professional Standards for each licensed employee sets forth expectations from the school for the position. Similar job descriptions will be used for all employees with similar staff assignments.
- The Evaluation Committee (comprised of teachers and administrator) will actively participate in the creation and review of the evaluation process.
- The evaluation tool will be used yearly as a formal evaluation between the teacher and the Director. The teacher will be asked to self-evaluate prior to the conference and one final document with goals will be completed during the conference.
- Informal walk-throughs will be completed several times per year and will be used as a communication tool to engage teachers in an ongoing conversation about continued effective teaching and student academic growth.

Information Collection

The evaluator will directly observe the evaluatee as well as compile other data in accordance with the district's evaluation system.

No evaluation information will be gathered by electronic devices without the consent of the evaluatee.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgments.

Frequency and Duration

The School's evaluation system specifies that all teachers will be formally evaluated every year. Walk through and informal evaluations will be completed 6-8 times per year and teachers will self evaluate continually throughout the year and fill out a formal self evaluation once per year prior to a meeting with the principal before the final evaluation is written.

All evaluations will be completed before May 1 of each school year.

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Documentation

The evaluator will prepare a written evaluation report with the input from the teacher at the conclusion of the evaluation process, which will include the following:

- 1) Recommendations for improvements, if needed, including recommendations for additional education and training during the teacher's recertification process.
- 2) Specific information about the strengths and weaknesses in the performance of the evaluatee.
- 3) Identification of all data sources including the informal walk throughs.

Both the evaluator and the evaluatee will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein.

The evaluatee may attach any written comments to the evaluation report. The evaluator will maintain a cumulative file of all pertinent data relating to each teacher's evaluation, including a copy of the evaluation report. This file will be available for the teacher's review and will include any written comments signed and submitted by the teacher.

The school office will file the original evaluation report in the teacher's personnel file. This file will be available for the teacher's review and will include any written comments signed and submitted by the teacher.

Adopted: October 8, 2024

PLEASANT VIEW CHARTER SCHOOL

PVCS Policies

PVCS-P9

STAFF COMPENSATION

Employee salaries shall be paid on a 12-month basis, as may be selected by each employee in writing at the time of employment. A 12-month basis for licensed and classified staff shall involve 12 equal payments on the last working day of each month.

All contracts will be paid on a 12-month basis with the contract year running from July 1st through June 30th.

Adopted: October 8, 2024

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PVCS Policies

PVCS-P10

STAFF LEAVES AND ABSENCES

Each salaried employee shall be allocated seven (7) paid days of sick leave and four (4) paid discretionary days per year. Each full-time hourly employee shall be allocated five (5) paid days of personal leave. Such leave shall be ordinarily scheduled, whenever possible 24 hours or more in advance, and approved by the Director of the school.

Reasons for any single day of discretionary leave need not be explained, although an employee requesting more than one day of leave in a row may be asked to explain the reason for the request. Requests for multiple days of leave shall be honored whenever possible and does not present a genuine difficulty for the school and is not a necessity for the employee.

For salaried employees only, unused personal leave will be paid out to the staff member in June at a rate of \$100 per day remaining. Unused personal leave does not transfer to the following school year for any PVCS employee.

Hourly employees who work less than half time (20 hours or less per week) will receive no health insurance benefits and no paid time off.

Unpaid leave shall be granted when required by law and otherwise at the discretion of the Director of the school.

Adopted: October 8, 2024

PLEASANT VIEW CHARTER SCHOOL

PVCS Policies

PVCS - P11

WORK DAY AND SCHEDULE

The initial daily schedule for employees will be established by the Director to provide appropriate supervision and back-up for students in school. This schedule may be changed, upon notice to employees, from time to time, at the discretion of the Director. In general, employees are expected to report for duty on time every day that is scheduled.

Staff will need to be present at meetings scheduled outside of school hours from time to time that pertain to students, or staff meetings that discuss day-to-day operations.

Adopted: October 8, 2024

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PVCS-P12

FEDERALLY-MANDATED FAMILY LEAVE

Family Medical Leave Act (FMLA) leave may be granted for up to a maximum period of twelve weeks within any consecutive 12-month period for specific health/medical needs of the employee or family member. Employees are eligible for FMLA leave if they have been employed by the school for the last 12 consecutive months and completed at least 1250 work hours within that period.

The school will continue to pay the following costs for health and dental insurance while the employee is on approved FMLA leave for up to 12 weeks (60 work days) in accordance with the current negotiated rates in effect at the time. The employee will continue to pay the difference.

The daily cost of insurance to the employee will be determined by dividing the district monthly portion of the premium by 20 days (average). The number of days applied toward FMLA leave begins with the first of 3 consecutive days absent. FMLA does not distinguish between absences without pay or those covered by sick leave. The 12-week/60work day benefit coverage guaranteed by FMLA is based on a 12 consecutive month period.

Employees must begin paying the full cost of the health and dental insurance premiums upon the conclusion of the 60 days unless the FMLA period expires after the last day of school and the staff person is to be employed in a benefited capacity for the following school year. The school will continue to pay the district portion of the premium throughout the summer.

If the 60-day period expires before the end of the school year, the employee must pay the full cost of the health and dental insurance premiums until the last staff day of the school year. If the employee is to be employed in a benefited capacity for the following school year, the school will resume paying the school portion of the premium throughout the summer. Leave may be taken upon the birth and for the first-year care of the employee's child; upon the placement of a child with the employee for adoption or foster care; when the employee is needed to care for a child, spouse or parent who has a serious health condition; or when the employee is unable to perform the functions of the position because of a serious health condition.

Spouses who are both employed by the school shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) for the birth or adoption of a child or for family illness.

Entitlement for child care leave shall end after the child reaches age one year of age or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person *in loco parentis*.

If medically necessary for a serious health condition of the employee or the employee's spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions which pertain to instructional employees. The school may require

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the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits.

The school shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave (up to 12 weeks). Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

Reinstatement shall be determined in accordance with any applicable Board policies. If the employee on leave is a salaried employee and is among the highest paid 10 percent of school employees and keeping the job open for the employee would result in substantial economic injury to the school, the employee may be denied reinstatement provided the school notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

Adopted: October 8, 2024

Legal References: 29 U.S.C. 2601 *et seq.* (*Family and Medical Leave Act*) 29
C.F.R. Part 825 (*regulations*)

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PVCS-P13

OVERTIME FOR CLASSIFIED STAFF PERSONNEL

In accordance with the Fair Labor Standards Act, classified staff (non-exempt) employees shall be paid time and one-half of the regular hourly rates for any work in excess of forty (40) hours per workweek and/or for any work in excess of twelve (12) hours per workday. Employment for two or more workweeks shall not be averaged out for the payment of overtime.

Additional school requirements include:

- 1) All hourly classified staff employee must use the School approved time keeping system, to clock in/out on a daily basis to record all work hours. The employee time clock record will be signed by the employee and the employee's supervisor/principal. Employee and supervisor are responsible to review time on a regular basis.
- 2) All overtime must be approved in advance by the appropriate supervisor.
- 3) All overtime hours must be noted in the time clock system.
- 4) Vacation or other paid time off cannot be used to produce hours over the regularly scheduled daily or weekly work hours.
- 5) An employee may not decline to be paid for overtime for any excess hours worked.
- 6) Classified staff (non-exempt) employees will be paid for travel time in order to attend out of town conferences or seminars which are approved by the employee's supervisor. If travel time results in overtime, the employee will be paid at time and one-half for that overtime. Travel time does not include time spent eating meals.

Adopted: October 8, 2024

Legal Reference: Fair Labor Standards Act of 1938, as amended
(29 U.S.C. 201, et. seq.)

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PVCS Policies

PVCS-P14

PAYROLL PROCEDURES

The intent of this policy is to clarify payroll procedures to ensure that there is consistency throughout the district under which PVCS is chartered.

All Staff Compensation Through Payroll System

All payments to staff shall be required to be paid through the payroll system. Some examples include: funded coaching activities, merit pay and special event work at school facilities.

Change in Status Authorization

Any change in status requires the approval of a Change in Status Authorization. The Director will complete the Authorization and forward it to the payroll manager. Examples of Change in Status: hours from part-time to full-time; increased/decreased class load for teachers; re-classification/addition of one job category to another job category.

Salary Changes

Annual salary increases shall be in conformance with the adopted salary schedules and performance; increases will be established yearly based on budgetary availability. Merit pay (bonuses and stipends) will be determined at the discretion of Director.

Time Keeping

All non-exempt classified staff are required to use the school approved time clock system to record their hours worked. Non-exempt classified employees are required to clock in and out for accurate work time records for payroll and reporting purposes.

Employees are prohibited from using another's ID to clock in or out for another staff member. If a staff member is found to be clocking in for another, disciplinary action up to and including termination may occur. If there is a problem with the time system staff should notify the office manager immediately. If you are aware of a missed punch or time correction that needs to be made, notify the office manager with the information needed, and they can adjust it. These will be corrected no later than the end of the month for payroll purposes and you will have a chance to review your time prior to submission.

Staff are expected to take a 30 minute unpaid break during any shift that is scheduled longer than 5 hrs. These breaks may be scheduled by the Director to ensure proper coverage. Breaks are not to be used to alter the start or end time of the regular work day.

The Director has discretion in disciplinary actions when employees have various, albeit repeated, offenses to the timekeeping policy or procedure. Situations include when employees may have clocked in, but are repeatedly absent from their workstations during work hours or have missed time clock entries in addition to working unscheduled overtime.

Adopted: October 8, 2024

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PVCS-P15

STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The school believes they should be used as a learning resource to educate and to inform.

The school supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that violates this policy.

Blocking or Filtering Obscene, Pornographic and Harmful Information

To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the district, software that blocks or filters such material and information has been installed on all school computers having Internet or electronic communications access. Blocking or filtering software may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

No Expectation of Privacy

School computers and computer systems are owned by the school and are intended for educational purposes and school business. Staff members shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of school computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through school computers and computer systems shall remain the property of the school.

Public Records

Electronic communications sent and received by school employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

Unauthorized and Unacceptable Uses

Staff members shall use district computers and computer systems in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following. The district has discretion to determine which uses are unacceptable. The following list provides examples the district may wish to consider.

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No staff member shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer,
- that accesses fee services without specific permission from the system administrator, or
- install any software or application without prior approval from the Director

Security

Security on district computer systems is a high priority. Staff members who identify a security problem while using the Internet or electronic communications must immediately notify the Business Manager. Staff members should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any staff member identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Cloud Based Storage

This section is to bring awareness of work related files accessed outside the school firewall.

Access of work related files outside your work computer may expose your data to the next user of the computer or expose your data to any harmful virus or malware that is present on the computer used. Do not choose "Remember Password" or install software that allows you

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to work offline outside the school firewall. Google Drive is FERPA compliant from an application certification, but once logged in with an outside computer others can potentially access your data and you are in violation and not the application. Be aware of your surroundings while accessing your school information outside the firewall of the school.

Confidentiality

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians or district employees that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student and school records in accordance with existing policies.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA); see policy, S-8 (Student Records and Grades) for detailed information on student records.

It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use e-mail to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

Use of Social Media

Staff members may use social media within school guidelines for instructional purposes, including promoting communications with students, parents/guardians and the community concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional well-being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related school policies may form the basis for disciplinary action up to and including termination.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.

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Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or school-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized Content

Staff members are prohibited from using or possessing any software applications, mobile apps, or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

Staff Member Use is a Privilege

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

Staff members shall be required to sign the school's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School makes No Warranties

The school makes no warranties of any kind, whether expressed or implied, related to the use of school computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the school of the content, nor does the school make any guarantee as to the accuracy or quality of information received.

The school shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

Adopted: October 8, 2024

Legal References: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000) 47
U.S.C. 231 (Children's Online Privacy Protection Act of 1998) 20
U.S.C. 6801 et seq. (Elementary and Secondary Education Act) C.R.S.
22-87-101 et seq. (Children's Internet Protection Act)

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PLEASANT VIEW CHARTER SCHOOL EMPLOYEE ACKNOWLEDGEMENT FORM STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS COMPLIANCE STATEMENT

I, THE UNDERSIGNED EMPLOYEE OF the Pleasant View Charter School,
have received and read the attached copy of the Staff Use of the Internet and Electronic
Communications Policy, and

I agree to abide by the terms of the policy, and

I agree to notify my Director if I am aware of any violation of this policy within the school.

Employee Name (typed or printed) _____

Employee Signature _____

Date _____

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Communication Expectations and Grievance Policy

Pleasant View Charter believes, as adults, that we must model healthy and respectful communication for our students. Pleasant View Charter School is committed to promoting healthy communication among students, parents, teachers, administrators and Board members and encourages PVCS community members to express any concerns directly with the individual involved so that the school's focus and energy remains on student learning. In the interest of promoting the efficient resolution of grievances, the procedures below set forth the process for resolving conflicts and settling differences. This process strives to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level. This Communication Expectation and Grievance Policy outlines the expectations for all members of the Pleasant View Charter School community to discuss conflicts in a healthy, productive, and respectful manner, honoring due process for all.

Step 1- Address Issue with Those Directly Involved

The grievant must first bring the concern to the attention of the individual(s) directly involved by filling out a Grievance and Conflict Resolution Form located on the school's website. This form should be delivered to the school's Director, found in the staff listing of the website, who will share it with the person about whom the grievance is made, and it is expected that both parties will be included as full partners in the conflict resolution process. A private meeting will be scheduled between both parties where the concerns outlined on the form can be expressed in an environment conducive to resolution. If the grievant brings the concern directly to the attention of the Director or Board without first attempting to address the issue at the lowest level, the grievant will be redirected to the appropriate level in the process.

For grievances related to alleged harassment or discrimination on the part of a member of staff, please see below the instructions on allowable skipping of earlier steps in the process.

Step 2 - Address Issue with the Director

If a satisfactory resolution is not reached at the lowest possible level, or where the complaint directly involves the Director, the concern will then be brought to the attention of the PVCS Board of Education.

For grievances related to alleged harassment or discrimination on the part of the Director, please see below the instructions on allowable skipping of earlier steps in the process.

Step 3 - Prepare a Written Grievance for the Board of Directors

In cases only when a concern has not been resolved at Steps 1 or 2, or when a mutual impasse has been reached in Step 2, the grievant may file a formal written grievance with the Board by emailing it directly to the Board President. The written grievance must be submitted on the Conflict Resolution Form, and must detail (i) the date of the incident (if applicable); (ii) the School staff member(s) involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution.

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Current contact information for the School Board can be found on the school website, under the 'About Us' tab. Within 10 days of receipt, the Board President, or his/her designee, will inform the entire Board of receipt of the complaint, work with the Directors to review the written grievance and then will on behalf of the Directors provide a written response to the grievant either determining that the grievance has merit and warrants full review by the entire Board or declining to review the written grievance for lack of merit. If it is determined that the grievance warrants full review by the Board (determined via a two thirds majority vote), the Board shall review the grievance at its next regularly-scheduled Board Meeting and issue a written decision to the grievant within 10 days of that meeting. If declining review (determined via a two thirds majority vote), the Board's written response to the grievant will explain the reasons for the determination and will conclude the Board's action in response to the complaint. The Board's decision will be final. All conflict resolutions will be kept on file with the Office Manager.

While any member of the public is always welcome to speak in an open Board meeting as outlined in policy GP-9, no grievance issue will be addressed by the Board without the grievant having first followed the procedures outlined in this policy. Issues of employee or student privacy may only be addressed in Executive Session, as is legally proper. The Board will not take any action with regard to anonymous complaints, with the exception of due diligence where an anonymous complaint asserts a safety or security concern.

Grievances on the basis of alleged harassment or discrimination

A grievant is not required to address the issue with the person directly involved if the grievant is alleging harassment or discrimination. In case of grievances relating to allegations of harassment or discrimination, please see the school's Workplace Harassment/Discrimination Guidelines available in the Student and/or Staff Handbook. In these cases, the grievant may skip step 1 or 2 of the process (addressing the grievance with persons directly related to the complaint) and proceed directly to the Director (for alleged harassment and discrimination complaints relating to staff) or the Board (for alleged harassment and discrimination complaints relating to the Director). When the grievance alleging harassment or discrimination is brought directly to the Board, the grievance must be in writing and must follow the process outlined in Step 3 above.

Title IX Coordinator is: PVCS Director Melissa Carver, 15238 County Road CC, Pleasant View, CO 81331, PH:970-562-4286 or mcaver@cortez.k12.co.us

Confidentiality and appropriate use of school and personal email addresses

Members of the Pleasant View Charter School community, including students, parents staff, administrators and the Board, are required to comply with the governing documents for the school, including Bylaws, Board Policy Manual, Student/Parent and Employee Handbooks, Colorado Open Meetings Law, and the Colorado Sunshine Act. No member of the community may be subject to any retaliatory action as a result of filing a grievance or complaint, nor for reporting conduct that is considered to be illegal, harassing or discriminatory. All grievances and complaints filed at every step of the above process will be thoroughly investigated and all parties to a complaint will be given due process to participate in the discussions and

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actions that lead to resolution. Reporting false information considered defamatory and intended to malign any other member of the community will not be tolerated and could lead to a potential defamation of character lawsuit.

Adopted: October 8, 2024

Legal References: 20 U.S.C. Sec.1681 (Title IX of the Education Amendments of 1972)
 29 U.S.C. Sec. 621 et seq. (Age Discrimination in Employment Act of 1967)
 29 U.S.C. Sec. 702 et seq. (Section 504 of the Rehabilitation Act of 1973)
 42 U.S.C. Sec. 1201 et seq. (Americans with Disabilities Act)
 42 U.S.C. Sect. 2000d (Title VI of the Civil Rights Act of 1964)

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Pleasant View Charter School

Grievance and Conflict Resolution Form

(this form must be submitted to the front office 3 days prior to bringing a complaint to the Director or School Board)

Grievances are to be addressed with the staff member/s you have a concern with to try to solve the issue at the lowest level possible at the source before elevating the grievance to the next level supervisor. Grievance procedures outlined in the Student/Parent and Employee Handbook must be followed. Both handbooks can be referenced on the school's website. This document will be shared with the member of staff or school administration about whom the complaint is made and that person will be included as a full partner in the complaint resolution process.

Date and time turned into the front office: _____

Name: _____

Address: _____

Email Address: _____

Phone: _____

Summary of the complaint. (Attach additional pages as needed)

Summarize how you have attempted to resolve it at the lowest level possible: (Attach additional pages as needed)

If others are affected by the conflict, please give their names and/or positions:

Your suggestions on resolving your complaint:

Signature_____Date_____

Site Manager Signature_____Date_____

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CHILD CARE LEAVE OF ABSENCE

At the discretion of the Director, an employee may request a childcare leave of absence of up to twelve months, with the following requirements and constraints:

- The employee must have at least two years of service at PVCS.
- Extended child care leave shall only be granted for a period of up to one academic school year. If the leave begins during an academic school calendar, it will only be approved through the end of that school year; a leave of absence will not extend over two different academic school years.
- The employee requesting extended childcare leave of absence for all or a portion of an academic school year shall apply for such leave in writing, and submit it to the Director no less than two months before the start date of for which leave is requested.
- The employee who is granted an extended childcare leave of absence must notify the School in writing two months in advance of the end of the school year in which they are on leave, regarding his/her intention to return to the School at the beginning of the following school year or submit to the Director a letter of resignation. Failure to comply with this notification will be considered an official act of resignation and all previous job reinstatement agreements shall be null and void. PVCS will not guarantee the same or similar position or same pay upon return. Pay and position will be based upon available open position for which staff is qualified and pay based upon pay schedule in place and previous experience related to such position. No pay increases will be granted during the leave. Personal leave days shall not continue to accrue during the leave.

Nothing in this policy shall be construed to limit the powers or duties of the Director to make employment decisions for the School.

Adopted: October 8, 2024

Legal References: Pub.L. 103-3; 29 U.S.C. sec. 2601; 29 CFR 825

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Family and Medical Leave Act (FMLA)

PVCS provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth or following placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition; and
- To care for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlement

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may also use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty. The injury or illness must make the service member medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. The term covered service member also includes a veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness, if the veteran was a member of the Armed Forces at any time during the 5 years preceding the date on which he/she undergoes treatment.

Benefits and Protections

During FMLA leave, the School maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able to, but does not, return to work after the expiration of the leave, the employee may be required to reimburse the School for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees ("key" employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave time (*i.e.*, personal days) will not accrue during the unpaid leave. Additionally, funeral leave, or jury duty pay are not granted while on unpaid leave.

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Notwithstanding any other provision of this policy, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the period of FMLA leave.

Eligibility Requirements

Employees are eligible for FMLA leave if they have worked for this District for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a worksite with at least 50 employees within 75 miles.

Definition of Serious Health Condition

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive full calendar days combined with at least 2 visits to a health care provider or 1 visit and a regimen of continuing treatment; an incapacity due to pregnancy or prenatal care; or incapacity due to a chronic, permanent, or long term condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

With one exception, the maximum time allowed for FMLA Leave is 12 weeks in the designated 12-month period. The exception is leave to care for a covered service member. If leave involves care for a covered service member, the maximum combined leave entitlement is 26 weeks in the designated 12-month period, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

With one exception, the School measures the 12-month period in which leave is taken by the "rolling" 12-month method, measured backward from the date of any FMLA leave. The exception is for leave to care for a covered servicemember. In that case, the School calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ending 12 months after that date.

Spouses who are both employed by the School shall be entitled to a total of twelve (12) weeks of leave (rather than 12 weeks each) for the birth or adoption of a child or to care for a parent who has a serious health condition. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement of the child.

Intermittent/Reduced Leave

An employee does not need to use his/her leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary to care for the serious health condition of the employee, immediate family member, or covered service member, or when necessary for a military qualifying exigency. However, leave taken intermittently or on a reduced schedule is not permitted for the birth of a child, to care for a newly-born child or for placement of a child for adoption or foster care.

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Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the School's operations. Employees taking intermittent or reduced schedule leave that is foreseeable may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Additional Rules Concerning FMLA Leave for Teachers

Teachers who would otherwise return from FMLA leave near the end of a semester may be required to continue their leave through the end of the semester under the circumstances set forth below. In such cases, time on leave after the teacher would otherwise return shall not be counted as FMLA leave.

- *Teachers who begin FMLA leave of at least three weeks' duration more than five weeks prior to the end of a semester:* If the teacher will return during the three-week period before the end of the semester, he/she may be required to continue leave through the end of the semester.
- *Teachers who begin FMLA leave of more than two weeks' duration less than five weeks prior to the end of a semester for any reason other than their own serious health condition or a "qualifying military exigency:"* If the teacher would return during the two week period before the end of the semester, he/she may be required to continue leave through the end of the semester.
- *Teachers who begin FMLA leave of more than five days' duration less than three weeks prior to the end of a semester for any reason other than their own serious health condition or a "qualifying military exigency:"* Such teachers may be required to continue their leave through the end of the semester.

Use of Accrued Paid Leave

To the extent permitted by law, the School may require that employees use any accrued paid leave (such as personal days) concurrently with their FMLA leave.

Employee Responsibilities

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

Employees must provide sufficient information for the School to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the School if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a medical certification and periodic recertification supporting the need for leave. If so, employees will be required to complete applicable U.S. Department of Labor medical certification forms. The School may require a second or third medical opinion at the School's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after

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denial of leave may result in disciplinary action, up to and including termination, in accordance with the District's attendance guidelines.

Finally, an employee must provide medical certification of fitness for duty before returning to work from leave taken to care for the employee's own serious health condition. The School requires that the fitness for duty certification address the employee's ability to perform the essential functions of his/her position.

The School's Responsibilities

As the provider of personnel-related services to the School, the Steamboat Springs School District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

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

In providing this information, the School and District will use appropriate U.S. Department of Labor notice and eligibility forms.

Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week entitlement), will be subject to the School's leave of absence and attendance policies. This may result in termination if the employee has no other available leave that applies to his/her continued absence. Likewise, following the conclusion of an employee's FMLA leave, the School's obligation to maintain group health plan benefits ends (subject to any applicable COBRA rights).

Other Employment

The School prohibits employees from holding other employment during a designated FMLA leave of absence. Violation of this policy may result in disciplinary action, up to and including immediate termination of employment.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave may result in disciplinary action, up to and including immediate termination.

Unlawful Acts

FMLA makes it unlawful for the School or District to:

- 1) Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- 2) Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

While the School encourages employees to bring any concerns or complaints about compliance with the FMLA to the attention of the Director, an employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against

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the School or District. Further, the FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Limited Nature of This Policy

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by the FMLA. In the event that any terms or procedures set forth in this policy conflict or are otherwise inconsistent with mandatory provisions of the FMLA, the mandatory provisions of the FMLA shall be controlling. The School reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law.

Posting/Notice to Employees

The School will post the U.S. Department of Labor poster explaining the FMLA's provisions in a location readily seen by employees and applicants for employment. Additionally, a copy of this policy will be incorporated into any employee handbooks provided to employees.

Adopted: October 8, 2024

Legal Ref: 29 U.S.C. 2601 *et seq.* (Family and Medical Leave Act) 29 C.F.R. Part 825
(implementing regulations)

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PVCS-18-E1

DATE:

[Same day FMLA designation notice is sent]

TO:

[Employee]

FROM: Melissa Carver, PVCS Director

SUBJECT: Fitness for Duty Certification

Prior to returning to work from FMLA leave, the District requires that you provide a Fitness for Duty Certification verifying whether you are able to return to work, have any job-related limitations or restrictions, and the duration of any such limitations. Please have this certification form completed by your healthcare provider, sign the medical release, and **return this form to my office two weeks prior to the anticipated end of your FMLA Leave.**

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FITNESS FOR DUTY CERTIFICATION

To be completed by Health Care Provider:

This is to certify that I have reviewed the attached job description and that the above-named employee:

☐ No longer requires medical leave and has the ability to perform all the essential functions of his/her job and to return to work a full, regularly scheduled day with no restrictions on _____ (date)

☐ The employee is unable to return to work until _____ (date)

☐ The employee is able to return to work, but with the following limitations/restrictions
(Please list any limitations/restrictions that impact the employee's ability to perform the essential function of his/her job. Please attach additional pages as necessary.):

Based on my personal evaluation of the above-named employee's condition, the information provided herein is accurate and complete.

Signature of Health Care Provider:

Date:

Printed Name of Health Care Provider:

Type of Practice:

Address of Practice:

Phone Number:

Please return the completed form to the employee/patient.

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PVCS-18-E1

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION:

To be completed by the Employee:

I hereby authorize the Director of Pleasant View Charter School or the above-named FMLA Leave Administrator to contact the above-named health care provider for the purpose of clarifying and authenticating this fitness for duty form. I further authorize the above-listed health care provider to provide the Director or the above-named FMLA Leave Administrator with written verification that this form was completed by him/her and with the information necessary to understand the handwriting on this form or the meaning of the responses provided above.

I understand that information to be released may include information regarding the following conditions: Drug Abuse, HIV, Alcoholism, Sexually Transmitted Disease, and Psychological or Psychiatric conditions, unless restricted as follows:

I understand that I have a right to revoke this authorization in writing at any time, except to the extent information has been released in reliance upon this authorization. If not revoked earlier, I understand that this authorization will automatically expire one month after the date of execution. I further understand that information released in response to this authorization may be re-disclosed to other parties. However, my treatment or payment for treatment cannot be conditioned on the signing of this authorization. Finally, I understand that any facsimile, copy or photocopy of the authorization may be utilized with the same effectiveness as the original.

Employee Signature:

Date:

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PVCS-18-E2

Certification of Health Care	U.S. Department of	Employment Standards
Provider for Employee's Serious Health Condition (Family and Medical Leave Act)	Labor	
	Administration Wage and Hour Division	
DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT		

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

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Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: _____ Fax: _____

PART A: MEDICAL FACTS

1) Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility? Yes or No

If yes, dates of admission: _____

Date(s) you treated the patient for condition: _____

Will the patient need to have treatment visits at least twice per year due to the condition? Yes or No

Was medication, other than over-the-counter medication, prescribed? Yes or No

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g. physical therapist?) Yes or No

If yes, state the nature of such treatments and expected duration of treatment: _____

2) Is the medical condition pregnancy? Yes or No If yes, expected delivery date: _____

3) Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: Yes or No

If yes, identify the job functions the employee is unable to perform:

4) Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

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PART B: AMOUNT OF LEAVE NEEDED

- 5) Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recover? Yes or No

If yes, estimate the beginning and ending dates for the period of incapacity: _____

- 6) Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? Yes or No

If yes, are the treatments or the reduced number of hours of work medically necessary? Yes or No

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period: _____

Estimate the part-time or reduced work schedule the employee needs, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

- 7) Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? Yes or No

Is it medically necessary for the employee to be absent from work during the flare-ups? Yes or No

If yes, please explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g. 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER

Signature of Health Care Provider: _____ Date: _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.

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WORKERS COMPENSATION

An employee who is temporarily disabled and unable to work as the result of an injury arising out of and in the course of employment shall be placed on workers' compensation leave for the period of time the employee applies and is eligible for workers' compensation benefit payments.

In order to receive these benefits, injured employees are required to:

- 1) Report the injury without delay to their immediate supervisor;
- 2) Report to the district office to file an Employer's First Report of Injury form and Incident Report Form within 24 hours of the incident; and
- 3) Report to a duly qualified physician and have verification of injury made to the district office. The exam will be paid for by the district. The person will then file for Worker's Compensation benefits through the District office.

The primary source of compensation for an employee on workers' compensation leave shall be the indemnity payment from the workers' compensation section of the division of worker's compensation of the Colorado Department of Labor and Employment or insurance carrier as determined by state law. To the extent that the indemnity payment is less than an employee's weekly wage or equivalent, the employee is entitled to use accrued School annual leave and vacation time to supplement the workers' compensation payment.

Under no circumstances shall an employee be allowed to receive more than an amount equal to the weekly wage or equivalent when combining the indemnity payment from workers' compensation and school district benefits. The employee shall provide any requested documentation to the school district to evidence amounts paid by workers' compensation before benefit payments are allowed by the school district.

While on workers' compensation leave under a temporary total disability, employees shall continue to have school health, dental, vision and life insurance coverage, to the same extent the employee had such coverage prior to taking workers' compensation leave, for a period of time not to exceed ninety days.

At such time, the employee shall be given the option of directly assuming payment of the school's costs for such benefits or discontinuing the coverage until returning to work and again being eligible for benefits.

Adopted: October 8, 2024

Legal References: C.R.S. 8-42-101 et seq.
C.R.S. 8-42-105

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INDEMNIFICATION OF DIRECTORS AND EMPLOYEES

To the extent permitted by law, and expressly subject to the limitations, terms, conditions, and defenses set forth in the *Colorado Governmental Immunity Act*, as it may be amended from time to time, the School shall defend, hold harmless and indemnify any Director, officer, agent or employee, whether appointed or elected, against any third party civil tort claim, liability, or demand arising out of any alleged non-willful act or omission occurring during the performance of such person's duties and while acting within the scope of such employment by or on behalf of the School. The School may compromise and settle such claim or suit and/or pay the amount of any settlement or judgment rendered thereon in accordance with such Act.

All claims to be paid pursuant to this policy shall be paid by the School and/or its insurer, and any such settlement of claim shall be paid in accordance with the provisions of the *Colorado Governmental Immunity Act*.

The School ordinarily will not provide legal counsel to Board members or employees who are charged with criminal conduct which violates any local, state or federal law, ordinance, or regulation.

Adopted: October 8, 2024

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RESIGNATIONS

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

A teacher or licensed administrator who fails to honor a contract, except in accordance with the statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, not to exceed 1/12th of his/her annual salary. In addition, the teacher's or administrator's certificate/license may be suspended.

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

Mandatory Reporting Requirements

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

The Director shall notify CDE whenever a licensed employee resigns for any of the following reasons:

- 1) The employee has been determined by a court to be mentally incompetent.
- 2) The individual is convicted, pleads *nolo contendere* or receives a deferred sentence for sexual offenses against a child as specifically set forth in the State Board rules.
- 3) The individual pleads guilty or *nolo contendere* or is found guilty of a felony which renders the person unfit to be a licensed professional including but not limited to drug possession and sale, the use of firearms or deadly weapons, theft or fraud, child exploitation or pornography, offenses against the person and sexual misconduct.
- 4) When the county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the district.
- 5) When the Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

Retirement and Working After Retirement

Any teacher or licensed administrator desiring to retire must submit a letter to the Director informing the Board of their retirement. The retirement letter must be received no later than 30 days prior to the start of the succeeding school year.

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An employee may request to work after retirement, in their current position, for a term of one school year only (limited to 110 days or 140 days per calendar year). If a teacher or licensed administrator is requesting to work after retirement in accordance with Colorado PERA rules and regulations, they must submit a separate letter requesting to work after retirement for the subsequent school year. Both the retirement letter and the request to work after retirement letter must be received by the Director no later than March 1st to be considered for the working after retirement position for the succeeding school year.

An exception for a subsequent year may be made for critical shortage of qualified personnel as determined by the School. All appropriate efforts will be made by the School to hire an employee who is not a PERA retiree.

It is the responsibility of the employee to contact PERA to know and understand the policy and process regarding their retirement and work eligibility. Any employee working after retirement must submit all required documentation to Colorado PERA. Upon retirement, the teacher or licensed administrator will have a termination of employment and be paid out for all remaining leave in accordance with CRS 24-51-101(50)*, school policy and contract provisions. All School benefits will be terminated upon retirement.

All voluntary payroll deductions will automatically cease upon retirement. If the teacher or licensed administrator is approved to work after retirement, they must notify the district's Payroll Manager of any deductions they wish to continue. If the payroll manager does not receive written notification, all voluntary deductions will terminate upon retirement.

*CRS 24-51-101(50) "termination of employment" means the last day of employment for which a member received compensation on which contributions are remitted, including payment for accumulated sick or annual leave, or the last day of a period of unpaid leave of absence, whichever is later.

Adopted: October 8, 2024

Legal references: C.R.S. 19-3-301 *et seq.* (Child Protection Act of 1987)
C.R.S. 22-32-109.7 (specific duties regarding hiring inquiries and reporting)
C.R.S. 22-63-202 (4) (disclosure of reasons why left employment)
1CCR 301-37, Rules 2202-R015.05 (mandatory reporting of unlawful behavior)

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DISCIPLINE, SUSPENSION AND DISMISSAL OF LICENSED STAFF (and contract nonrenewal)

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

The Director shall be authorized for good cause to suspend with pay or place on administrative leave a licensed staff member as a disciplinary measure and/or pending an internal investigation when a licensed staff member is accused of serious misconduct. The Director 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 school's discipline code, nor shall a contract nonrenewal be based on such lawful actions.

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

Mandatory Reporting Requirements

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the Director is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the resignation. The school also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

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

The Director shall notify CDE whenever a licensed employee resigns for any of the following reasons:

- 1) The employee has been determined by a court to be mentally incompetent.
- 2) The individual is convicted, pleads nolo contendere or receives a deferred sentence for sexual offenses against a child as specifically set forth in the State Board rules.
- 3) The individual pleads guilty or nolo contendere or is found guilty of a felony which renders the person unfit to be a licensed professional including but not limited to drug possession and sale, the use of firearms or deadly weapons, theft or fraud, child exploitation or pornography, offenses against the person and sexual misconduct.
- 4) When the county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the district.

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- 5) When the Director reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

Adopted: October 8, 2024

Legal References:

- 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 nonrenewal of probationary teacher contracts)
- C.R.S. 22-63-301 et seq. (dismissal of licensed staff)
- 1CCR 301-37, Rules 2202-R015.05 (mandatory reporting of unlawful behavior)
- 15 U.S.C. et seq. (Fair Credit Reporting Act)
- C.R.S. 8-2-126 (limits employers' use of consumer credit information)

PLEASANT VIEW CHARTER SCHOOL

PVCS Policies

PVCS-P23

PROFESSIONAL MEMBERSHIPS

Both licensed and classified employees 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 the membership is of a nature benefiting the school program or required for certain types of participation. Such unusual circumstances must be authorized by the Director.

Neither the school nor the recognized association shall discriminate against any employee because of membership or non-membership or participation or nonparticipation in the activities of the association or any other employee organization.

Adopted: October 8, 2024

PLEASANT VIEW CHARTER SCHOOL

PVCS Policies

PVCS-P24

TEACHER AND ADMINISTRATOR INDUCTION PROGRAM

Participation

Teachers, counselors, and administrators required to complete a CDE approved Induction Program as a condition for receiving a Professional Teaching License or Professional Administrator License from the Colorado Department of Education include:

- Teachers, counselors, and administrators in a first year of teaching, counseling, or administration, full or part-time
- Teachers in a first year of teaching under a new license type (e.g. Counseling to teaching)
- Teachers hired under emergency licensure and working toward regular licensure
- Teachers, counselors, and administrators who are on an initial license and have not previously completed an approved induction program in any other district.

Teachers or administrators in the following categories may be required to complete an approved Induction Program at the request of the Director:

- Teachers in a first year of teaching at PVCS
- Teachers on a different assignment for the first year at PVCS
- Administrators in a first year of administration at PVCS
- Administrators on a different assignment for the first year at PVCS

Requirements for Completion

Completion of the program for inductees will be certified when all of the following minimum requirements have been met:

♦ Teachers

- Attendance at all 9 topic monthly meeting of the induction program within the two year induction time period. Attendance at the meetings must be with inductees mentor. **Inductees and their mentors will decide at the start of year 1 a minimum of 5 meetings which they plan to attend and will notify the induction coordinator of their plans.** Documentation of meeting with mentor for an average of at least 2 hours per month throughout the school year.
- Minimum of one day of peer or video observation during each year of participation in the program. Follow up debriefing session between the mentor and inductee to discuss what was learned as a result of the peer coaching sessions. The preference is for peer observation to be in a variety of settings in classroom.
- End-of-year progress reflection with mentor

Adopted: October 8, 2024

Legal References: C.R.S. 22-60.5-201(Types of teacher licenses issued —term)
C.R.S. 22-60.5-204(Approved induction program-initial teacher licensee)
C.R.S. 22-60.5-210(Types of special services licenses issued-term)
C.R.S. 22-60.5-213(Approved induction programs-initial special services licensees)
C.R.S. 22-60.5-306(Types of administrator licenses issued-term)
C.R.S. 22-60.5-309(Approved induction programs-initial administrator licensees)

PLEASANT VIEW CHARTER SCHOOL

PVCS Policies

PVCS-P25

Hiring the Director

The following hiring process is designed to select the best candidate for the school while complying with applicable laws of fairness and equity.

Selection and Makeup of the Interview Committee:

- Job description will be posted with local, regional, and national exposure
- The Board will solicit volunteers from school staff to serve on the interview committee
- The interview committee size is limited and selected by the Board and comprised of:
 - * Three staff members — The staff members may or may not be members of the leadership team and may be licensed or classified employees
 - * Three community members—which may or may not have enrolled students
- The Board will designate a chair for the interview committee. The chair will collect applications of interested candidates up to 4pm of the closing day of the posting.

The Interview Committee's Tasks Will Include:

- **Chair**
 - * Conduct initial reference checks on all candidates
 - * Schedule and facilitate first round of interviews
 - * Report to the Board on committee recommended top 2-3 finalists
 - * Instruct the team on interview process and confidentiality expectations
- **Committee**
 - * Screen applications
 - * Identify those to be interviewed in person
 - * Assess written component of the interview
 - * Participate in live interview. Questions for candidates will be provided ahead of time to the committee.
 - * Take notes on candidates and provide those to the chair at close of process

The Board's Tasks Will Include:

- Interviewing all finalists
- Checking references of finalists
- Providing additional interview questions
- Based on the finalist's interview, a review of the interview committee's input, and the candidate's fit for the school, the Board will select the new Director. If finalists are not deemed satisfactory, the Board President will either ask the committee for another finalist or repost the position.

PLEASANT VIEW CHARTER SCHOOL

PVCS Policies

PVCS-P26

SALARY SCHEDULE CLARIFICATION (Licensed Staff)

All teachers must meet and stay in compliance with Colorado Department of Education licensing requirements to be hired and retained as a teacher in the School.

Initial Placement

- 1) Any teacher initially hired by the School after May 1, 2023 may be provided additional compensation credit on the vertical steps of the salary schedule for prior, effective teaching experience in an accredited public or private school, university or college outside of the School, as follows:
 - a) Student teaching or graduate assistant teaching experience is not eligible for consideration.
 - b) A maximum of fifteen years of experience will be considered.
 - c) All experience must be verified in writing by the previous employer(s) for consideration and must be received prior to 1st day of work.
 - d) Teaching experience from out of the country are eligible with translated transcripts for verification.
- 2) Additional compensation by placement on the horizontal, education component of the salary schedule will be considered for newly-hired teachers if evidenced by an official transcript for course work only, as follows:
 - a) For M.A. consideration, all course work must be at the graduate level. No credit for courses taken to secure teaching license (licensure credits) will be considered.
 - b) A teacher with two B.A. or B.S. degrees may be placed in a horizontal column on the salary schedule only up to and including the column prior to a M.A. column. The number of credit hours earned for the second B.A. or B.S. will determine placement. The number of credit hours earned for the second M.A. will determine placement.
- 3) In the Directors sole discretion, a bonus or stipend may be awarded for positions that he or she considers hard to fill in order to secure the most qualified candidate. Such stipends will be detailed on the Licensed Salary Schedule.

Consideration for Salary Schedule Upgrade (Horizontal Movement)

- 1) Requests for an upgrade on the salary schedule (horizontal movement based upon education) may be made once a semester, received no later than the 1st of October and the 1st of February. All requests must be submitted in writing to the Director and Business Manager.
- 2) The following requirements shall control the counting of credits for horizontal advancement on the salary schedule:

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PVCS Policies

PVCS-P26

- a) All of the hours required shall be graduate or undergraduate hours at an accredited 4-year college, university or graduate school.
- b) The course must be appropriate to the endorsement area(s) on the license and to the teaching assignment or in a new endorsement area.
- c) For teachers holding a B.A. or B.S. degree, graduate or undergraduate coursework credit received after obtaining the B.A. or B.S. degree in the appropriate endorsement area may be counted.
- d) For teachers holding a M.A. degree, only graduate coursework credit received after obtaining the M.A. degree in the appropriate endorsement area may be counted.
- e) Approval shall not be granted for training of any kind that is sponsored and/or paid for by the School and conducted during regular working hours of the teacher.
- f) Original/official transcripts must be provided for all requests for credit.
- g) The Director or designee reviews the original/official transcript or other relevant information with respect to the hours sought to be counted toward horizontal movement and shall make a determination whether the hours qualify.
- h) If there is a question about the eligibility of a course for credit, contact the Director or designee to review and request pre-approval.

Credit for Current Teaching Experience

- 1) All teachers, both full and part-time who start and complete 51% of a contract year shall be given credit toward a full year's teaching experience within the School.

Credit for Prior Teaching Experience (Returning Teachers)

- 1) For a licensed staff member to be considered as a returning/rehired teacher, he or she must have worked in the School within the last five school years and must be employed by the Board prior to the start of their 6th year and not later than September 1st. Full in-school credit and placement on the salary schedule for previous in-school experience shall be granted.
- 2) If a returning teacher was employed as a long-term substitute in the School for a minimum of sixty consecutive days within the previous five years, he or she will be considered to have returned to employment and be eligible for counting previous in-school experience. The teacher, however, must have continuously maintained a professional teacher license and be highly qualified in order to be considered.

Improper Placement

In the event that the School or a teacher becomes aware that the teacher's placement in the salary schedule was improper, the School or the teacher shall notify the other within the current contract year in which the placement was made. Thereafter, if placement is determined to have been improper, an adjustment may be made, as determined by the School, but only for salary amounts accrued or overpaid during the then-current contract term. In no event shall any adjustments or repayments be made for contract terms prior to the one in which notice of the improper salary schedule placement was made.