

# **GLOBE Charter School Policies and Procedures For Employees**

## **Vision Statement:**

**GLOBE Charter School educates Kindergarten through Sixth Grade students academically, emotionally, and socially to become involved and productive citizens of the world.**

## **Mission Statement:**

- Maintaining High Academic Expectations**
- Inspiring Student Learning**
- Fostering a Caring Community**
- Connecting with the World**
- Preparing Students for Life**

**These assist our students in acquiring essential academic and personal skills necessary to make a positive difference in their world.**

## *Welcome to GLOBE Charter School*

Thank you for being a part of the GLOBE Charter School community. At GLOBE, you have a tremendous opportunity to contribute to the education of children and therefore change lives and the world. We hope that you find your employment at GLOBE to be a professionally and personally rewarding experience. I look forward to working together with you to make a positive difference in children's lives so that our children can make a positive difference in the world.

You have joined a school that is continually working toward establishing an outstanding reputation for its' quality instruction, educational environment, and as a diverse academic choice. Credit for this goes to all the hard working members of our community. We hope you, too, will find satisfaction and take pride in your work here. As a member of the GLOBE Charter School team, you will be expected to contribute your talents, energies and knowledge to further improve the education quality and environment of our school.

This Policies and Procedures Manual should provide answers to most of the questions you may have about GLOBE benefits program and its' policies and procedures. You are responsible for reading and understanding this manual and abiding by the policies and procedures set forth. If at any time you have a question or a concern regarding these policies and procedures, please discuss them with me.

Welcome to the GLOBE Charter School community,

Katherine Siegel  
Principal/ Director of Education  
GLOBE Charter School

## Notice

This Policies and Procedures Manual has been prepared to inform you of GLOBE Charter School employment practices and policies as well as the benefits provided to you as a valued employee. This manual applies to all employees and employee classifications. GLOBE Charter School relies on the accuracy of information contained in this manual as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions of any of this information or data may result in the exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

**The policies in this manual are to be considered guidelines.**

- Any alteration or modification of a policy or policies in this manual must be in writing, and approved by GLOBE Board of Directors.
- The GLOBE Board of Directors, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this manual as business, employment legislation and economic conditions require.
- Any such action shall apply to existing as well as future employees, effective the date of adoption.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, privileges beyond the last day of employment.
- No statement or promise by a Board member, Director or Supervisor, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.
- Should any provision of the Policies and Procedures Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Policies and Procedures Manual, but only that particular provision.

\*This Policies and Procedures Manual replaces (supersedes) any and all other previous GLOBE Policies and Procedures Manuals effective the date of adoption.

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## VIII. **Employment Principles**

- **At-Will Employment**

Your employment with GLOBE Charter School is at-will. You are free to terminate your employment with GLOBE at any time, with or without reason. Likewise, GLOBE Charter School has the right to terminate your employment, or otherwise transfer or demote you at any time, with or without reason, at the decision of GLOBE Charter School Administration.

- **Termination of Your Employment**

GLOBE will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from GLOBE Charter School.
2. Fail to return from an approved leave of absence on the date specified by GLOBE Charter School.
3. Fails to report to work or call in for one (1) work day, except in cases of emergencies of incapacitation of the employees ability to communicate as determined by the administration.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of GLOBE policies. However, your employment is At Will, and you and GLOBE Charter School have the right to terminate your employment for any or no reason. GLOBE Administration also has the right to discipline employees (including termination) at its discretion.

- **Non-discrimination**

1. GLOBE Charter School respects diversity in all aspects of the institution, including employment. GLOBE provides equal employment opportunities regardless of the racial or ethnic background, national origin, ancestry, age, gender, gender expression, sexual orientation, religion, or disability of the individual.

- **Sexual and Racial Harassment**

1. GLOBE Charter School requires each of its employees to avoid any behavior that constitutes unlawful sexual or racial harassment. GLOBE also requires employees to avoid any behavior that constitutes retaliation against any person for reporting alleged sexual or racial harassment.

- **Vacancies**

1. All vacancies shall be posted first to current GLOBE employees for the time of one week before being posted to the community at large. A position opening that can be filled by a GLOBE employee will not be considered a vacancy, and will not require posting.
2. Lateral moves from within the organization may be affected without the position being posted.
3. If the vacancy is not filled from within, it will be posted with the Colorado League of Charter Schools and in at least one employment publication and remain open for a minimum of 5 working days. Positions shall not be filled during this posting time.
4. Whenever possible, teachers shall be involved in the selection process.
5. More than one applicant will be interviewed for all vacancies if/when more than one applicant has applied.
6. All teaching positions shall use a selection committee to assist and make recommendations to the Director of Education/ Principal.
7. Applicants for a position shall be notified as promptly as is practicable after a selection is made.
8. The Director of Education/ Principal and if desired by the Director of Education a chosen selection committee may have the authority, should a current position become available during the regular school year, to fill that position with a qualified applicant without going through the posting requirements.

- **Employment Agreement**

1. GLOBE Charter School employee agreements are for a school calendar year and are eligible for renewal annually.
2. Employees shall provide thirty days written notice of voluntary termination of services or shall be subject to damages up to 1/12 annual salary and all Paid Time off will be forfeited. Resignation will occur without further compensation other than that which is due for services already rendered.
3. GLOBE employees having more than three years of continued service shall have their contract automatically renewed at the end of each year unless terminated for cause. Teachers must retain their “Highly Qualified” status for agreements to be automatically renewed.
4. Should GLOBE’s Authorization to operate be revoked all employment agreements are subject to become null and void.
5. Employees that have signed and agreed to their Employee Agreement for a specific school year may be entitled to compensation through all months of the agreement, If the employee intends to return for a subsequent school year by signing a letter of intent due no later than March 30 of each school year. Teachers that resign, decline to return, resign after signing letter of intent to return, or are terminated shall not be entitled to any further compensation remaining on a agreement as of the last date of reporting for duty or service rendered.

## **II. Position Duties and Responsibilities**

### **A. Board of Directors**

1. Refer to GLOBE Charter School Bylaws

### **B. Administration**

1. **Director of Education / Principal / Head of School (Director of Education)**
  - a. Refer to GLOBE Charter School Bylaws

### **C. Teacher Policies**

1. GLOBE requires a period for all teachers the week prior to the start of school to prepare for the school year.
2. All full-time teachers shall be ready to report for work assignment by 7:25 a.m. and will remain until 3:55 p.m. unless prior arrangements or notice has been provided/approved or is a qualified emergency.
3. Teachers will be provided with a 30 minute duty-free lunch. In addition, each week teachers will receive prep time when their class is with an enrichment teacher.
4. Teachers shall be required to attend all meetings, to include monthly Staff/Faculty meetings, Village Assemblies, Student/Parent /Teacher Conferences, and Faculty Professional Development programs (see Current School Calendar). Any portion of the previously listed meetings that is missed will be deducted from his/her paid time off and



will be subject to disciplinary action, unless previously approved by the Administration.

- a. K-6<sup>th</sup> Faculty meeting will be held each month on an “Early Dismissal” day (see Current School Calendar) at 1:00 p.m. or as posted by the Director of Education

Teaching Group Staff Meetings will be as follows:

- K-1<sup>st</sup> the second Monday of the month during prep periods.
- 2<sup>nd</sup> – 4<sup>th</sup> the second Tuesday of the month during prep periods.
- 5<sup>th</sup> – 6<sup>th</sup> the second Wednesday of the month during prep periods.
- Enrichment Teachers meetings will be on an individual basis.

Submit in writing any item that you would like to have discussed at a staff meeting to the Director of Education a week before the meeting, at the discretion of the Director of Education, items may be included. The Director of Education will distribute agendas the Wednesday before the scheduled meeting. If a staff meeting is missed, it is the responsibility of that staff member to complete a faculty absence form and to know and implement what was discussed.

- Village Assemblies are held monthly. Village Assemblies include community business meetings, school performances, award ceremonies and festivals or any combination.

- Conferences occur four times during the school year (see Current School Calendar). These conferences will be used to develop GLOBE Individual Education Plans, review student progress, review/develop educational and social goals, develop action plans, and review student portfolios.

- Each conference day will be used by enrichment teachers to do the following: PE – plan for field day, Art – plan for art fair, and Music – plan for performances, concert and talent show.

- Attendance is required at all development opportunities, trainings, and workshops as instructed by the Director of Education

5. Every student at GLOBE will have a portfolio. Each student’s teachers, including enrichment and foreign language, will contribute at least two portfolio entries per quarter.
6. All teachers will have their class participate in a service-learning project. Each class will identify a problem; then design, implement, and evaluate a service-learning project.
7. All classes will participate in a selected year long cultural project that aligns with GLOBE Charter School curriculum, Vision and Mission.

#### **D. Staff Absences**

1. Staff Absences shall be prearranged when at all possible. Absences for illness shall accompany a Doctors note when/if possible. All Absences shall be reviewed by the Director of Education. Director of Education may consider any absences excused or unexcused.

Unexcused absences are subject to disciplinary action up to and including termination. Unexcused absences may be subject to additional deductions of PTO balance remaining by the employee

2. Any portion of a regularly scheduled workday, to include all meetings and Village Assemblies, that are missed by any faculty member must be reported on the Absence Request for Leave Form and turned in 7 days prior to the absence. The attendance deduction/absences will be recorded in the office and shown as a PTO deduction on your payroll stub.

3. In the event of an unexpected absence this form **must** be submitted **within two regular workday** after the employee returns to work.

4. An employee who is absent without submitting an Absence Request for Leave Form will be subject to investigation and progressive discipline for nonperformance of contracted services.

5. Teachers **must** have lesson plans available for substitutes in their Classroom, including current classroom information, attendance list, schedules, and class work for all subjects taught.

6. The GLOBE Guest Teacher process will be used for all planned absences. Absence forms are located in the facility mailbox/main office. Place the completed form into Absence Form Mail box. The Director of Education shall arrange for a substitute and return the bottom portion of the absence form to employee with in a reasonable period of time. If a teacher desires to recommend a substitute, please indicate that on the form. Contact the Director of Education if confirmation is not been received within a timely manner. In the event of illness, emergencies or an unexpected absence contact the Director of Education immediately.

#### **DI. Family/Medical Leave of Absence**

GLOBE will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, or veteran status.

Eligible employees will receive the legally required unpaid, job protected leave for the following family and medical reasons pursuant to the Family/Medical Leave Act:

1. The birth of an employee's child and to care for the newborn child;
2. The placement and care for a newly-adopted or recently placed foster child;
3. To care for a spouse, child, or parent who has a serious medical condition; or
4. An employee's own serious health condition that renders the employee unable to perform one or more of the essential functions of his/her job.

This Family/Medical Leave of Absence Policy shall be administered in accordance with applicable state and federal law as follows:

1. Employees are eligible if they have been actively employed for twelve (12) months, and have worked at least 1250 hours (an average of twenty-five (25) hours per week) during those twelve (12) months. This twelve (12) month period "rolls back" from the date of leave to the prior twelve (12) month period.
2. Employees may request one (1) or more family or medical leaves. However, the total amount of leave taken cannot exceed any twelve (12) month period. This twelve (12) month period is calculated backwards from the date the employee uses any family or medical leave.
3. An Employee may request intermittent leave or reduced schedule leave to care for a family member with a serious health condition or if the employee has a serious health condition that warrants such a request.
4. Employees shall be required to give thirty (30) days advance notice in the event of foreseeable medical treatment. To assist GLOBE Charter School in arranging work assignments during absences, reasonable proper notification, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with a two (2) weeks advanced notification of your intended return date. Failure to do so may delay the employees expected return date.
5. GLOBE Charter School can require a certification or periodic recertification supporting the need for leave. If the GLOBE Charter School determines that the certification is incomplete, GLOBE Charter School must provide a written notice indicating what additional information is required.

6. For purposes of this policy, a child is defined as a natural, adopted, foster, stepchild or a legal ward.
7. A parent is defined as the employee's or spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
8. A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving 1) inpatient care in a hospital, nursing home or hospice; or (2) outpatient care requiring continuing treatment or supervision from a health care professional.
9. Leave of absence rights available to the employee under other sections of the GLOBE Charter School policies shall be counted toward the total time off available under this section.
10. A Family Care Leave that related to the birth or adoption of a child must be completed with twelve (12) months of the birth or adoption.
11. Upon completion of a leave granted under this section, employee shall be reinstated to the employee's original position, or equivalent one.
12. If, due to the employees own medical circumstances, the employee are no longer able to perform the employees original job, the employee may transfer to alternate suitable work, if available.
13. While on a leave of absence provided for under this policy, GLOBE Charter School will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period. If the employee's leave extends beyond twelve (12) weeks, the employee shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. If an employee fails to return to work after expiration of the leave, the employee may be required to reimburse GCS for health insurance premiums paid during the leave.
14. Other accumulated fringe benefits such as PERA, service credits, sick pay, vacation pay shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave absence.
15. If additional family care or medical leave is required the employee must, prior to expiration of the family care or medical leave, submit additional certification to GLOBE Charter School.
16. Should you request a leave of absence for reason other than those described above, GLOBE will evaluate such a request based on the particular circumstances present at the time, including but not limited to your current and anticipated work responsibilities, performance, and GLOBE Charter School needs. GLOBE reserves the right to refuse such a request at its sole discretion.

## **F. Personal Time Off (PTO)/Sick Leave**

Employees should give as much advanced notice as possible when requesting a PTO day. PTO leave benefits will not accrue while an employee is on an paid or unpaid leave of absence, breaks (Summer, Winter, Spring) or during periods without reporting for; duty at a campus or duties participating off campus.

Full-time GLOBE employees will receive;

6 paid days of PTO for your first year of service,

7 paid days of PTO for 2 to 5 years of continued service,

9 paid days of PTO for 6-10 years of continued service,

11 paid days of PTO for 11 to 15 years of continued service,

21 paid days of PTO for 15+ years of continued service,

to be used for illness or personal leave. Part-time Employees may earn exactly half (1/2) of the amount a full-time employee earns.

## **G. Funeral (Bereavement) Leave**

GLOBE provides all school staff regularly scheduled to work 20 hours or more with up to three (3) working days upon request to make arrangements for and attend funeral services of an employee's spouse, domestic partner, child, foster child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or partner.

## **H. Jury Duty**

Employee should immediately notify the Director of Education upon receipt of a notice to report for Jury Duty and a copy of that notice should be provided. Jury Duty is paid, however any compensation other than mileage that an employee receives for performing Jury Duty by the court must be signed over to GLOBE Charter School.

## **I. Unpaid Leaves**

Occasionally, for medical, personal or other reasons, you may need to be temporarily released from the duties of your job with GLOBE. It is the policy of GLOBE Charter School to allow eligible employees to apply for and be considered for certain specific leaves of absence at the Administration discretion.

### **III. Discipline**

#### **A. Student Discipline**

1. All GLOBE staff are expected to follow the GLOBE Behavior Principles and Policies Handbook.
2. No teacher will be retaliated against because of his or her involvement in processing or reporting disciplinary actions. This will not impair the right of the Director of Education to counsel with a teacher regarding his/her actions in student discipline.
3. If safety concerns permit, all teachers will first make an attempt to correct a situation through verbal communication. If in the judgment of the teacher, force is required for the safety of others, then such force as is reasonable and necessary may be used to restrain a student from an act of wrong-doing, quell a disturbance threatening physical injury to others, obtain possession of deadly weapons, for the purpose of self-defense, or for the protection of persons or property.
4. Students should be sent to the Director of Education office only for moderate and severe level infractions. Moderate infractions include (but is not limited to) habitually disruptive behavior. The teacher should deal with all minor infractions. Consult the provided GLOBE Charter School Student Behavior and Discipline Green Book as well as the School District 11 Student Discipline Green Book for severity of infractions.
5. At times the Director of Education will require written incident reports in regards to the behavior / incident. A student Discipline Referral Form may also be required.
6. Students receiving an office referral will be returned to the classroom when the administration deems it is appropriate. In addition, a student's homeroom teacher will be notified by the administration that the student has received an office referral when the referral is given by another teacher.
7. The teacher and Director of Education together will notify parents/guardians of severe discipline infractions.
8. Teachers are responsible for supervising their classes at all times.
9. On occasions when the Director of Education is not available, he or she will appoint a designee who is on the premises to oversee the discipline process. Staff will be notified of the Director of Education scheduled meetings and absences in advance.

## **IV. Professional Rights and Responsibilities**

### **A. Standards of Conduct**

Whenever people gather together to achieve goals, some statements of conduct are needed to help everyone work together effectively, efficiently, and harmoniously. By accepting employment with GLOBE Charter School, the employee has a responsibility to GLOBE Charter School and to fellow employees to adhere to certain expectations of behavior and conduct. The purpose of these procedures is not to restrict rights, but rather to be certain that the employee understands what conduct is expected and necessary.

When each person is aware that he/she can fully depend upon fellow employees to follow the code of conduct, GLOBE Charter School will be a better place to work for everyone.

Some examples of unacceptable workplace behavior include, but are not limited to:

- Abuse, discourteous treatment, or inappropriate contact with students, parents, the public or fellow employees
- Insubordination – refusal to perform or follow reasonable work requests, instructions, directions, or prescribed work procedures
- Theft, embezzlement or unauthorized removal of GCS property or the property of others
- Acts involving dishonesty or breach of trust, such as fraud
- Conviction of a felony
- Possession, selling or use of illegal substances while on or off duty
- Reporting to work or working under the influence of intoxicants or drugs that have not been prescribed for medical reasons
- Falsification of any GLOBE records and documents, including employment applications, time sheets, etc.
- Abuse, destruction, waste or unauthorized use of equipment, facilities, materials or programs
- Abusive or vulgar language
- Any unapproved absence or departure from the assigned work area
- Unacceptable job performance
- Altercations with any students, parents, the public, fellow employees or administration.
- Failure to report to work on time; excessive absenteeism or tardiness
- Failure to call in as required
- Sleeping while on duty
- Failure to comply with regulatory requirements or safety rules and regulations
- Traffic violations while operating a GLOBE Charter School vehicle.
- Revealing, disclosing, or making available to unauthorized persons any information classified as confidential
- Failure to provide honest and accurate information to a responsible agent of GCS
- Possession, use and distribution of dangerous or unauthorized materials such as explosives, firearms, knives, or other dangerous

weapons while on duty or on GLOBE premises or GLOBE sponsored activities

- Fighting, threatening violence, intimidation or harassment toward any individual directly or indirectly associated with GLOBE
- Smoking (within 150 feet) or drinking on GLOBE grounds and/or at GLOBE sponsored activities where students are present
- Attempts to disrupt or undermine the business interests of GLOBE or to encourage others to do so
- Unauthorized solicitation from parents, students, the public or fellow employees
- Any conduct on or off the job which GLOBE, in its sole discretion, believes will adversely affect the image of GLOBE Charter School
- Any act that jeopardizes the health, safety or well being of a child, staff member or visitor
- Working or engaging in other business transaction or activities for the purpose of personal gain during normal school or business hours (7:30 a.m. – 4:00 p.m.)
- Engagement in unethical or questionable practices and procedures
- Other violations of GLOBE policy

GLOBE Charter School reserves the right to suspend any employee, with or without pay, to investigate violations of any one of the above workplace behaviors or other such actions that may not be defined above

#### **B. Attendance**

The presence or absence of each employee is of critical importance to the successful operation of GLOBE Charter School. Therefore, GLOBE Charter School expects all of its employees to be on time, ready to begin work at the beginning of their schedule, and to work the full and allotted time they are assigned each day. GLOBE Charter School reserves the right to assign employees to jobs other than their usual assignments when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

#### **C. Absence or Lateness**

From time to time, it may be necessary for you to be absent from work. GLOBE is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Paid time off (PTO) has been provided for this purpose.

#### **D. Accountability to Students**

1. GLOBE employees are held accountable to implement GLOBE's Vision and Mission, follow employee policies and procedures, and comply with their contract job descriptions and requirements.
2. Employees must report to work on time and remain during



working hours, unless signed out by the office. An unsatisfactory attendance record resulting from frequent absences and tardiness may be the basis for progressive disciplinary action.

3. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance as defined in state and federal law is prohibited. This policy shall apply to all employees during working time, while operating any school-owned vehicles or school-approved vehicles, or during school-sponsored activities. This prohibition also shall apply to employees during non-working time to the extent such as impairs an employee's ability to perform his/her job. Observance of this policy is a condition of employment. For any employee found in violation of any policy, sanctions against that employee, including non-renewal, suspension, or termination, shall be in accordance with prescribed Policy. State statutory requirements will apply in the event of a separation. Pursuant to law and as a condition of employment, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the work place shall notify GLOBE no later than five days after the conviction. Failure to do so shall result in disciplinary action up to and including termination for a first offense.

#### **E. Health and Safety**

1. No smoking is allowed within one hundred fifty feet of the school. Staff must not purchase tobacco products or use them with or in front of students.
2. Fire drills will be held once a month and fire escape routes shall be posted in each room. Safety drills will be conducted on a quarterly schedule and Safety Folders are located in each classroom
3. GLOBE Charter School Administration has sole desecration of inclement weather policy and may differ from that of District 11.
4. Accident Reports must be filled out by employees who witness accidents involving physical injury to a person or serious damage to property. Accident reports must be submitted to the Director of Education, and the administration will fax the report to the insurance representative within twenty-four hours if necessary,
5. Incidents must be reported immediately in writing to the Director of Education, with documented follow up within twenty four hours. Follow up must be specified on the report. An incident includes but is not limited to student behavior or occurrences which merit serious concern such as disruptive behavior involving minor injury or threat of injury, a minor accident, damage to property involving minimal repairs, theft, etc.
6. For policies on reporting child abuse and neglect please refer to the District 11 website at <http://www.d11.org>. Initially employees should report any suspicions of child abuse and/or neglect to Director of Education if possible, immediately. In appropriate cases suspected cases of child abuse or neglect should also be promptly reported to a law enforcement agency, DHS or other appropriate state agency.

7. All employees must maintain CPR and first aid certification. All teachers conducting end-of-year trips will have medication dispensing certifications.

#### **F. Academic Guidelines**

1. The actions of an individual teacher in carrying out an educational program appropriate to the curriculum can properly involve conversation which may be questioned, provided both conversations and the treatment of the conversations are within the range, knowledge, maturity, and competence of the students. Some subjects may need to be considered with the Director of Education if/when the teacher or student believe that a subject should have her/his input. It is the teacher's responsibility to bring out various sides of questions that would allow the students to make an educated judgment. When discussing controversial issues, the student has the right to access of relevant information, including materials that circulate freely in the community; study under competent instruction in an atmosphere of freedom from bias and prejudice; and to form and express his/her own conversation without thereby jeopardizing his/her relationship with the teacher or the school. Teachers are assured of the support of GLOBE Charter School when the actions of the teacher are in accord with the law and terms and provisions of this manual. Furthermore, no teacher will be subject to disciplinary action for teaching controversial issues when his/her conduct is the result of the exercises of reasonable professional judgment by the teacher.
2. Sex Ed curriculum shall not be used in any course of study provided in a classroom.
3. All fictional movies must be approved in advance by the Director of Education and must relate to the curriculum being taught. Parental Permission must be obtained before showing a PG-13 rated movie to students under 13.

#### **G. Curriculum Development**

1. The Director of Education/ Principal is ultimately responsible for GLOBE's curriculum as delegated by the Board of Directors. Teachers may participate in curriculum development at the discretion of the Director of Education.

## **H. Facilities, Materials, and Supplies**

1. GLOBE shall provide each teacher with an accessible space to store instructional supplies and materials, a teacher workroom/lounge away from students, access to a copy machine, and a serviceable desk and chair.
2. Teachers are responsible for the proper care and use of assigned equipment. Students are not allowed to use the copy machine for any reason, nor should be in the teachers lounge.
3. Classroom Supplies are available in the office
4. Bus drivers must have a commercial driver's license with the proper endorsement as required by the Colorado Department of Motor Vehicles on file with the office.
5. Parent drivers must be twenty-one years of age and must have their license and proof of insurance on file with the office. All students on GLOBE field trips must have their own seat belts. Any students under 45 lbs. must use a car seat when being transported in a private vehicles on field-trips.
6. Parents of Students at GLOBE shall pay a yearly student fee of \$200.00 per student due no later than December 15th. This fee is to be collected at the front desk and will be recorded in the students file. This money will be used for monthly and end of the year field-trips, classroom enrichment items, Technology, Music, and Art supplies, yearbook and student handbook.
7. All Field Trips must have a budget prepared in advance. The Budget must be submitted to the Director of Education/Principal before any funds will be disbursed for the Field Trip itself (including any fees to be paid in advance). The budget must include:
  - Teacher's name
  - Class
  - Destination
  - Date (s)
  - Number of students expected
  - Number of adults expected
  - Admission fees : Total, per student and per adult
  - Other expenses anticipated; meals, etc.
  - Transportation costs
8. Each teacher will have a list of students that have paid available to him/her.
9. Teachers are responsible for turning in all receipts from field trips. Teacher will be personally responsible for all funds not verified by a receipt.
10. If repairs or cleaning needed is extensive, employee should fill out a Repair Request Form and turn in to the Director of Education.
11. Teachers are responsible for the vacuuming of their classrooms and all other carpeted areas daily. Trash will be placed in the hallway outside of your room daily and disposed of by the GLOBE custodian.

## **I. Expense Reimbursement**

GLOBE Charter School must have the Directors of Education / Principal prior written authorization prior to incurring any expense on behalf of GLOBE. To be reimbursed for all authorized expenses, employee's must submit an expense report accompanied by itemized receipts and it must be approved by the Director of Education. Submit expenses each week, as the employee incurs authorized reimbursable expenses. In order for GLOBE Charter School to keep records and accounting accurate and current, expense reports older than three (3) months or without receipts may not be honored or reimbursed.

## **J. Dress Code**

A neat, clean, and professional appearance by the entire staff is very important to the environment of the school. Wearing acceptable clothing, keeping fingernails at an appropriate length, etc. are necessary to maintain professional standards, and yet we recognize the need for comfortable clothing for our teaching staff.

Our expectation is that all clothing should be in good repair, wrinkle free and clean. Some examples of acceptable clothing would be: pants, shirts, skirts, dresses, sweaters and sensible shoes.

The following types of clothing are examples of, but not limited to, what is not acceptable: tube-tops, halter tops, cut-off's, shorts, shirts with unacceptable logos, sweat pants, flip flops. Please understand that you are expected to dress and groom yourself in accordance with accepted professional and business standards.

## **K. Cell Phones**

Cell phones should be placed on vibrate or turned off during class time. In the case of an emergency notify the office for coverage while you take the emergency call. **Flagrant use of cell phones during educational/teaching time will result in disciplinary action and is grounds for dismissal.** No texting is allowed except before school, during lunch break and after school.

## **L. Internet Usage**

GLOBE Internet services are being provided for use of work and education related purposes. Each teacher will be provided with a e-mail address.

## **M. Confidentiality**

GLOBE Charter School employees are exposed to confidential information regarding students, parents, and school issues. Confidential matters should be directed only to the Director of Education. Violation of confidential ethics will result in disciplinary action.

## **V. Performance Review and Evaluations**

### **A. Purpose**

1. GLOBE Charter School conducts a formal review and evaluation at least once a year for each employee. During a formal performance review and evaluation, the Director of Education/ Principal may cover the following areas:
  - The quality of your work
  - Meeting established objectives
  - Strengths and areas of improvement
  - Attitude and willingness to work
  - Initiative and teamwork
  - Attendance
  - Problem solving skills
  - Ongoing growth and professional development
  - Overall professionalism
  - Classroom management
  - Knowledge of curriculum
  - Teaching style and strategies

An employee's review and evaluation provides an opportunity for collaborative, two-way communication between you and the Director of Education.

### **B. Orientation**

1. The Director of Education is responsible for acquainting teachers with the formal evaluation procedure. This shall include providing teachers with a copy of the current evaluation form(s) and rubric.

### **C. Timelines**

1. A minimum of two Director of Education observations evaluations shall be completed before March 1 annually for all teachers. Classroom walk-through evaluations will be conducted continuously throughout the school year.
2. A face-to-face conference will be held between the Director of Education and the employee within ten calendar days of any and each observation.
3. All employees shall have the right to add a written statement to the evaluation prior to it being placed in the employee's file.

#### **D. Observations**

1. Observations shall be at least thirty minutes in duration and shall be conducted openly and with the knowledge of the employee during a set time period. Employees may let the Director of Education know the best opportunities to conduct an observation during this set time period.

#### **DI. Remediation**

1. If lower than “satisfactory” is given to an employee during an observation or evaluation, a remediation plan to correct the deficiencies will be developed jointly by the Director of Education and the teacher and will include observable activities for the employee to perform, as well as a timeline within which these improvements should occur. If indicated, resources and assistance provided by GCS will be stated.
2. If the next performance evaluation indicates the employee’s performance is satisfactory, no further action will be taken regarding the earlier evaluation.
3. If the employee is not performing satisfactorily, the evaluator will make additional recommendations for improvement or recommend non-renewal.

## **VI. Insurance –**

**GLOBE Charter School provides Insurance of the following at no cost to the employee (with the exception of PERA), any additional coverages desired to cover dependents will be at the cost to the employee through payroll deduction/withholdings**

- A. Health**
- B. Dental**
- C. Vision**
- D. Life**
- E. PERA**

1. All GLOBE employees must be enrolled as members of the Public Employees Retirement Association (PERA) and deductions from their salary at each pay period will be made in accordance with State and Federal Statutes. This retirement deduction is made in place of Social Security deductions, and it may be withdrawn when the employee is no longer a public employee.

### **F. Workers' Compensation**

1. Any employee of GCS who is temporarily disabled as a result of an injury arising out of and in the course of his/her employment shall be covered by Workers' Compensation Insurance.
2. Employees temporarily absent from work and unable to perform their regular or modified duties as a result of personal injury incurred in the scope and course of their employment with GCS shall be deemed to be on injury leave until they are able to resume their duties or unable still to perform their duties after reaching maximum medical improvement.
3. Employees on such leave shall be entitled to receive their statutory benefits provided under the Worker's Compensation Act.

## **VII. Assault**

- A. In addition to the procedures otherwise required, the following procedures will be followed in instances of assault, disorderly conduct, harassment, knowingly false allegations of child abuse, or alleged criminal offense by a student directed toward a teacher or school employee.
1. The employee will notify the Director of Education as soon as possible.
  2. The employee will follow up and file a written report with the Director of Education.
  3. The employee will contact the local law enforcement agency to report the incident.
  4. The Director of Education will insure that the local law enforcement agency was contacted and will conduct an informal hearing. If warranted, the Director of Education will suspend the student for at least three but no more than five days, with referral for further disciplinary action in accordance with established policies and procedures as adopted by the Board of Directors.

## **VIII. Employee Rights**

### **A. Complaints against an employee by other employees or community members.**

1. GLOBE Charter School values open, honest, two-way communication with the right to disagree without reprisal, including the employee's request for a third-party witness present at any/all meetings.
2. When an employee or community member makes a complaint against an employee, the Director of Education shall promptly attempt to resolve the complaint informally.
3. If the complaint cannot be resolved informally, the complainant may be asked to put the complaint in writing or otherwise affirm their complaint in the employee's presence.
4. If the complaint is made in writing, the following procedure shall govern.
  - a. The employee shall be promptly notified of the nature of the complaint, given a copy of the complaint, and notified of the identity of the complainant.
  - b. After notifying the employee, the Director of Education shall arrange a meeting within seven work days with the complainant, the employee, himself/herself, and, if the employee requests, a member of Board of Directors as a witness. The failure of a complainant to appear at such a meeting shall not keep the meeting from proceeding, nor shall it preclude further processing of the complaint, if confirming evidence or facts have been obtained by the Director of Education.
  - c. If the complaint is supported by fact and any record of the complaint or its formal/informal resolution are found in the employee's files, the employee shall immediately be



provided with a copy of such records and have the right to file a written response. If there is no evidence of similar conduct within an eighteen month time period, the record of such complaint, its resolution, and/or the employee's response may not thereafter be used as evidence of the employee's conduct in any disciplinary proceeding, except as rebuttal to evidence offered by or on behalf of the employee to support claims of a good teaching record during the preceding time period.

- d. Nothing in this procedure shall be construed to prevent the Director of Education from conducting such investigations of employee performance or conduct as is deemed advisable.

#### **B. Access to Files**

1. The Director of Education is authorized to implement a comprehensive and efficient system of personnel records by maintaining a personnel folder for each employee, certificated and classified, in the GLOBE Charter School office.
2. Information included in these files
  - a. Home address
  - b. Telephone numbers
  - c. Financial information
  - d. Fingerprints and background check
  - e. Proof of Citizenship
  - f. Transcripts (when pertaining to employment)
  - g. Formal evaluations
3. Lists of GCS employee's names and addresses will not be released for general public use without the consent of the employee.
4. An employee may review and copy material made a part of his/her personnel record and files maintained by GLOBE Charter School, subject to the provisions of the Colorado Open Records Law, by making an appointment with the Director of Education. An employee shall be given a copy of any derogatory material placed in their file and shall have the right to file a written response within ten days of having received a copy. Derogatory materials may not be used in any disciplinary proceedings unless the employee has been given at least five (5) working days to respond to such materials.
5. The evaluation report of personnel will be confidential and available only to the evaluated employee and the administrators who supervise his/her work.
6. Personnel records will be available to members of the Board of Directors during termination hearings or the appeals process. Employees will be notified of any Board access.

### C. Progressive Discipline

1. In the event of unacceptable behavior or conduct on the part of individual employees, the Director of Education is obligated to attempt to correct or stop such behavior in a timely fashion.
2. Employees will not be disciplined without sufficient cause.
3. Progressive discipline procedures:
  - a. A verbal warning will be documented.
  - b. Upon a repeated offence a written reprimand will be documented, to include what happened, the reason for the reprimand, changes that are expected by employee, and what will take place if behavior is not corrected. Written reprimands shall be delivered in private (see VII.A.5.b. for the employee's right to a witness) and space granted for written comments by both the Director of Education and the employee.
  - c. In the event that GLOBE Charter School feels it necessary to terminate the employee for nonperformance and/or malfeasance, or when continued employment presents a clear and present danger to the health and safety of GLOBE Charter School students, the Director of Education has the right to suspend employment pending review. Such a suspension will be for five working days and will be with pay.
  - d. If the Director of Education determines that employment shall be terminated, the employee will be notified in writing of the termination notice and the results of the review.

### CI. Grievance/Appeals Process for Employees

1. The purpose of this process is to facilitate free, easy, and effective communication between employees and administration at the lowest possible grievance level by securing equitable solutions to problems which affect the employee's terms and conditions of employment.
2. Appeals Procedures
  - a. **Informal: The employee shall first discuss the allegation with the Director of Education with the objective to resolve the matter informally.**
    - i. If the grievance cannot be resolved within five working days, the employee may initiate the filing of a formal grievance.
    - ii. Retaliation and harassment cases automatically originate at Formal Level One
  - b. **Formal Level One: The teacher must file the grievance in writing to the Director of Education .**
    - i. The written grievance shall state the nature of the grievance, the specific provisions of the agreement allegedly violated and the relief requested.

- ii. Written grievance must be filed within ten working days of the incident or the discovery of the incident.

**c. Formal Level Two: Grievance filed with the Board of Directors**

- i. A copy of the grievance will be brought before the Board by the Teacher Liaison within five working days of the Education Director's written response to the Level One grievance.
- ii. Within ten working days of written Board notification of the grievance, the employee, Board of Directors, and Director of Education shall meet to consider the grievance
- iii. The Board of Directors acknowledges and respects employee rights to privacy.
- iv. Discrimination and harassment complaints shall be investigated in a manner that protects the confidentiality of the parties and facts.
- v. Individual Board members do not have the authority to resolve grievances. The Board as a whole will render a decision.

**d. Formal Level Three: Submission of grievance to impartial, non-binding arbitration by Board of Directors**

- i. The Board of Directors must submit grievance within ten working days.
- ii. All parties will mutually agree upon the arbitrator used.
- iii. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented and the disciplinary outcome.

- 3. Failure to file a grievance or appeal the grievance to the next level within the stipulated time period therein shall constitute a waiver of the grievance.
- 4. An extension of time may be granted due to circumstances mutually agreed upon by both parties.

**GLOBE Charter School  
Policy and Procedures  
Contract of Understanding**

I, being a GLOBE Charter School employee, have read and understand GCS Policies and Procedures as explained in the Policy and Procedure guidelines.

I understand that any violation of the Policies and Procedures outlined in the guidelines may result in disciplinary action and or termination of employment.

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Employee Name

Position

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Employee Signature

Date