



EMPLOYEE Handbook

2023-2024

ABOUT THE EMPLOYEE HANDBOOK

This Employee Handbook (the “Handbook”) is designed to acquaint you with JICS and provide you with information about working conditions, benefits, and policies affecting your employment. The Handbook is not intended to create, and should not be interpreted as creating, an express or implied contract, including a contract of employment. The Handbook is also not intended to create, and should not be interpreted as creating, property rights, privacy rights, rights to due process, or other contractual or constitutional rights. This Handbook is a summary of JICS policies, which are presented here only as a matter of information.

If there is any conflict between the provisions of the Handbook and those set forth in the terms of a staff member’s Employment Worksheet the terms of the Employment Worksheet shall prevail. The information contained in this Handbook applies to all employees of JICS, and your adherence to the policies described in this Handbook is considered a condition of continued employment.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. JICS’ objective is to provide you with a work environment that is conducive to both personal and professional growth. You are also responsible for reading and understanding the Safety and Accident Prevention and the Emergency Response Plan.

CHANGES IN POLICY

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. **As a result, JICS reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. JICS also reserves complete discretion to interpret the provisions of the Handbook and how they apply to any situation that may arise. This Handbook replaces and supersedes all previous employee handbooks.**

If there is a conflict between the provisions of this Handbook and any oral statements made by any employee or agent of JICS, either before or after your receipt of this Handbook, the terms of this Handbook shall govern. No employee or agent of JICS has the authority to make any contractual or legally binding commitment to an employee, except the Chief Executive Officer (the “CEO”) and the Chief Financial Officer (the “CFO”), and then, only if the commitment is made in writing.

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification or material omission in any of this information or data may result in exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

EMPLOYMENT RELATIONSHIP

All JICS employees are at-will employees, whose employment can be terminated by JICS, in its discretion, at any time, with or without advance notice, and with or without cause. You have no property interest in your continued employment. JICS employees are free to resign from employment at any time and for any reason.

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SECTION 1: INTRODUCTION

WELCOME TO JAMES IRWIN CHARTER SCHOOLS

Each employee is a very important member of the team at JICS. We take a great deal of pride in the quality of our team, and we hope you find the work here rewarding. Each member of the JICS team is vital to the success of our organization. We believe in working together to meet common goals, and we invite you to join us in achieving these goals. Naturally, much of that success depends on your knowledge about working here. That is why we have prepared this handbook and made it available to you electronically or by hard copy upon your request. We hope it will answer your employment-related questions about JICS. If you cannot find the answers in this book, you should contact your immediate supervisor as your primary source for information about JICS and your job. As a member of our team, you are a part of an organization that is well known for providing a challenging and rigorous academic program for its students. We are confident you can help continue to build on that reputation. Welcome to the James Irwin Team!

VISION STATEMENT

It is the vision of James Irwin Charter Schools (“JICS”) that all students can benefit from a rigorous college preparatory program that challenges them to achieve their academic potential. Students will be encouraged to recognize and value scholarship and character. JICS will provide an environment in which students are known, respected and valued as individuals of potential and promise. Through a sound curriculum based on the great ideas and values of our Western Heritage, students will be prepared to become active and responsible members of the community.

MISSION STATEMENT

Our mission is to help guide students in the development of their character and academic potential through academically rigorous, content-rich educational programs.

JAMES IRWIN, OUR HERO

James Irwin was the 8th man to walk on the moon. He, along with Commander David Scott and Command Pilot Alfred Worden, comprised the Apollo 15 Mission crew. Irwin piloted the lunar module that descended to the surface of the moon and into the history books. Born to a working-class family in Pittsburgh, Irwin was an unlikely candidate for heroism. Yet his love of exploration and adventure led him to the Naval Academy and an appointment to the newly established United States Air Force. After becoming a test pilot, he applied to the Space Program, eventually leading to the Apollo 15 mission and the opportunity to travel into outer space.

After retiring from the Air Force, James Irwin and his family settled in Colorado Springs where he became a well-known figure. He continued to explore, making several expeditions to the Himalayas in search of Noah’s Ark. He was asked to speak to groups throughout the world about his adventures both on the earth and in outer space. He took the opportunity to promote American values wherever he went.

It was James Irwin’s spirit of adventure, his persistence in achieving his goals, and his lasting pursuit of excellence that attracted the founders of the James Irwin Charter Schools. He represents the best of the United States of America to the students and faculty of the schools named after him.

SECTION 2 - DEFINITIONS OF EMPLOYMENT STATUS

“EMPLOYEE” DEFINED

An “employee” of JICS is a person who receives a W-2. “Employees” may include exempt, non-exempt, school year full-time, annual full-time, regular part-time, and temporary employees who are subject to the control and direction of JICS in the performance of their duties.

EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) are exempt from overtime pay requirements.

NON-EXEMPT

Employees whose positions do not meet FLSA criteria for being exempt (from overtime pay) are paid one and one half their regular rate of pay for hours worked more than 40 hours in a work week. If you are non-exempt from overtime, then you cannot work over 40 hours a week without prior approval. All employees MUST receive prior approval in writing from their supervisor and/or principal for overtime. The workweek begins on Sunday and ends on Saturday.

SCHOOL YEAR FULL-TIME (TEACHERS, ASSISTANTS, EXECUTIVE AND ADMINISTRATIVE STAFF)

Employees who are scheduled to work a minimum of 40 hours per week, but less than 52 weeks per year, during the school year are considered School Year Full-Time Employees. School Year Full-Time employees are eligible for JICS Employee Insurance Benefits. The total number of days that School Year Full-Time employees are scheduled to work varies slightly from year to year.

ANNUAL FULL-TIME (JANITORIAL & MAINTENANCE STAFF)

Janitorial and maintenance employees are the only JICS staff members scheduled to work a minimum of 40 hours per week, 52 weeks per year. Annual Full-Time employees are eligible for JICS Employee Insurance Benefits.

PART-TIME

Part-Time employees are scheduled to work less than 40 hours per week. Part-Time positions may be either School Year positions or Annual positions. Part-time employees generally do not receive employee benefits. However, employees who work 30 to 39 hours per week are eligible for health insurance and related coverage under the federal Patient Protection and Affordable Care Act.

TEMPORARY (FULL-TIME OR PART-TIME)

Individuals hired for a specific period of time, or to assist in the completion of a specific project, are temporary employees. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change in writing.

SECTION 3 - EMPLOYMENT POLICIES

NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, JICS strives to make employment decisions based on merit, qualifications and abilities. In this regard, JICS seeks to comply with state and federal laws prohibiting discrimination in employment opportunities or practices because of race, color, religion, ethnicity, genetic information, creed, ancestry, marital status, marriage to a co-worker, sex (includes pregnancy), gender identity, sexual orientation, national origin, veteran status, age, disability, or any other status protected by applicable law. This prohibition may include harassment based on any protected class or classes. Harassment may include verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This applies to all employment practices including hiring, promotions, training, disciplinary action, termination, and benefits. JICS prohibits retaliation against any employee for filing a good faith complaint under this policy or other policies or for cooperating with an investigation in good faith. If you believe you have experienced or observed unlawful discrimination, please notify the CEO or the CFO immediately. They may investigate the matter and take appropriate action. Your concern will be kept as confidential as practical. If JICS determines that an employee's behavior is in violation of this policy appropriate disciplinary action may be taken, up to and including termination of employment.

EQUAL PAY FOR EQUAL WORK

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

- The School's seniority system;
- The School's merit system;
- The School's system that measures earnings by quantity or quality of production;
- The geographic location where the work is performed;
- Education, training, or experience to the extent that they are reasonably related to the work in question;
or
- Travel, if the travel is a regular and necessary condition of the work performed

ACCOMMODATION

To the extent required by law, JICS will make reasonable accommodations for otherwise qualified individuals with known mental or physical limitations, unless doing so would result in an undue hardship or a direct threat of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by a reasonable accommodation. Any applicant or employee who requires accommodation should contact an administrator and request such accommodation, orally or in writing.

Employees are expected to cooperate fully with the accommodations process, including providing any necessary medical documentation to administrators. Employees who do not cooperate with the accommodations process will be deemed to have waived their right to reasonable accommodation.

JICS retains ultimate discretion to choose between various reasonable accommodations.

This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training.

WORKPLACE ACCOMODATIONS FOR PREGNANT EMPLOYEES

JICS will provide reasonable accommodation to pregnant staff members for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Seating
- Closer Parking
- Leave or time off to recover from childbirth
- Limitations on strenuous activities
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy

If you require an accommodation, notify your Supervisor. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

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

JICS will not require you to accept any accommodations without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. JICS is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on JICS. If leave is provided as a reasonable accommodation, it will run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

JICS will comply with state or local laws that provide additional protections beyond the PWFA. JICS will not retaliate against an employee who requests or receives an accommodation under this policy.

NON-DISCLOSURE/CONFIDENTIALITY

Employees who improperly use or disclose confidential school, student and/or business information will be subject to disciplinary and/or legal action and/or immediate termination from employment (without regard to whether they benefited from the disclosed information or not).

IMMIGRATION REFORM AND CONTROL ACT OF 1986

JICS employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. As a condition of employment, each new employee must complete the Employment Eligibility Verification, INS Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with JICS within the past three years or if their previous I-9 is no longer retained or valid.

FINGERPRINT/BACKGROUND CHECKS

Upon hire, JICS employees must submit to a fingerprint check that will be submitted to the Colorado Bureau of Investigation (CBI) and the FBI. Information obtained through this check or subsequent checks may result in disciplinary action or immediate termination. Criminal History Record Information (CRHI) shall be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the school, and prepared for their new position. The new employee orientation is conducted by school representatives and includes an overview of the school history, an explanation of the JICS core values, vision, and mission, goals, and objectives. A summary of employee benefits will be communicated; however, employees are responsible for reading the communication that they receive in conjunction with the various employee coverages. No representations made at this orientation should be construed as changing the at-will employment relationship.

SALARY WORKSHEET

JICS employees will receive a *Salary Worksheet* that summarizes the terms of their employment for the current (or up-coming) school year. This document is not intended to be a contract or guarantee of employment but rather to summarize the mutual understanding of the parties involved for the current school year. All JICS employees, including teachers, are “at will” employees and this worksheet does not change the at-will employment relationship. JICS employees have no legal right to continued employment.

LUNCH PERIODS

Employees are allowed and encouraged to take a lunch break. Lunch breaks generally are taken between the hours 11:00 a.m. and 2:00 p.m. Note: non-exempt full-time employees must take a lunch break or, if not, they should leave early (with approval from their supervisor) to not exceed 40 hours in a week.

BREAK OR PREP PERIODS

JICS allows employees to have a break or prep time during the school day. This prep time can be used for grading or to prepare for future classes. This time is not to be used for personal business. When employees have personal business to take care of, they must notify their direct supervisor to discuss time away from work and to make provisions as necessary. Due to security concerns, employees must notify the school’s front office when they leave a JICS campus and the approximate time of their anticipated return. All hourly employees will

be provided with a 10-minute break during each four-hour period of consecutive work. The scheduling of these breaks will be determined or approved by the employee's supervisor.

PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify the School and the Business Office of any change in personal data such as: mailing address, telephone numbers, name and number of dependents, and individuals to be contacted in the event of an emergency. An employee's personal data must always be accurate and up to date. Please email the Business Office with any changes.

PERSONNEL FILES

To the extent required by law, JICS will allow employees access to their personnel files during normal business hours. Employees who wish to review a document in their file should contact the Business Office. In addition, JICS will keep employee personnel files confidential in accordance with applicable law.

INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt School operations. The decision to close the schools will be made by the CEO.

School closures will be announced on your local radio and television stations. You may also check the school's web site.

JICS regular employees will be paid at their regular rate of pay if JICS closes schools due to emergency or inclement weather.

ATTENDANCE/ABSENCE REPORTING AND PUNCTUALITY

JICS expects employees to be regular and punctual in attendance. This means being in the office or classroom and ready to work or teach at the starting time each day. Absenteeism and tardiness places a burden on other employees and students and will not be tolerated. **If you are going to have a planned absence JICS requests 2 weeks advance notice to your supervisor.** If you are unable to report for work on time, notify your supervisor before your regular starting time. You are responsible for speaking directly with your supervisor about your absence. Except in the case of an emergency, it is unacceptable to leave a message for a supervisor or Principal on voice mail or e-mail.

If you are unable to work due to illness or an accident, it is your responsibility to notify your supervisor by **6:00am that day**. This will allow the school time to arrange for temporary (substitute) coverage of your duties.

Teachers should call in sick as directed by each school principal. The staff member who receives the call will arrange for a substitute and will report the absence to the Business Office by attaching a completed ***Leave and Absence*** form to the substitute time sheet.

Administrative/office employees are responsible for reporting their absence by completing a ***Leave and Absence*** form and turning it in directly to the Business Office. Failure to comply with the absence reporting will result in disciplinary actions up to and including termination.

If you become ill while at work or must leave the school for any other reason before the end of the school day, you must inform your supervisor of the situation.

JICS students must be monitored at all times. If you must leave a classroom before the end of a period for a non-emergency situation, it is your responsibility to arrange for a substitute for your class. In the case of an emergency, you must notify your supervisor and they will arrange coverage for you.

OUTSIDE EMPLOYMENT

JICS expects you to devote your primary efforts toward your duties and responsibilities with us. However, you may engage in other employment outside of your JICS work hours if it:

- Does not conflict with your responsibilities at JICS, including your ability to work overtime as required in your position.
- Does not interfere with your performance at JICS.
- Does not prove detrimental to the interests of JICS.
- Does not involve a conflict of interest or the appearance of a conflict of interest (such as working for a competitor, vendor, or customer); and
- Does not involve the use of confidential or proprietary information of JICS.

Any issues regarding outside employment that you may be contemplating should be resolved prior to your accepting the employment. Outside employment must be approved by your supervisor.

JICS' office space, equipment, supplies, and materials are not to be used for outside employment.

EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

This evaluation process is not intended to create express or implied contractual rights, property rights, or due process rights, or to otherwise modify the employment-at-will relationship. The evaluation process may be modified by JICS at any time.

Supervisors will conduct performance reviews and planning sessions with JICS employees as often as they deem necessary but will strive to do so at least once each year.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss the employee's current effectiveness, encourage, and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, the employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and their supervisor to make and agree on new goals, skills, and areas for improvement.

Your performance review and planning sessions are expected to have a direct effect on your continued employment and future compensation. It is important to prepare for these reviews carefully and to participate in them fully.

CORRECTIVE ACTION

JICS holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, corrective action may be taken. At JICS' discretion, such action may be progressive. That is, the action taken in response to a rule infraction or violation of standards may follow a pattern increasing in seriousness until the infraction or violation is corrected. However, JICS reserves the right to take corrective action at any level based upon such factors as the severity of the offense and the record of the employee. An infraction, which in the judgment of the JICS, is deemed sufficiently serious based upon the

facts and circumstances of the particular case, may result in suspension or immediate termination from employment.

Some offenses that may result in immediate termination include, but are not limited to: harassment, including sexual harassment, abuse or mistreatment of students, parents, or fellow employees, theft in any form, insubordinate behavior, vandalism or destruction of school property, the use of school equipment and/or school vehicles without prior authorization, dishonesty regarding personal work history, skill, or training, divulging confidential school or business practices or other information, and misrepresentations of JICS to a parent, a prospective parent, the general public or an employee.

A typical sequence of corrective actions may include an oral warning, a written warning, probation, suspension without pay and termination of employment. In deciding which initial corrective action is appropriate, a supervisor, in their discretion, may consider such factors as the seriousness of the infraction, the circumstances surrounding the matter and the employee's previous record. At the discretion of the supervisor, corrective action may begin anywhere within the process. When progressive discipline and/or misconduct advisories have not produced the desired improvements, JICS may move to terminate employment. The employee may be subject to immediate termination at any step of the process; progressive discipline is not a prerequisite to termination for poor performance or misconduct.

JICS is not required to utilize progressive or other discipline in any case and is permitted to move immediately to termination in its discretion, at any stage of the process. JICS may utilize disciplinary measures other than those referenced above and may modify the above procedures as it deems appropriate. There is no legal or contractual right or guarantee to any disciplinary process or procedure.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination of employment are routine.

A voluntary termination is a termination of employment that is initiated by the employee. The Administration requests at least ten working days written notice before the employee leaves their job. If an employee does not call in or report to work for two (2) consecutive workdays, they may be considered, at the exclusive discretion of JICS, to have voluntarily resigned.

JICS may terminate the employment of any employee for any reason, and at any time, with or without cause or advance notice. For example, termination may occur due to program elimination or reduction, staff reorganization, declining enrollment, or school closure. Termination may also occur due to poor performance, misconduct, or lack of qualification or incapacity to perform one or more functions of the employee's position. This Handbook is not intended to be all-inclusive, and JICS may terminate employment for reasons other than those referenced above, at its discretion. Employees are not entitled to a hearing or other process prior to or following termination.

SAFETY AND ACCIDENT REPORTING

JICS provides information to employees about workplace safety and health issues through regular internal communication such as: training sessions, staff and faculty meetings, bulletin board postings, memorandums, e-mail, and any other means necessary.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

Employees must report any unsafe condition to their supervisor immediately. Employees who violate safety standards and/or cause hazardous or dangerous situations may be subject to disciplinary action or immediate termination from employment.

All employees are covered with Workers’ Compensation Insurance for job-related injuries. The following benefits may be provided to employees who sustain a work-related injury or illness:

- Partial wage replacement for periods of disability
- Medical care to include medicine, hospital, doctor, X-rays, crutches, etc.
- Rehabilitation services, if necessary

The employee must report any work-related injury or illness to the Business Office and their supervisor as soon as it happens regardless of how minor it may be. The supervisor is responsible for completing an **Accident Report** form and submitting it to the Business Office. It is also important to get proper first aid and/or medical attention with the JICS designated provider. Medical bills may not be covered unless you use the JICS designated provider. Currently, the designated providers are:

<p>Concetra Medical Centers - Sisters Grove</p> <p>6011 E. Woodman Rd. Ste. 100. Colo. Spgs., CO 80923 (719) 571-8888</p>	<p>Concetra Medical Center</p> <p>2322 S Academy Blvd. Colo. Spgs., CO 80916 (719) 390-1727</p>	<p>Concetra Medical Center</p> <p>402 W. Bijou Colo. Spgs., CO 80905 (719) 302-6942</p>	<p>Concetra Medical Center</p> <p>4083 Austin Bluffs Pkwy. Colo. Spgs., CO 80918 (719) 594-0046</p>
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HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue that may pose a significant risk to the safety or health of the employee or others at JICS should notify their supervisor. This policy has been instituted strictly to protect the employees, students, and visitors to the school.

A written “permission to work” from the employee’s doctor may be required and JICS may also require that the employee provide consent to communications between JICS and the employee’s doctor concerning fitness for duty issues. The doctor’s note should specify whether the employee is able to safely perform the employee’s essential job duties.

If the need arises for a leave of absence, employees should notify their supervisors as soon as possible.

EMPLOYEE REQUIRING MEDICAL ATTENTION

If an employee becomes ill at school, a family member or friend should be called to transport the employee home or to the hospital. In the event of a medical emergency, an ambulance will be called, and the employee will be responsible for transportation charges. **JICS employees may not transport an employee who requires medical attention.** A physician’s “eligible to return to work” notice may be required.

BUILDING SECURITY

All employees who are issued keys or key fobs are responsible for their safekeeping. These employees will sign a **Key Agreement** form upon receiving the key(s) or fob. Employees who disregard this policy may be held liable for losses resulting from their negligence; including but not limited to any losses suffered by JICS, the cost of lost keys, fobs and/or lock changes.

It is important that the Board of Directors, Principal, and maintenance staff always have access to classrooms, offices, storage areas, containers or any other property, as well as other records, documents, and files on school property. As a result, JICS reserves the right to access teacher classrooms, computers, workstations, filing cabinets, desks, and any other property on school grounds at its complete discretion, with or without advance notice or consent. Therefore, JICS employees have no expectation of privacy on school grounds.

COMPANY PROPERTY

The purpose of this policy is to ensure that all property maintained by JICS is kept in the best possible working condition and to ensure proper use of such property and JICS networks.

“Property,” as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of JICS or any person acting as its agent.

No JICS employee should expect any privacy on JICS premises or when using JICS property or networks, except that which is required by law.

General Guidelines on the Use of Company Property

All JICS employees must maintain his or her work environment in an orderly fashion and follow all JICS rules to ensure its proper use and maintenance. When it is necessary for an employee to take JICS property off the premises, the employee is responsible for safeguarding the equipment.

Any employee who is found to have neglected or misused JICS property will be subject to disciplinary action up to and including termination. If an employee’s carelessness or misuse of JICS property damages the property, JICS reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of JICS property is grounds for immediate termination and possible criminal action. JICS property (including computers, pagers, telephones, cellphones, copiers, fax machines, Internet services and printers) is intended for business use only. Limited personal use as necessary is allowable but should be the exception and not the rule. JICS reserves the right to discipline employees for excessive personal use of company property.

SUPPLIES; EXPENDITURES; OBLIGATING THE SCHOOLS

JICS operates on an approved budget. The budget is broken into programs that are managed by budget supervisors. Budget supervisors are determined by the school principal and will be made known to employees so that you can contact them when you need supplies or equipment to fulfill your job responsibilities. All purchases must be pre-approved by the Principal or budget supervisor and the CFO (or their appointee).

VISITORS IN THE SCHOOL / WORKPLACE

To provide for the safety and security of employees, visitors, students, and the facilities at JICS, only authorized visitors (those that check in at the front desk and meet the parameters to be in the school) are allowed in the school. Restricting unauthorized visitors helps ensure security, safeguards employee welfare and confidential

information, and avoids potential distractions and disturbances for teachers, students, parents, and administrative staff.

All visitors must enter through the main reception area, sign-in and sign-out at the front desk and receive a 'Visitor' badge to wear while on the premises. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times. Visitors must be supervised at all times while with students.

STAFF CHILD CARE

If you have children who attend a JICS school, please check with the respective Principal to see whether there are programs or accommodations set up for before and/or after school for JICS students whose parents work at JICS.

Childcare is currently available for non-school aged children ages 6 weeks to 5 years old for JICS staff. Space is limited and enrollment is on a first come first serve basis. Please contact the Daycare Director for further details.

If your child is enrolled in any JICS childcare program, all policies and procedures as set forth by the childcare team to include illness, pick-ups and drop offs must be adhered to.

Violations will result in a loss of this employee benefit.

EMPLOYMENT OF RELATIVES

JICS permits the employment of qualified relatives of employees if such employment does not, in the opinion of JICS, create an actual or perceived conflict of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. JICS will apply the following general guidelines, to the extent allowed by law:

Individuals who are related by blood or marriage are permitted to work in the same JICS facility, provided that no direct reporting or supervisory/management relationship exists; one employee does not have access to the payroll process that applies to the other; and one employee does not have access to personnel information or files relating to the other. No employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or promotional opportunities might be influenced by the other relative. This policy includes supervising, evaluating, appointing, dismissing or disciplining a member of the employee's immediate family.

If two JICS employees marry each other they will also be treated according to these guidelines. If, in JICS' opinion, a conflict or an apparent conflict arises as a result of the marriage, JICS may seek to transfer one employee to another program, if possible.

This policy applies to all categories of employment at JICS, including full-time, part-time, and temporary job classifications.

IDENTIFICATION CARDS

You will be issued a photo identification card from JICS during your new-hire orientation. You are required to always wear your JICS ID badge while on duty. If you start employment after the new-hire orientation, your school's administration will make arrangements to get an ID badge for you. At the beginning of each school year, the card is updated with a current year photo. Surrender your card to JICS at the time of resignation or termination.

OPEN DOOR POLICY

JICS has an open-door policy, and any current employee may speak directly to any member of the executive staff if they have a grievance, or they perceive that there is a problem. However, when an employee has a problem, it is generally most efficient if they first speak with their immediate supervisor. If there is not a satisfactory resolution at that level, the employee may discuss the issue with the Principal of their respective school. If the problem persists, they may meet with the CEO. After the employee has met with the CEO and the issue is still perceived as a problem, they may ask the CEO to arrange a mutually convenient time to meet with the JICS Board of Directors. Sometimes the problem may involve the employee's direct supervisor, and in this case, the employee may skip a step within this recommended course of action; however, the employee must meet with the CEO before a meeting with the board will be scheduled.

SECTION 4: STANDARDS OF CONDUCT

The work rules and standards of conduct for JICS are important and the School regards them seriously. All employees are urged to become familiar with these rules and standards. Employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the School's business. Please note that any employee who deviates from these rules and standards may be subject to disciplinary action or immediate termination from employment.

While not intended to list all the forms of behavior that are considered unacceptable in the school, the following includes examples of rule infractions or misconduct that will result in disciplinary action, or immediate termination.

- Theft or inappropriate removal or possession of JICS property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the school
- Fighting or threatening violence in the school
- Boisterous or disruptive activity in the school
- Negligence or improper conduct leading to damage of school-owned or student-owned property.
- Negligence or improper conduct resulting in harm to students.
- Insubordination or other disrespectful conduct such as gossiping about other teachers, employees, parents or students.
- Violation of safety or health rules
- Smoking and/or vaping on school property or in school vehicles, or within a 100-yard radius, leased or owned.
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other school-owned equipment

- Using JICS equipment for purposes other than JICS' business records
- Unauthorized disclosure of business "secrets" or other confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct.

HARASSMENT

JICS expressly prohibits employees from engaging in unwelcome behavior deemed as harassing or offensive by persons or individuals who may see and/or over it, directly or indirectly, in work-related environments or any harassment based on a protected status or class. Employees are expected to avoid behavior which violates this policy. Whether specific behavior constitutes sexual harassment or other prohibited harassment is a function of all the circumstances. Conduct which may constitute prohibited harassment may include, but is not limited to:

- Unwelcome and offensive verbal conduct such as epithets, or derogatory jokes or comments, or slurs, directed to an individual because of that individual's sex, race, ethnicity or other protected class status;
- Unwelcome and offensive visual conduct such as posters, photography, cartoons, drawings or gestures that are sexually oriented or derogatory to persons of a specific racial, ethnic or national group;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of an individual's sex, race or other protected class status;
- Unwelcome sexual advances or invitations, or threats or demands to submit to sexual requests as a condition of continued employment, or to avoid a loss of pay or a promotion; or offers of employment benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment;
- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

COMPLAINT PROCEDURE

If you believe you have been unlawfully harassed, the incident should be reported immediately, either orally or in writing, to your supervisor or the CEO, as soon as possible after the incident. Your complaint should include details, the names of the individuals involved and the names of any witnesses. JICS will then review the complaint and determine what action should be taken.

Your complaint will be maintained confidential to the extent possible; confidentiality cannot be guaranteed, however, and information provided by you may be disclosed in connection with an investigation, efforts to remedy harassment found to have occurred, and/or measures to prevent future harassment.

Any employee determined by JICS to be responsible for harassment in violation of this policy may be subject to disciplinary action, immediate termination, or other action deemed appropriate by JICS. Action may also be taken to deter future harassment. Retaliation against you for filing a complaint or cooperating with an investigation is expressly prohibited and should be reported under this policy.

JICS encourages all employees to report any incidents of harassment or retaliation forbidden by this policy immediately so that it will have an opportunity to address such incidents and eliminate any harassment it finds to have occurred. If JICS finds that harassment or other inappropriate behavior has occurred, JICS may impose disciplinary action or immediate termination, as it deems appropriate in the circumstances.

JICS prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, JICS determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, action may be taken against the individual who filed the complaint or who gave the false information.

Grievance Process

From time-to-time disagreements can arise with school colleagues. The outlined process is designed to give an avenue for resolution. All conversations during a grievance process should be conducted with a respectful tone and demeanor.

Conversations about your grievance outside of the grievance process as outlined (including on social media) is a serious breach of professional ethics and is subject to disciplinary action.

1. Go to the individual with whom you have a grievance and discuss the problem as soon as practical.
2. If this effort fails to solve the issue, go to the principal of your school with the problem, as soon as practical.
3. If a discussion with your principal does not lead to resolution, then you may make an appointment with the CEO, as soon as practical.
4. If after these steps, you still don't think there is a resolution, then you submit a letter to the CEO for the Board of Directors, as soon as practical, outlining your concerns and requesting a hearing by a committee of the Board.

TITLE IX POLICY AND PROCEDURE

JICS is committed to providing a safe and inclusive learning and working environment for its community members. Sexual Harassment is strictly prohibited in all the School's Educational Programs and Activities. Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The entire Title IX policy is located on the school's website. In the context of Title IX, "sex" means:

- Male/Female (biological sex)
- Gender (identity)
- Stereotyping
- Sexual Orientation

- “Sex” as a verb (i.e., sexual assault)

Title IX cases will be investigated in accordance with state law and applies only when both parties are part of James Irwin Charter Schools as either an employee or a student. Investigations may include student/student, student/employee, or employee/employee.

To begin a Title IX complaint, you must contact the Title IX Coordinator:

Meghan Martin, Business Office Assistant

5525 Astrozon Blvd. Colorado Springs, CO 80916

Phone: 719-302-9000 ext. 1202 email: meghan.martin@jamesirwin.org

or fill out the Title IX complaint form on the school’s website.

DRUG-FREE WORKPLACE

Employees of JICS are strictly prohibited from manufacturing, using, possessing, selling, transferring, distributing, or being under the influence of alcohol, illegal drugs as defined as Schedule I under the Federal Controlled Substances Act, prescription drugs possessed by a person without a valid prescription, or synthetic cannabinoid compound, while on the way to the Schools, on the Schools’ property, using the Schools’ vehicles, or at or in transit to any of the Schools’ sponsored events or sanctioned activities.

Employees violating the following shall be subject to disciplinary action, with no exceptions. Such disciplinary action may include suspension, dismissal, treatment, and/ or referral to the appropriate law enforcement agencies.

At the absolute discretion of the JICS Board, an Employee who has not been caught in violation of the above and voluntarily confesses to a violation may be allowed to participate in an approved drug or alcohol abuse assistance or rehabilitation program as an alternative to disciplinary action. Such program will be at the Employee’s expense.

While Colorado state law authorizes the use of marijuana, marijuana remains classified as a Schedule I controlled substance under federal law. Colorado law does not require employers to accommodate the use of marijuana, medical or otherwise, in the workplace and specifically prohibits possession or use of medical and other marijuana in or on grounds of a school or in a school bus. Thus, for the purposes of this policy, all marijuana is considered an illegal Schedule I drug.

A conviction or the acceptance of a guilty plea or a plea of “no contest” with respect to a felony charge of unlawful manufacture, use, possession, sale, transfer, or distribution of alcohol or illegal drugs by any Employee while off duty shall result in disciplinary action, which may include termination of employment. Pursuant to the law, any Employee who is convicted or pleads “no contest” under any criminal drug statute for a violation occurring in the workplace shall notify the JICS administration no later than five days after the conviction. The Schools have an obligation under federal law to notify the appropriate federal agencies within ten days after receiving notice of such conviction if there is a relationship between the federal funds received by the Schools and the work site of the convicted Employee. JICS shall make such report on behalf of the Schools.

Reasonable Suspicion Tests

All employees must submit to an alcohol or controlled substance test when Administration has reasonable suspicion to believe that the employee has engaged in prohibited conduct. JICS will make arrangements for transport to and from the testing site, as necessary, for all employees required to take a reasonable suspicion-controlled substance or alcohol test.

A reasonable suspicion may be found where an Administrator has made observations regarding an employee that are specific, contemporaneous, and articulable, and relate to the employee's appearance, behavior, speech and/or body odors.

Refusals to Submit to Testing

It is prohibited conduct to refuse to submit to a controlled substance or alcohol test as required by this policy. Engaging in conduct that clearly obstructs the testing process (e.g., failure to provide an adequate sample for testing) is considered a refusal to submit to testing.

TOBACCO PRODUCTS

The use or possession of tobacco products to include vaping is not permitted anywhere on JICS' property, in school vehicles or within a 100-yard radius of school property.

JICS EQUIPMENT AND PROPERTY

JICS' equipment and property, to include computers, telephones, buildings and grounds are intended for the use of serving our students and parents and in conducting the school's business.

Personal usage of JICS equipment, building or other property during or after school hours is strongly discouraged.

You are required to get pre-approval in writing for any use of JICS equipment, building or other property from your supervisor and/or executive staff.

ELECTRONIC COMMUNICATION AND ACCESS POLICY

Electronic Communication and Access Resources provide electronic access to a wealth of information and services. The goal of JICS in providing Electronic Communication and Access Resources to students and staff is to provide access to a wide variety of information resources; teach information literacy; facilitate resource sharing; promote innovative instructional practices, strategies, and activities; improve communication; and prepare students for the challenges of the future. Electronic Communication and Access will only be through JICS approved sources and/or services. JICS will use electronic resource filters, which are, among other things, designed to block access to objectionable sites, inappropriate materials and materials which may be harmful to minors. However, this may not provide a total solution to occasional inappropriate access by users. Use of JICS Electronic Communication and Access Resources for any inappropriate purpose including, but not limited to, unauthorized access, bullying, harassment, or any unlawful conduct, is prohibited. All JICS policies, including those prohibiting such harassment and bullying, apply to use of JICS' electronic communication access resources. Access to "chat Rooms" and other forms of direct electronic communications is prohibited. Student users are required to obtain parental or guardian approval prior to using JICS' Electronic Communication and Access Resources.

Definitions

Electronic mail is an electronic message that is transmitted between two or more electronic devices whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

The Internet is an electronic network connecting thousands of computers and millions of individual users all over the world and is coordinated through a complex association of government agencies and networks.

Prohibited Uses

Use of JICS' Electronic Communication and Access Resources must be supportive of educational and administrative objectives, must be consistent with the mission and curriculum of JICS and must be used for school-related purposes. JICS staff may not use JICS' Electronic Communication and Access Resources for personal purposes including, but not limited to, conducting a business. Hardware and software not owned and approved by JICS' selection policy or procedure, may not be connected, or installed to JICS' network, without specific written approval by JICS' technology director. Use of JICS' Electronic Communications and Access Resources must be consistent with this policy and other policies and regulations of JICS.

Any use of Electronic Communication and Access Resources for illegal, obscene, pornographic, or other inappropriate purposes, or in support of such activities, is prohibited. Prohibited uses include, but are not limited to: harassment, defamation, solicitation, gambling, distribution of hate mail, unauthorized interception of e-mail, sending e-mail through an anonymous re-mailer, access to "chat rooms" or other forms of direct electronic communications, any action that violates state or federal law with respect to students' educational records, broadcast messaging without approval, use of JICS' electronic messaging system or the Internet for which JICS will incur an expense or liability without express authorization, disruption or damage to the integrity of the network or any attempt to circumvent electronic resource filters, violating copyright laws, intellectual property rights or software licensing agreements, and use of chat rooms, unauthorized disclosure, and dissemination of personal identifiable information regarding minors using and components of JICS' Electronic Communication and Access Resources, except as provided by the Family Educational Rights and Privacy Act ("FERPA") or other such laws, is prohibited.

When accessing or creating Internet web sites, users will follow established regulations as set forth by JICS.

Notice

JICS' Electronic Communication and Access Resources are the property of JICS, and their use is a privilege, not a right. JICS may restrict access of employees, volunteers, and students to its Electronic Communication and Access Resources as it deems appropriate.

In addition, JICS reserves the right to access, retrieve, print, read, disclose to third parties or otherwise monitor (i) all messages including personal, sent or received through its e-mail system; (ii) all sites visited, and files downloaded from the Internet; and (iii) all other uses of JICS' Electronic Communication and Access Resources. Reasons for which JICS or others authorized by it may access such information include, but are not limited to: (i) to provide for the safety and security of minors to determine whether a violation of this policy or other JICS policies or regulations has occurred; (iii) to investigate and repair a failure or error in the Electronic Communication and Access Resources system; or (iv) to obtain information requested by a third party in litigation or in response to a government investigation. Messages sent over JICS' Electronic Communication and Access Resources system and other uses of JICS' Electronic Communication and Access Resources should not be considered private or confidential for purposes of this policy. Use of JICS' Electronic Communication and Access Resources system constitutes consent for access by JICS or others authorized by JICS to e-mail messages sent and received by users, to sites visited on and files downloaded from the Internet and to all other uses of JICS' Electronic Communication and Access Resources system. Electronic messages sent or received by the Board of Directors, JICS' employees, or students, including electronic mail on JICS-owned equipment, as well as other documents generated through use of JICS' Electronic Communication and Access Resources, may be considered a public record subject to disclosure or inspection under the Colorado Open Records Act.

Consequences

Violation of this Article may result in discipline measures which may include, among other things, immediate suspension of the use of any JICS' Electronic Communication and Access Resources. Violation may also result in suspension or termination and legal liability and criminal prosecution under state and federal laws.

Disclaimer

In addition to any immunity provided by law, JICS will not be liable for users' inappropriate use of Electronic Communication Resources and Access, or violations of copyright restrictions, users' mistakes, negligence, misuse, costs or unauthorized commitments incurred by users. JICS will not be responsible for ensuring the accuracy, suitability, or usability of any information found on the Internet. JICS assumes no liability for the loss of information stored or accessed through the JICS' Electronic Communication and Access Network.

COMPUTER, NETWORK, & INTERNET USAGE POLICY

The computer network is the property of James Irwin Charter Schools ("JICS" or "Organization") and is to be used for legitimate business and education purposes. All users have a responsibility to use JICS's computer resources and the Internet in a professional, lawful, and ethical manner.

JICS has taken precautions to eliminate inappropriate material, and students will not access unfiltered materials. It is impossible for JICS to restrict access to all inappropriate materials, and JICS will not be held responsible for materials acquired on the network nor will JICS be held responsible for any financial obligations arising from unauthorized use of the Internet or school email accounts.

Systems personnel may give law enforcement officials or JICS management personnel any information that constitutes potential evidence of criminal action or violation of JICS policy taking place on any JICS system. The user understands that said information may result in criminal proceedings or administrative actions taken against the user.

Limitations and Guidelines

- **Prohibited Activities.** Without prior written permission from JICS administration, the Organization's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horse programs, malware, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the user's or any other's job performance; b) have an undue effect on the computer or company network's performance; c) or violate any other policies, provisions, guidelines, or standards of this agreement or any other of the Organization. Further, users are always responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.
- **Illegal Copying.** Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of JICS.
- **Accessing the Internet.** Bypassing JICS computer network security by accessing the Internet directly is strictly prohibited unless the computer you are using is not connected to JICS network.

- **Monitoring of computer and Internet usage.** JICS has the right to monitor and log all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.
- **Blocking websites.** In compliance with the Federal Children’s Internet Protection Act (CIPA), JICS has the right to, and does, block or filter Internet access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors other material deemed inappropriate in the workplace and institution. Attempting to, or successfully bypassing the filter, whether directly or through a proxy, without prior approval is forbidden.
- **Frivolous Use.** Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include but are not limited to printing materials for personal use, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet. Sending harassing, intimidating and/or threatening messages is also prohibited.
- **Viruses.** Files obtained from sources outside JICS, including disks from home, files downloaded from the Internet, e-mail attachments or other online services may contain dangerous computer viruses that may damage the computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-JICS sources, without first scanning the material with JICS-approved virus checking software. If you suspect that a virus has been introduced into the network, notify the IT Department immediately. Attempts may be made to recover your data, but we do not guarantee data will not be lost. Back up regularly.
- **No Expectation of Privacy.** Users should have no expectation of privacy in anything they create, store, send or receive using the company’s computer equipment. Users expressly waive any right of privacy in anything they create, store, send or receive using the company’s computer equipment or Internet access. Users consent to allow company personnel access to, and review of all materials created, stored, sent or received by users through any JICS network or Internet connection.
- **Account Sharing Prohibited.** Internet or network access is only to be used when logged in under the user’s own login name. There is never a reason to be logged in under someone else’s username (except the network administrator for testing/repairing). The user who is logged in will be responsible for sites visited while logged in. This pertains to inappropriate sites with sexual content as well as politically questionable sites which might come to the attention of government officials under the Patriot Act. (It is the responsibility of the user to keep their username and password confidential.)
- **Tampering, Hacking and Destructions.** Under no circumstances should users attempt to hack into or violate the network, accounts, servers, or files. Tampering with and/or destruction of physical hardware including but not limited to mice, keyboards, servers, cables, and networking will not be tolerated and is considered vandalism. Knowingly spreading computer viruses or any attempt to compromise the network integrity are also prohibited.

Consequences

Abuse of the computer network or the Internet, or violation of this policy may result in disciplinary action, including possible termination, and civil and/or criminal liability.

CELL / SMARTPHONE POLICY

This policy applies to all company employees, including full-time, part-time, substitute teachers, interns, consultants, Independent Contractors, and volunteers.

Cell/Smartphone

The cell/Smartphone is defined as any handled electronic device with the ability to receive and/or transmit voice, text, or data messages, and have wireless communication capabilities.

Cell/ Smartphone Usage for Transportation

The use of cell/Smartphones or other similar wireless devices while driving leads to distractions that can result in traffic accidents. While an employee is operating a JICS owned vehicle or their own personal vehicle on behalf of JICS, they are prohibited from using a cell/Smartphone, both hands on and hands off. This includes receiving or placing calls, text messaging, surfing the Internet, receiving, or responding to an email, checking for phone messages, or any other purpose related to your employment or personally related activities.

Cell/ Smartphone Usage for Instructional Staff

The use of **personal** cell/Smartphones or other similar wireless devices is prohibited when the individual is engaged in the supervision of students. If cell/Smartphone usage is required to fulfill your duties, you must obtain pre-approval from your supervisor before use.

PARKING/PERSONAL PROPERTY ON SCHOOL GROUNDS

Employees who bring personal property, including automobiles, to school do so at their own risk and should not expect the school to be financially responsible for loss or damage for any reason.

SECTION 5: WAGE AND SALARY POLICIES

WAGE OR SALARY INCREASES

Salary increases will be determined based on annual funding and employee job performance, adherence to school policies and procedures, the ability to meet or exceed duties per the respective job description and the achievement of performance goals within budgetary confinements.

Although JICS' salary ranges and hourly wage schedules may be adjusted annually, JICS does not grant "cost of living" increases. Funding and employee performance is the key to wage increases at JICS.

TIMEKEEPING

Accurately recording time worked is the responsibility of each hourly employee. Time worked is the time spent on a job(s) performing assigned duties. Employees do not need to deduct their ten-minute breaks from their hours worked but should not count their lunch break as hours worked.

Falsifying, or reporting inaccurate work hours will result in disciplinary action or immediate termination from employment.

OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour laws. Overtime is payable for all hours worked more than forty (40) hours in a work week, or twelve (12) hours in a workday, at a rate of one and one-half times the non-exempt employee's regular hourly rate of pay. Time off for personal time, holidays, or any leave of absence including vacation time will not be considered hours worked when calculating overtime pay.

All overtime work performed by a non-exempt employee must receive the supervisor's or Principal's prior authorization in writing. Overtime worked without prior authorization may result in disciplinary action or immediate termination from employment. The Principal or supervisor should pre-authorize overtime via email to the employee and copy to the Business Manager.

PAY PERIODS AND PAY DAYS

Exempt

Salary is earned by working the annual scheduled workdays. The amount that salaried employees receive in each paycheck is determined by dividing their scheduled annual earnings by the 12 months of the year. Salaried employees receive 1/12 of their salary each month (without regard to the number of scheduled workdays, weekends, or holidays in the month).

Non-Exempt

The monthly amount paid to School Year Full-Time non-exempt employees is calculated by a) multiplying their scheduled number of work days by 8 hours; b) multiplying the number of scheduled annual hours by their hourly rate; c) dividing the total by twelve months; d) adjusting for any overtime worked in the pay period or any unpaid time off.

The pay period for hourly employees is the 25th of one month to the 24th of the next month. Paychecks are distributed on the last business day of each month. If a regularly scheduled pay day falls on a weekend or holiday, paychecks will be issued on the preceding business day. JICS strongly encourages employees to have their pay directly deposited to their bank account.

SECTION 6: BENEFITS AND SERVICES

JICS reserves the right to change, withdraw or supplement its employee benefit plans with or without advance notice to affected employees. Employees should be aware that the descriptions in this Handbook may become inaccurate because of changes in the plans and are encouraged to obtain up to date benefit plan information from the Business Office. This Handbook does not contain the terms and/or conditions of any employee benefits. It is intended to provide a broad overview. If there is ever a conflict between this Handbook and documents issued by JICS' benefit plan providers, the providers' documents and participation requirements will prevail.

GROUP MEDICAL AND DENTAL INSURANCE

JICS offers health and dental insurance programs for the school year and annual full-time employees.

Coverage begins on the first of the month following thirty (30) days from the date that the employee is scheduled to begin work. For employees scheduled to work 40 hours per week, JICS pays 100% of the employee premium for Option A high deductible medical/Rx plans and dental coverage. A portion of employee HMO & Option B high deductible premiums will be paid by JICS. JICS pays a portion of the medical premium for employees who work 30 to 39 hours per week.

Employees may elect to add their qualified family members to their medical and/or dental coverage.

Employees are responsible for 100% of premiums for spouse and/or dependent coverage.

Employee contributions to insurance premiums (if any) are deducted from each monthly paycheck for the upcoming month.

COBRA BENEFITS

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under JICS' health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, a reduction in an employee's hours, or leave of absence. Dependents qualify for COBRA coverage in the case of the death of an employee, or a divorce or legal separation when the dependent no longer meets eligibility requirements.

Under COBRA, the fee charged for coverage is equal to the full cost of coverage at JICS' group rates plus a 2% administration fee. JICS provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under JICS' health insurance plan. The notice contains important information about the employees' rights and obligations.

MEDICARE

JICS withholds income tax from all employees' earnings and participates in Medicare withholding and matching programs as required by law.

PERA AND PERA 401(K) PLAN

All employees will be enrolled in the Colorado PERA defined contribution pension plan. Employees may elect to contribute to the pre-tax PERA 401(k) plan or after-tax ROTH 401(k) through a payroll deduction.

PEAKMED

All employees that elect a High Deductible Health Plan through JICS will automatically be enrolled in Direct Primary Care Service with PeakMed. All other employees may elect membership for themselves or dependents at the JICS employee rate.

LIFE & ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

JICS currently provides, at no cost to the employee, a \$25,000 Life Insurance / Accidental Death, and Dismemberment Policy to Full Time Employees. Policy details may be obtained through the Business Office.

SECTION 7: TIME OFF AND LEAVE OF ABSENCE

PTO - PAID TIME OFF (INSTRUCTIONAL, OFFICE AND ADMINISTRATIVE EMPLOYEES)

Full-time employees will earn eight (8) PTO days a year. Part-time employees will earn four (4) PTO days a year. Part-time employees may earn more than four (4) PTO days if they work enough hours to earn additional paid sick leave under HFWA based on the “one hour earned per thirty hours worked” ratio. Employees may “draw-down” up to four (4) days (two (2) days for part-time employees) of unearned PTO starting September 1 and then up to an additional four (4) days (two (2) days for part-time employees) starting January 1.

PTO days are not intended to be used as vacation days. In accordance with the Colorado Healthy Families Workplace Act (HFWA), employees may use PTO for the following qualifying reasons:

1. has a mental or physical illness, injury, or health condition that prevents them from working.
2. needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition.
3. the employee or the employee’s family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation.
4. needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed above.
5. due to a public health emergency, a public official having closed either (A) the employee’s place of business, or (B) the school or place of care of the employee’s child, requiring the employee needing to be absent from work to care for the child.
6. Bereavement, or financial/legal needs after the death of a family member; or
7. Due to inclement weather, power/heat/water loss, or other unexpected event, the employee must
 - a. Evacuate their residence, or
 - b. Care for a family member whose school or place of care was closed.

Paid sick leave may be used in one-hour increments. Employees begin accruing sick time upon hire.

It is the employee’s responsibility to notify their manager each day at the beginning of the shift when unable to come to work because of an illness, injury, medical care or domestic violence. Also, if possible, they must let their supervisor know when expected to return to work. In the event of an absence of four or more days, medical or legal certification is required. This certification should indicate that the employee was unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

A maximum of six (6) unused PTO days may be rolled over from one school year to the next. JICS offers this benefit so that if an employee needs an extended absence due to illness or surgery, they can “save up” their PTO to cover a portion of their salary while they are on medical leave. A maximum of fourteen (14) PTO days may be used in any year (six (6) days rolled over from previous year and eight (8) days earned in the current year). Employees will not be paid for unused PTO days upon termination of employment or at the end of their scheduled workdays in any school year.

JICS realizes that our responsibilities are of the highest priority, and at times, can be mentally draining. After challenging situations, it may be necessary to take a day off to 're-charge' yourself. A maximum of three (3) of the eight (8) annual PTO days may be used un-consecutively for this purpose. Please give your supervisor as much notice as possible when you foresee the need to request a day off to 'fall back and regroup' your strength.

Employees may not use PTO after they have resigned their employment when their intent is to hasten their departure. In this circumstance, an employee's termination date is considered to be their last day of attendance. If an employee takes intermittent days off during their last month, the days absent may be unpaid. Paid time off will not be considered as hours worked for the calculation of overtime pay.

VACATION AND SICK DAYS (MAINTENANCE/TRANSPORTATION EMPLOYEES)

Full-time maintenance and transportation employees will earn eight (8) PTO days a year. Part-time employees will earn four (4) PTO days a year. Part-time employees may earn more than four (4) PTO days if they work enough hours to earn additional paid sick leave under HFWA based on the "one hour earned per thirty hours worked" ratio. After twelve (12) consecutive months of employment, annual full-time maintenance employees will earn five (5) days of paid vacation per fiscal year (July through June). For each following year of employment one (1) additional day of vacation will be earned up to a maximum of ten (10) days. A maximum of six (6) earned but unused sick days may roll over from one year to the next. Full-time maintenance staff hired before July 1, 2017, will earn (10) ten days of paid vacation accrued at .83 days per month and (8) eight PTO days earned at .67 days per month.

Vacation and sick days may not be used until they are earned. Requests to use vacation days must be submitted in writing using the *Leave and Absence* form, to the employee's supervisor for approval.

Upon termination of employment, unused vacation days will be paid. Sick days will not be paid upon termination of employment. Vacation and sick days will not count in the calculation of overtime. Vacation days may be taken in half-day or full-day increments. Sick days may be used in as little as 1-hour increments. Employees may not use sick days after they have resigned their employment when their intent is to hasten their departure. In this circumstance, an employee's termination date is considered to be their last day of attendance. If an employee takes intermittent days off during their last month, vacation days will be used if there is available vacation, otherwise the days absent will be unpaid.

SNOW DAYS/UNEXPECTED SCHOOL CLOSURES

JICS regular employees will be paid at their regular rate of pay if JICS closes schools due to inclement weather. If a winter storm is in the forecast, you may be able to work from home during a school closure with supervisor approval. Actual hours worked at home must be recorded on your time sheet.

HOLIDAYS

The following holidays are not scheduled workdays (please refer to the school calendar).

- [New Year's Day](#)
- [Memorial Day](#)
- [4th of July](#)
- [Labor Day](#)

- Thanksgiving
- Christmas

Annual full-time maintenance employees will be paid eight (8) hours for these holidays (paid holidays do not count in the calculation of overtime).

PUBLIC HEALTH EMERGENCY-RELATED PAID LEAVE

In the case of a public health emergency declaration, all employers, regardless of size, are required to immediately provide employees with a one-time grant of supplemental leave. Employees who normally work 40 or more hours per week receive supplemental leave up to 80 hours. Employees who normally work less than 40 hours per week receive supplemental leave equal to the greater of:

- the number of hours the employee is scheduled for work in the upcoming 14-day period, or
- the number of hours actually worked on average in the 14-day period prior to the declaration of the public health emergency.

In granting supplemental leave, employers may consider paid time off already accrued by or granted to employees. During the duration of a public health emergency (the time between the date on which the emergency is declared and for four weeks after its termination or suspension), employers must permit employees to take both sick leave they have accrued prior to the public health emergency and supplemental leave provided for the public health emergency, for any qualifying reason. Employers remain subject to HFWA's paid sick leave accrual requirement during a public health emergency. Employees continue to accrue paid sick leave at a rate of 1 hour per 30 hours worked up to 48 hours per benefit year. Employers must permit employees to use their public health emergency supplemental leave prior to using previously accrued paid sick leave if the employee is using leave for a reason that qualifies for both types of leave.

Qualifying Reasons for Taking Leave

Employees can use public health emergency leave for any of the following purposes:

- To self-isolate (or care for a family member who is self-isolating) due to the employee (or family member) being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency.
- To seek or obtain (or care for a family member needing) medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency.
- To seek for oneself (or care for a family member needing) preventive care concerning a communicable illness that is the cause of a public health emergency.
- If the employee is excluded from work or must care for a family member who's excluded from work, by a government health official, or by an employer, due to the employee or the employee's family member having exposure to, or symptoms of, such an illness (whether or not they are actually diagnosed with the illness).
- Being unable to work due to a health condition that may increase susceptibility or risk of such an illness.
- To care for a child or other family member whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

DOMESTIC ABUSE LEAVE

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Human Resources Department for more information.

JURY AND WITNESS DUTY

If you are a full-time, part-time, or temporary employee who is summoned to jury duty, JICS will pay your salary at your daily rate for up to three (3) days during your active period of jury duty. You are permitted to retain any allowance you receive from the court for such service.

To qualify for jury duty leave, you must submit to your supervisor a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed. JICS will not attempt to have your service on a jury postponed unless business conditions require such action. If you are called to jury service for a period more than three (3) workdays, you will be granted unpaid leave although your eligibility to continue to participate in the group insurance coverages of JICS will continue. You may use PTO or vacation days, if available.

If you are subpoenaed to appear at any other court proceedings, either voluntarily or involuntarily, you are required to use vacation or paid time off. If no vacation or paid time off is available, you will be granted unpaid time off to cover such an absence.

BEREAVEMENT

All regular employees are eligible to take three (3) days bereavement in the event of death of an immediate family member. Defined as: spouse, parents, stepparents, sisters, brothers, children, grandchildren, stepchildren, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law.

MILITARY SERVICE

Leaves of absence without pay for military or Reserve duty are granted to you if you are eligible under applicable federal and state law. You should submit copies of your military orders to your supervisor as soon possible if you are called or volunteer for active military duty or to Reserve or National Guard training. You will be granted a military leave of absence without pay during military service, according to applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined according to applicable federal and state laws.

FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA)

Eligible employees may be entitled to a family or medical leave of absence if they are unable to come to work due to pressing family or medical concerns as described within the Family / Medical Leave of Absence Policy. A brief overview is stated for you here. Please visit <https://www.dol.gov/whd/fmla/> for a full representation of your rights under the Act.

Employees are eligible if they have been actively employed for a total of twelve (12) months (which may be non-consecutive) and worked at least 1250 hours (an average of twenty-five (25) hours per week) during the past twelve (12) consecutive month period. This twelve (12) month period “rolls back” from the date of commencement of leave to the prior twelve (12) month period.

Employees may request one (1) or more family care or medical leave; however, the total amount of leave taken cannot exceed twelve (12) work weeks in any twelve (12) month period. You may request intermittent leave or reduced schedule leave to care for a seriously ill family member or if you have a serious health condition that warrants such a request.

If the employee qualifies, family leave may be taken upon the birth, adoption, or foster care placement of a child of the employee, or to care for a newborn child, or upon the serious health condition of the employee's child, spouse, or parent.

For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild, or a legal ward. If the child is over eighteen (18), they must be unable to care for himself/herself due to mental or physical disability.

A parent is defined as the employee's natural, adoptive, or foster parent, stepparent, or legal guardian.

A serious health condition is a physical or mental illness, injury, impairment, or condition as defined on a physician's certificate.

A family leave that relates to the birth, adoption or foster care placement of a child or care of a child subsequent thereto may only be taken, and must be completed within, twelve (12) months of the birth, adoption, or foster care placement.

Upon your timely return to work at the completion of a leave granted under this section, you will ordinarily be reinstated to your original position, or an equivalent one. We will notify you if an exception to this provision applies.

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 that pertain to instructional employees. JICS may require employees to transfer temporarily to an alternative position that better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, JICS may require the employee to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position that is equivalent in pay, for which the employee is qualified and that better accommodates the intermittent situation.

If the employee qualifies, a medical leave may be taken upon the employee's own serious health condition that causes the employee to be unable to work.

Employees are required to give thirty (30) days advance written notice in the event of a foreseeable need for family or medical leave. To assist us in arranging work assignments during your absence, we ask that you give us prior written notice, to the greatest extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. In the event of a circumstance creating an unforeseeable need for family or medical leave, the employee must provide us with written notice, as soon as practicable, of any needed time off.

To facilitate your return to work, we also ask that you provide us with two (2) weeks advance written notification of your intended return date. Failure to do so may delay your return date. You may be requested to provide a fitness for duty note from your physician, prior to your return to work. In some circumstances, we may require you to be examined by a JICS – designated physician, at JICS expense.

Because the end of the semester is a critical time for both instructional employees and students, the following conditions will apply to requests from such employees seeking to return from leave within the last three weeks of the semester:

- If the instructional employee begins any category of family and medical leave five or more weeks prior to the end of the semester and the leave is for more than three weeks, JICS may require the employee seeking to return within the last three weeks to wait until the next semester.
- If the instructional employee begins any category of family and medical leave except personal sick leave less than five weeks before the end of the semester and the period of leave is greater than two weeks, JICS may require the employee seeking to return within the last two weeks to wait until the next semester.
- If the instructional employee begins any category of family and medical leave except personal sick leave three or fewer weeks before the end of the semester and the period of leave is greater than five working days, JICS may require the employee to wait until the next semester.

You must use any accrued paid time off (“PTO”) and vacation leave, as applicable to the reason for leave, during your family care or medical leave. For example, vacation leave must be applied to leave for the employee’s own health condition, and to family care leave. PTO is also applied to leave for the employee’s own illness and to family care leave. Such paid leave will be applied during the initial portion of your family care or medical leave and will run concurrently with the allowed leave period. When paid leave is exhausted, the remainder of the allowed leave is unpaid leave. Employees on unpaid leave will not receive salary or other benefits.

While on a leave of absence provided for under this policy, we will continue your group health insurance coverage under the same terms as provided to working employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period. While you are on unpaid leave, JICS will pay its share of premiums due, and you must pay your share (if any) of any premiums due.

If you have a Section 125 Medical Savings Plan, you may continue to contribute to it for time on paid or unpaid leave in accordance with the terms of the plan. If your leave extends beyond twelve (12) weeks, you shall be offered the opportunity to purchase continuing coverage under federal or state continuation rules, as applicable.

The rate at which you accrue accumulated fringe benefits such as PTO, vacation leave, and the like, shall be preserved at the level as of commencement of the leave, but such benefits including sick and vacation leave shall not accrue further during any unpaid leave period.

During a period of disability, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars. If you have suffered a work-related injury and are receiving worker’s compensation disability benefits, any relevant worker’s compensation requirements under state law will apply. Ordinarily, any period of disability or worker’s compensation leave will run concurrently with family or medical leave under this policy.

If additional family care or medical leave is required, you must, prior to expiration of the current family care or medical leave, submit a request and an additional certification (if a serious health condition is involved) to the JICS.

If additional leave is requested beyond the 12 weeks allowed under this policy, JICS reserves the right in its discretion to approve or disapprove such leave.

SECTION 8: EMPLOYEE COMMUNICATIONS

STAFF MEETINGS

Staff meetings will be held when called by the Principal or supervisor. These meetings allow employees to be informed about school issues and activities, changes in the schools, and employee and student recognition. In addition, staff may be required to attend parent conferences, SPED, 504, and RTI meetings. Attendance at staff meetings is mandatory and failure to attend will lead to disciplinary action or immediate termination.

BULLETIN BOARDS

Bulletin boards placed in the office area and staff lounge provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

SECTION 9: EXPECTATIONS IN WORKING WITH STUDENTS

PHYSICAL INTERVENTION

In dealing with disruptive students, any person employed by JICS may, within the scope of their employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

- To prevent a student from an act of wrongdoing.
- To quell a disturbance threatening physical injury to others.
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
- For the purpose of self-defense.
- For the protection of persons or property.
- To maintain discipline.

Any such acts are not in conflict with the legal definition of child abuse and will not be construed to constitute corporal punishment within the meaning and intention of this policy. Any method or device used to involuntarily limit a student's freedom of movement for more than 5 minutes, including physical force, mechanical restraint, physical restraint, chemical restraint, or seclusion, will be in compliance with state law on protecting persons from restraint. The superintendent/or designee will develop procedures and a training program related to the use of restraint consistent with this policy and state law.

Corporal punishment will not be administered to students by anyone in any JICS school.

YOUR CONDUCT AND RESPONSIBILITIES

You have a responsibility to make yourself familiar with and abide by the laws of the state of Colorado as these affect your work, JICS policies and procedures and the regulations designed to implement them.

You shall be expected to carry out your assigned responsibilities with conscientious concern. The first responsibility of the instructional staff is the education of the student.

Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of you:

- Faithfulness and promptness in attendance at work, meetings, and all assigned duties. Support and enforcement of JICS policies and procedures.
- Diligence in submitting required reports promptly at the times specified.
- Care and protection of school property.
- Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

In dress, conduct, and interpersonal relationships, you should recognize that students are continuously observing you. Your actions and demeanor will be reflected in the conduct of the students. Please conduct yourself accordingly even when not being observed by students.

You 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 your employment to further your personal financial interests.
- Accept a gift of substantial value or "economic benefit tantamount to a gift of substantial value", which would tend to improperly influence a reasonable person in your position or which you know or should know is primarily for the purpose of rewarding you for action taken in which you exercised discretionary authority.
- 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.
- Engage in a substantial financial transaction for your private business purposes with a person under your supervision.
- Perform any action in which you have discretionary authority, which directly and substantially confers an economic benefit on a business or other undertaking in which you have a substantial financial interest or in which you are engaged as a counsel, consultant, representative, or agent.
- Supervise or evaluate a member of your immediate family.
- Transact your private business affairs on JICS property, except in emergencies, without prior specific written approval of the designee.

You are responsible for complying with state law governing acceptance of gifts or things of value by public employees. Please contact the CEO with questions about whether such laws apply to your situation.

It is permissible for you to receive:

- An occasional non-monetary gift, which is insignificant in value.
- A non-monetary award publicly presented by an 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 you are 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 your 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 honoraria if such activities were not conducted on work time.

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

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

MOVIE AND MOVIE CLIP GUIDELINES

For JICS purposes, a clip will be defined as a portion of the movie ranging from a few seconds up to 10 minutes. When showing a clip that includes content (language, violence, sexual, suggestive, crude, etc.) for which a movie may have received a PG, PG-13, or R rating, follow the Principal's guidelines as you would for showing the whole movie. If you are showing a clip from a movie with a PG, PG-13, or R rating, and the clip does not include any problematic content follow these guidelines:

- A *Movie Permission* form should go to the parents asking for their approval for their student to see the movie or clip from a PG-13 or R rated movie.
- At no time should any part of a movie with a rating other than G, PG, PG-13, or R be shown on JICS property.
- Home movies, amateur films, or non-rated films should not be shown without the permission of the Principal.
- Films produced by students for use in the classroom should be previewed by the teacher prior to classroom use.

The use of any movies or clips should support the instructional process and meet curricular objectives. You must receive permission from the Principal prior to showing movies or movie clips in the classroom.

TRANSPORTATION OF STUDENTS

School transportation vehicle operators, driving a vehicle with the capacity of 15 or fewer passengers, must meet the following requirements to transport students:

- possess a valid driver's license.
- be 21 years of age or older.
- agree to an annual motor vehicle record check.
- read and acknowledge the CDE Type A Multifunction Bus/Small Vehicle Operator Guide
- pass the CDE Type A Multifunction Bus/Small Vehicle Operator written test annually.
- complete a medical information form.
- complete pre-service training on type of vehicle to be driven, type of duties required to be performed and in student confidentiality requirements (given in-house)

- receive first aid training, including cardiopulmonary resuscitation and universal precautions.
- must pass a driving performance test including a pre-trip inspection (given in-house)

In the event a JICS staff member uses their personal vehicle to transport students, **a written permission form from the student's parent/guardian must be obtained. One school employee/one student transportation is prohibited.** The driver must also meet the following requirements:

- possess a valid driver's license.
- be 21 years of age or older.
- agree to an annual motor vehicle record check.
- provide proof of personal automobile insurance showing a minimum coverage of \$100,000 in liability coverage

REPORTING CHILD ABUSE / CHILD PROTECTION

It is the policy of the James Irwin Charter Schools Board that this school complies with the Child Protection Act. To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately upon receiving such information, report or cause a report to be made to the El Paso County Department of Social Services or appropriate law enforcement agency.

Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information.

The Board shall provide periodic in-service programs for all teachers to provide them with information about the Child Protection Act, to assist them in recognizing and reporting instances of child abuse, and to instruct them on how to assist victims and their families.

School employees and officials shall not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

Definition of Abuse or Neglect

Child abuse or neglect is defined in law as "an act or omission which seriously threatens the health or welfare of a child." Specifically, this refers to:

- Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or death which is not justifiably explained or where the history given concerning such condition or death is at variance with the condition or the circumstances indicate that the condition may not be the product of an accidental occurrence.
- Any case in which a child is subject to unlawful sexual behavior as defined in state law.
- Any case in which a child needs services because the child's parents, legal guardians, or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

- Any case in which a child is subjected to emotional abuse which means an identifiable and substantial impairment of the child's intellectual or psychological functioning or development or a substantial risk or impairment of the child's intellectual or psychological functioning or development.
- Any act or omission described as neglect in state law as follows:
 - 1) A parent, guardian, or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.
 - 2) The child lacks proper parental care through the actions or omissions of the parent, guardian, or legal custodian.
 - 3) The child's environment is injurious to his or her welfare.
 - 4) A parent, guardian, or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care, or any other care necessary for his or her health, guidance, or wellbeing.
 - 5) The child is homeless, without proper care or not domiciled with his or her parent, guardian, or legal custodian through no fault of such parent, guardian, or legal custodian.
 - 6) The child has run away from home or is otherwise beyond the control of his or her parent, guardian, or legal custodian.
 - 7) A parent, guardian, or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian, or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent's, guardian's, or legal custodian's abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

Reporting Requirements

Any school employee who has 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 to the El Paso County Department of Human Services or the appropriate law enforcement agency. The employee must follow any oral report with a written report sent to the appropriate agency.

In cases where the suspected or known perpetrator is a school employee, the report should be made to the law enforcement agency and the office of the Chief Financial Officer. (Reports made to social services will be referred to law enforcement.)

If a child is in immediate danger, the employee should call 911. "Immediate" refers to abuse that occurs in the employee's presence or has just occurred.

The employee reporting suspected abuse/neglect to social services or law enforcement officials must inform the school principal as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written reports are made to social services or law enforcement agencies lies with the school official or employee who had the original concern.

Contents of the Report

The following information should be included to the extent possible in the initial report:

- Name, age, address, sex, and race of the child.
- Name and address of the child's parents, guardians, and/or persons with whom the student lives.
- Name and address of the person, if known, believed responsible for the suspected abuse or neglect.
- The nature and extent of the child's injury or condition, as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child's siblings—all with dates as appropriate.
- The family composition, if known.
- Any action taken by the person making the report.
- Any other information that might be helpful in establishing the cause of the injuries or the condition observed.

It is helpful if the person reporting suspected abuse/neglect is prepared to give documentation. Thus, noting details of observations is important. It is permissible for the school official or employee to conduct a preliminary non-investigative inquiry of any injury or injuries under the following circumstances:

- School personnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. School personnel may not contact the child's family, or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect.
- A school employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.
- All efforts must be made to avoid duplicate or numerous interviews of the victim.

After Filing Reports

After the report is made to the agency, school staff members will cooperate with social services and law enforcement in the investigation of alleged abuse or neglect. The school will report any further incidents of abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child.

Once a report of child abuse is given to the agency, the responsibility for investigation and follow-up lies with the agency. It is not the responsibility of the school staff to investigate the case. Therefore, the school staff will not engage in the following activities:

- Make home visits for investigative purposes.
- Take the child for medical treatment. (This does not preclude taking action in an emergency situation.)
- Convey messages between the agency and the parents/guardian.

Authorized school personnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

Guidelines for Consideration

If any school employee has questions about reasonable cause of child abuse and the need for making a report, the employee may consult with the building principal or the director of human resources. If the appropriate administrator is not available, a direct call to the county department of social services about concerns is advisable.

Note that consultation with another school official or employee will not absolve the school official or employee of the responsibility for reporting child abuse.

In an emergency requiring retention of the child at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise, a court order must be obtained to legally withhold a child from his parent or guardian.

When any school official or employee has a question about the thorough investigation of suspected abuse/neglect following the filing of a report, the employee or official should contact the executive director of human resources.

While all school officials and employees are reminded of their legal responsibility to report suspected cases of abuse or neglect, they may be assured that reports will be investigated by trained professionals and that there are more supportive and therapeutic treatment alternatives available for parents/guardians, and/or other persons with whom the student lives than there have been in the past.

The confidential nature of information pertinent to child abuse or neglect cases is a matter to be emphasized both legally and humanely.

Legal References:

C.R.S. 19-1-120 (1) (*definition of child abuse or neglect*)

C.R.S. 19-3-102 & 103 (*definition of neglected or dependent child*)

C.R.S. 19-3-304 (*persons required to report abuse*)

C.R.S. 19-3-307 (*reporting procedures*)

C.R.S. 19-3-309 (*immunity from liability for persons reporting*)

C.R.S. 22-32-109 (1) (z) (*providing in service for teachers*)

C.R.S. 18-3-412.5(1) (b) (*definition of unlawful sexual behavior*)

SECTION 10: YOUR RESPONSIBILITIES

ACCESS TO JICS PROPERTY

JICS reserves the right to access all classrooms, workstations, filing cabinets, desks, and any other school property at its discretion, with or without advance notice or consent. All materials developed by you as a JICS employee are the property of JICS (*e.g.*, curriculum, lesson plans, resource kits, documents, and databases), and must remain intact and available after your employment terminates. You are authorized, however, to keep a copy of your lesson plans.

STUDENT ATTENDANCE

Each school should follow attendance and tardy policies set forth by the Principal of the school. Teachers are responsible for keeping accurate records and properly recording attendance and tardies each class period. Excessive absenteeism should be reported to the school office so that the family may be contacted regarding minimum requirements. In addition, frequent absences interfere with the child's ability to succeed in school and should be reported to the Principal.

Tardies are to be recorded as well. Students are considered tardy after the tardy bell rings. Unusually frequent tardies are disruptive to the classroom and should be reported to the Principal.

LESSON AND WEEKLY PLANS

All plans and other material developed by JICS staff are the property of JICS, although, you are entitled to make a copy of your lesson plans.

PERSONAL APPEARANCE

Your appearance reflects not only on you as an individual, but on JICS as well. We expect you to take pride in your appearance and strive to achieve a positive educational and business-like image when representing the school. Employees should use good judgment in accordance with the following standards in determining dress and appearance while at work.

General

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

- Maintain a neat and clean appearance, keeping dress modest and moderately conservative.
- Maintain business/professional dress in a manner consistent with work responsibilities.
- Dress as perceived to be appropriate in an educational organization with JICS' unique educational objectives.

If you work in public areas, or move about the building, or have outside contact, you are to dress professionally and modestly.

If they feel it is necessary, principals may outline more specific dress criteria for their respective areas. In order to maintain a level of consistency, the standards will be developed in cooperation with the appropriate departmental personnel and the principal.

PRINCIPALS, TEACHERS, TUTORS, INSTRUCTIONAL AND ADMINISTRATIVE SUPPORT STAFF

Due to the nature of the work and contact with the public, all administrative and instructional staff (principals, teachers, tutors and professional support staff) are required to maintain professional business dress. Shirt and tie, sweaters, sport coats and slacks are appropriate for men; skirts, dress slacks, or dresses are appropriate for women.

Tennis shoes, shorts, jeans, pants with pockets sewn on the exterior, capris, warm-up suits, and T-shirts are not appropriate unless announced by the principal.

Casual, Jean or Dress Down days (at each Principal's discretion)

Clothes should always be in good repair. No other T-shirts than JICS "spirit wear" T-shirts may be worn. JICS T-shirts, other tops, and collared shirts that are made to be worn out are not required to be tucked in as long as modesty is maintained.

Exceptions

If your work requires that you perform physical activity, you may wear appropriate casual attire that is in good repair, including jeans and closed-toe casual shoes such as tennis shoes. The Principals can make exceptions for classroom teachers for such things as field trips. You should always consider safety in choosing appropriate work attire.

The following items are always considered inappropriate working attire for JICS:

- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short skirts or shorts
- Sheer clothing
- T-shirts with offensive language or logos
- Clothes that the students are prohibited from wearing in the dress or uniform code.

Other guidelines:

- Tattoos must be covered.
- Hair must be a natural color and traditionally styled. In Compliance with the Colorado Crown Act, any practices or references in any handbooks or policies of JICS related to prohibiting discrimination on the basis of an individual's race shall include a person's hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. Specifically, without limitation, such hairstyles as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps.

Guidelines for appropriate dress may be amended by the JICS administration from time to time.

RESPONSIBILITIES AND SPECIAL ASSIGNMENTS / DUTIES

Teachers and Instructional Aides will be required to share responsibilities which will benefit the whole school but not necessarily their specific class. Examples include but are not limited to, car line, lunch, study hall, and detention monitoring. It is the desire of the administration to use volunteers as often as possible. The staff must equally share those duties and assignments that cannot be assigned to our volunteers. At the end of each day, teachers and their students will be responsible for generally straightening their rooms and leaving them neat. Please see to it that all trash is picked up and desks are in the pattern that you originally had set. Anything that you can do to help the custodial staff save time would be appreciated.