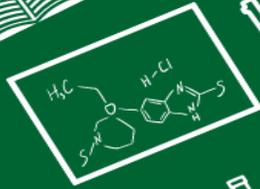
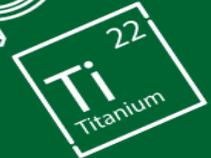


**ASPEN RIDGE  
EMPLOYEE  
HANDBOOK**

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**2024-2025**

**705 AUSTIN AVE  
ERIE, CO 80516  
720-242-6225**





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## **Staff Expectations for Success Human Resource Policies and Procedures**

This Handbook has been prepared to inform you about Aspen Ridge Preparatory School's employment practices and policies and the conduct expected from you.

All employees are expected to read and understand the contents of this Handbook. Failure to abide by these policies can result in disciplinary actions, up to and including dismissal.

No Staff Handbook can answer every question, nor would we want to restrict the normal question and answer interchange between employee and employer, and this Handbook should not be used to do so or as a substitute for conversation. Please don't hesitate to ask questions regarding the policies contained in this Handbook. Your supervisor will gladly answer them.

Employees are required to read and become familiar with this Handbook. Please refer to the Handbook whenever questions arise.

This Handbook shall not be construed to create any form of promise or right to the employee. Aspen Ridge Preparatory School 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. Mutual agreement or consent by an employee is not required before doing so. Any such action shall apply to existing as well as future employees. No one, other than the Aspen Ridge Preparatory School Board of Directors, may materially alter or modify any of the policies in this Handbook. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this Handbook be found to be unenforceable or invalid, such finding does not invalidate the entire Handbook, but only the subject provision.

The employment of the employee is expressly "at-will" and for an indefinite term. This means that Aspen Ridge Preparatory School or the employee may terminate the employment relationship at any time, with or without cause, for any lawful reason or no reason. Nothing in this Handbook shall be construed to disrupt the "at-will" nature of the employment relationship.

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## **ABSENCES**

At Aspen Ridge, we understand the importance of having a work-life balance (as much as possible) and know that there will be certain seasons of the year that are busier than others. We fully support and encourage employees to take time off to rejuvenate, attend personal commitments, and take care of the body, mind, and soul, for the benefit and well-being of all. The Paid Time Off and Sick Leave policies below are designed to provide all employees with the opportunity to take paid time off while maintaining a healthy work-life integration. The below policies establish guidelines for accrual, usage, and the maximum number of days allowed in any given academic year.

Keep in mind that Staff attendance is the cornerstone for school success and for ensuring adequate safety and supervision of students, not to mention to ensure systems and processes are running smoothly. Students need their teachers to reach their academic goals; high absenteeism directly correlates to low student achievement. Our goal is to create a culture of high attendance for all (90% and higher). That includes YOU.

Days taken off in addition to Paid Time Off and Sick Time, with the exception of FMLA or pre-arrangement with the Principal or Head of School, may lead to further discussion of employment and if Aspen Ridge is the best place for you.

### **Paid Sick Leave**

All employees will earn and/or accrue paid sick leave starting on the date of hire at a rate of one hour of paid sick leave for every 30 hours worked, not to exceed a total of 48 hours maximum, to be used during the current fiscal year. (July-June for 12 month employees; August-May for 10 month employees)

The earned and unused balance of accrued paid sick leave, up to 48 hours, will carry over from one fiscal year to the next; provided however, an employee may only use 48 hours of sick leave in any given year. Because this is *sick* leave, accrued hours must be used for a qualifying reason, and unused hours will not be paid to an employee at the end of any year or at separation of employment.

Employees will receive their eligible Sick Paid Leave hours on the first working day of the annual agreement.

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The allowable reasons for use of paid sick leave are limited to the following:

1. An employee has a mental or physical illness, injury, or health condition that prevents the employee from working;
2. An employee needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
3. An employee needs to obtain preventative medical care;
4. An employee needs to care for a family member who has a mental or physical illness, injury, health condition; or who needs to obtain a medical diagnosis, care, or treatment; or who needs to obtain preventative medical care.
5. An employee or an employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of the leave is to seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment; or for the employee or employee's family member to obtain services from a victim services organization, mental health or counseling, or to seek relocation due to the domestic abuse, sexual assault, or harassment; or to seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.
6. Due to a public health emergency in which a public official has ordered the closure of the Employer or the school or place of care of an employee's child and the employee needs to be absent from work to care for the employee's child
7. The employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care; or
8. The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

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Paid sick leave can be used in one-hour increments. Aspen Ridge will not prohibit use of paid sick leave or retaliate against any employee for their lawful use of paid sick leave, if for a qualifying reason. When the need for leave is foreseeable, employees must make a good faith effort to provide advance notification and make a reasonable effort to schedule leave so as not to be unduly disruptive to their job requirements. If the need for leave is not foreseeable then the employees must provide notice as soon as practicable. The employee may be required to provide documentation of the reasons for taking the paid sick leave for four or more consecutive days.

### Sick Leave Documentation

If a staff member is absent for more than 3 consecutive days due to illness, a doctor's note is required to verify the need for the extended leave. The documentation should include the reason for the absence and any recommended restrictions or accommodations needed upon return.

Paid sick leave will not be counted as an "absence" that may result in firing or another kind of adverse action. The employee must make every effort to find a substitute and ensure coverage during paid sick leave to maintain success and consistency. Emergency sub plans should be ready to go by the first day of school, to ensure that lesson plans are available should paid sick leave need to be used immediately. If an employee separates from employment and is rehired within six months after the separation, the employee will have reinstated any paid sick leave that the employee had accrued but not used during the employee's previous employment. Employees are not entitled to any financial compensation at any time in exchange for any unused/accrued paid sick leave.

### **Paid Time Off (PTO)**

In addition to Paid Sick Leave as described above, all full-time Employees are eligible for PTO up to the following amounts:

- 10-Month Employees are eligible for up to 48 hours of PTO per year.
- 12-month Employees are eligible for up to 88 hours of PTO per year.

Employees will receive their eligible PTO hours on the first working day of the annual agreement.

Notwithstanding the above eligible PTO hours per year, PTO does not carry over from year to year. Any unused PTO remaining at the end of the school year will receive a

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payout based on your equivalent hourly rate. This payout will be received in the June paycheck.

Aspen Ridge encourages eligible Employees to use PTO responsibly and to schedule time-off in advance. Use of PTO will be allowed at the Supervisor's discretion depending upon staffing needs at the time. However, certain days throughout the academic school year are considered blackout periods and approval will not be guaranteed. The blackout periods include:

- CMAS and other test administration days
- Required Professional Development days
- Parent-Teacher Conferences
- Days preceding or immediately following holiday weekends and school breaks (including long weekends).

At Aspen Ridge, we strive to align employee attendance expectations with student attendance expectations, recognizing that student success is closely linked to their teachers' presence and commitment. Once all PTO and Sick Leave days have been exhausted, any subsequent absences will be subject to written approval from your supervisor based on the extenuating circumstances of the days needed off. Be advised that a written coaching plan will be implemented once your absences exceed 13 days.

### **Emergency Absences**

From time-to-time unplanned events/sicknesses will arise that will cause you to be out. Our goal is to support and ensure students are well supervised and all systems of the school are functioning. As soon as you think you are going to need to be out, you must communicate and plan for your absence. The steps below should be followed as best as possible.

### **Instructional Staff**

- Text or call **both** Rachel (913-240-6196) **and** Cathy (307-331-2033) if you need to leave campus. **Do NOT leave campus without ensuring that an administrator is aware that you are leaving.**

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- We will work with you to arrange a substitute for you in these situations. Any support you can provide upfront will be greatly appreciated.
- Enter the absence in Paylocity.
  1. Record the name of your sub in the comments box
  2. Ensure that your lesson plans are emailed to your sub, Cathy, and Rachel.

### **Non-Instructional Staff**

- Contact your direct supervisor. Do NOT leave campus without ensuring that your supervisor is aware that you are leaving.
- Enter absence into Paylocity.

### **Public Health Emergency Leave (PHE)**

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

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

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

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

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1. Self-isolate and care for oneself because the employee is diagnosed with a communicable illness that is the cause of a public health emergency;
2. Self-isolate and care for oneself because the employee is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
3. Seek or obtain medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
4. Seek preventive care concerning a communicable illness that is the cause of a public health emergency; or
5. Care for a family member who is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency; is self-isolating due to experiencing symptoms of a communicable illness that is the cause of a public health emergency; needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; or is seeking preventive care concerning a communicable illness that is the cause of a public health emergency;

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

### **The Colorado Healthy Families and Workplaces Act (CHFVA)**

This Sick Leave section of the Handbook should be read and understood in conjunction with the entirety of the CHFVA. Any definitions, requirements, or details of the CHFVA shall supersede this policy.

### **Employee Leave of Absence**

Employee leave can be either a paid or unpaid absence from standard duties with ARPS. Employee leave and qualifications include, but are not limited to:

1. **Professional Leave:** Whenever a school employee is excused by administration to attend Professional Development opportunities, no deduction shall be made in the employee's salary or PTO for absence from school for attending such meetings.

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2. **Jury Duty:** All employees of the School shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment, compensation, annual leave or other leave.

While State Law provides that the School is only responsible for paying employees their regular wages up to \$50 per day for the first three days of jury service, the School believes it should support employees to the full extent of their regular wages while on jury service. Therefore, the School shall compensate the employee for the difference between his/her regular daily wage and the stipend aid for jury duty for the duration of their civic obligation as a juror.

3. **FMLA:** If an eligible employee requests leave in accordance with and protected by the Family and Medical Leave Act (FMLA), they will be granted up to 12 weeks of unpaid leave within a 12-month period, with job protection. For more information regarding FMLA eligibility, rights, and procedures, or to request a personal appointment to discuss FMLA leave, please contact Kayla Reynolds, Business Manager.

4. **FAMLI:** Aspen Ridge Prep School does not contribute to the FAMLI program. Employees may opt to contribute 0.45% of their salary to participate, with a 3-year commitment required. Enrollment is available throughout the year. To enroll or for more information, contact Kayla Reynolds at [kreynolds@aspenridgeprepschool.org](mailto:kreynolds@aspenridgeprepschool.org). Contributions will be deducted from monthly paychecks.

Participation in FAMLI provides a portion of salary during leave under the Family and Medical Leave Act (FMLA). While FMLA offers up to 12 weeks of unpaid job protection, FAMLI offers paid leave that runs concurrently with FMLA, providing financial support during the leave period.

5. **Military Leave:** ARPS complies with state and federal laws regarding military leave, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are members of the armed forces, including the National Guard and Reserve, are entitled to military leave as required by law. This also includes provisions for leave related to the care of dependents during military service.

For more information on military leave, including rights related to dependents and reemployment, please contact Kayla Reynolds, Business Manager. HR assistance is available in the Business Office from 8:00 am to 4:00 pm on school operating days.

6. **Worker's Compensation:** ARPS complies with all applicable state and federal law concerning leaves of absence for a work-related illness or injury.

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## **Employee Separation**

In case of an individual employee's termination, resignation, or otherwise separation, allotted time off days will be considered vested at a rate of one day per month starting on the first month of the most current agreement. The number of days vested but not used at the date of termination, resignation, or otherwise separation will be paid out on the final paycheck at a rate equivalent to your hourly rate. The number of days taken off by the employee from the start of the most current agreement that exceeds the number of days vested at the time of separation will be docked from the final paycheck based on the employee's hourly wage rate.

## **Records**

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

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

## **ATTENDANCE / STAFF HOURS**

### **Instructional Staff Hours**

- Mondays, Wednesdays, Thursdays, and Fridays: 7:45am - 3:45am, after all students have been dismissed and accounted for. Do not leave the campus if students are still being dismissed from campus.
- Tuesdays: 7:45am to 4:30pm
  - 1st Tuesday: Induction Meeting
  - 2nd Tuesday: ILT (Instructional Team Leaders)
  - 3rd Tuesday: Staff Meeting
  - 4th Tuesday: Grade Level Curriculum Mapping

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### **Front Office/Business Office Hours**

- Monday-Friday: 7:45am-4:00pm

### **Late Arrival to School**

If you find that you will arrive later than your instructional/stated start of work day on any given morning, call or text your direct supervisor. For instructional staff, call or text your direct supervisor, the attendance secretary, and your team leader to ensure students are monitored for safety. Three tardies will result in a conversation with your supervisor and the staff management procedure will ensue.

### **Leaving Early from School**

If you find that you need to leave school before the instructional/stated end of work day, you are required to notify your supervisor before leaving, make necessary arrangements for monitoring student safety as required, enter your absence through Paylocity, and sign out through the front office so that they are aware you are leaving the building. While we understand that occasions may arise that require leaving school before your end of work day, every attempt should be made to avoid leaving early. If you are leaving due to an emergency illness, please follow outlined procedures in the Attendance section.

Keep in mind that your attendance, including arriving at school and leaving school each day, is key to the success of our students and school community. Your attendance affects your team and your students; be mindful of your attendance and of the time investment of those around you.

### **BUSINESS OFFICE, HUMAN RESOURCES, AND STAFF MATERIALS**

If at any time of the year you have any questions related to the following, don't hesitate to schedule a meeting with the Business Manager for clarification.

- Payroll
- Human Resource Information System (HRIS) management (Paylocity)
- Benefits/ARPS Wellness Program
- Unemployment and Cobra
- Employment verifications
- Workers Compensation
- Employee coaching
- Strategic problem-solving

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- FMLA/FAMLI

### **FMLA/ FAMLI/Leave Coordination and Availability**

FMLA and FAMLI program details and assistance are available through the Business Manager. HR materials or a personal appointment can be requested on any day the school is in operation 8:00am to 4:00 pm unless otherwise posted. All requests will be met within a reasonable timeframe. In the case of an emergency, please contact a member of the administration staff.

### **Personnel Files**

Employees have the right to request access to the appropriate contents of their personnel file at any time as permitted by law. ARPS will grant such requests within a reasonable amount of time. An employee can request only their own personnel file and must review its contents within the Business Office.

*Aspen Ridge Preparatory School strives for the highest standards of personal information privacy and security.*

### **Reporting Accidents Resulting in Injury**

Any accident resulting in injury to an employee, be it yourself or another, must be reported to the Business Office within four (4) working days. This is to ensure that the resulting injury is properly cared for and reported. The injured employee will need to fill out an accident report, which will be submitted to the Workman's Compensation agency for processing.

### **Reporting Concerns or Issues**

Business office staff are available during regular office hours for employees to report any concern or issues. This includes, but is not limited to harassment of any kind, violence, child abuse, reporting of a disability, professional misconduct, or any other item that you would like to discuss.

### **CALENDARS**

The Aspen Ridge School Google calendar (which displays on our website) and the Staff Google calendar (for internal use only) are maintained by school administrators and **should be referred to often for updates, weekly events, and time-off requests.** The Week at a Glance (aka WAG) should also be used as a reference for important, ongoing, and upcoming dates and events. Read for clarity.

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## **CELL PHONES**

### **Staff Members**

- Cell phones should never interrupt instruction, impede workflow, or distract one's attention from children or duties.
- Ringers should be turned off or on vibrate mode during the school day and calls should not be taken during instruction.
- Cell phones are not allowed during state assessments and all applicable rules should be followed.
- It is understood that we live in a digital society and use of your cell phone is expected; please ensure that cell phones are used for emergency communication and school related activities. It is highly encouraged that you not use personal devices to take pictures of students. This is for your protection. If you do snap a great shot, please make sure that you have checked the photo waivers (from beginning of the year paperwork) and refrain from taking any pictures of students who do not have a waiver. This is for your own personal safety. The school will not take responsibility should any issues or concerns arise from you using your personal device to photograph students.
- Reach out to HR if you have any questions regarding cell phone use [hr@aspenridgeprepschool.org](mailto:hr@aspenridgeprepschool.org) or [kreynolds@aspenridgeprepschool.org](mailto:kreynolds@aspenridgeprepschool.org)

### **Students**

- Students are permitted to have cell phones on campus, however, they should not be a distraction at any time.
- Cell phones should remain turned off and out of sight during school hours.
- If cell phones become a distraction or are used without permission, a direct contact (from teacher to parent) should be made. Patterns of misuse should be communicated to the Administration for how to handle next steps.

## **CLASSROOM PHONES AND MESSAGES**

Only emergency or important/expected calls will be sent through to classrooms during instructional time. If you are expecting an important call, make sure to notify the front office so that they can direct the call appropriately; otherwise a message will be taken and given to you later in the day.

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Please monitor the classroom telephone continuously. At no time during the school day should students use the classroom telephone without permission. If you or a student does make a phone call outside of the school, please be sure to leave a message for the person you are looking for, so that upon their return call, the office can help direct the call to the appropriate place.

Any/all health related calls should be made through the Health Clerk's Office (not the classroom) to ensure appropriate documentation of any illness.

## **COMMUNICATION**

Communication is essential to building a cohesive team of adults and a culture of excellence. Communication should focus on student growth and success and should be truthful, framed in a positive manner, and ongoing

### **Channels of Communication:**

- **Digital Tools:** Use Infinite Campus, class/grade level websites, newsletters, and blogs to keep communication open between home and school.
- **Courage Conversations:** Address issues directly and respectfully with colleagues. Use the STAR method (Situation, Task, Action, Result) to frame discussions constructively and ensure clarity. Courageous conversations are key to resolving conflicts and improving teamwork. Approach these discussions with a mindset of constructive feedback and mutual respect.
- **Grievances with Peers:** Resolve concerns directly with the individual involved. If unresolved, escalate to a supervisor or HR. Aim to address conflicts professionally and maintain a positive work environment.

Effective communication supports our shared mission and enhances our school community.

### **With Administration and Leadership**

In order for any/all of the administrative team or school leaders to give you their full attention at any given time, scheduling a meeting prior is the best way to have undivided attention. During the day you are welcome to drop by without a scheduled appointment when doors are open. If the door is closed, we ask that you make an appointment, leave a note, or send a quick email.

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### **With Staff and Peers**

All communication with staff should be professional, focused on students, learner-centered, and conducted in a way that models respect and team-oriented problem-solving.

All problems should be addressed at the lowest possible level and systematically (individually with person; team leader support; administrative support) in order to reduce gossip and unhealthy banter between students, staff, and parents.

Keep in mind that substitute teachers, while staff, are not directly involved in our team building and staff meetings, and therefore do not and will not have the same understanding of perceptions and overall understanding. When talking with substitutes, please refrain from gossiping about the school or your dislikes. Many of our substitute teachers are parents, and this creates a blurry line of trust/communication.

Tips for building positive relationships through communication:

- Always assume the best.
- Actively listen; give your full attention to the other party.
- Give people your time
- You can never over-communicate
- Pick the right medium. Face-to-face or phone communication works best when there is a potential conflict or concern from either party; email follow-up to document. Email communication works best for quick questions or dialogue exchanges.
- Be empathetic.
- Be aware of your non-verbal communication (body language, eye contact, tone of voice, open/closed stance). 93% of communication comes from your non-verbal cues; 55% is body-language and 38% is tone of voice.
- Just say “enough” during conferences or when speaking to parents - not too much, not too little.
- Be confident in your words, voice, and knowledge.
- Keep an open mind. Be willing to enter into a dialogue even with people with whom you disagree.
- Show respect for others' words and ideas.
- \*THINK!

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*\*THINK stands for “true, helpful, inspiring, necessary, and kind.” Before speaking, ask yourself if what you're about to say aligns with each of those qualities. If your answer is “yes” to all five questions, then your thought is worth sharing.*

### **With Students and Families**

Our students (and our families) are our customers. It is imperative that we remember that they are the reason we do what we do. Being respectful, meeting students where they are, and believing in their abilities will create a climate and culture of success and growth.

Yelling at students (strong voice, raised level of intensity and volume, anger behind the words) is not acceptable at any time. Staying calm and in control keeps the power in your wheelhouse.

Clear and concise objectives and expectations should be presented verbally and non-verbally each day/each lesson. Use of an organizer and/or planner are required to help build student confidence in expectations. Discussion and modeling SOAR with fidelity is imperative.

### **Using Social Media / Digital Communication**

Social media can be a great way of expressing one’s self and staying in touch with loved ones, friends, and coworkers. However, the use of social media also presents certain risks and carries with it certain responsibilities. The following policy is intended to help guide staff to use social media safely, responsibly, and successfully while protecting the interests of Aspen Ridge Preparatory School and to protect the privacy and well-being of our students and families.

Social Media includes all means of digital communication or posting information or content on the Internet or public forum, including but not limited to your own or someone else’s blog, online journal or diary, personal websites, social networking or affinity website, web bulletin board, or chat room, whether or not associated or affiliated with Aspen Ridge Preparatory School, as well as any other form of electronic communication.

Online interaction with students can easily be construed as inappropriate student relationships. Please be careful and protect yourself and the school from scrutiny.

Staff shall not “friend” (or otherwise invite) current ARPS students to join their personal social media sites and must not accept invitations from current ARPS students. Staff may

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not use a personal social media account to interact with students. Staff members shall not use email, text messaging, instant messaging, or social networking sites to discuss non-school related issues with students. Staff shall not post any images, names, personal information, or likeness of students at ARPS on their personal accounts under any circumstances, without express parental permission.

Staff who are a parent or guardian of a student at ARPS are permitted to friend (or otherwise invite or accept an invitation) their child only. Staff is prohibited from officially representing the school unless previously authorized. Staff is prohibited from opening any social media accounts on behalf of the school unless previously authorized.

In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as an ARPS employee, you are creating perceptions about your expertise and about ARPS by our staff, families, and the general public - and perceptions about you by your colleagues and managers. Make us all proud. Be sure that all content associated with you is consistent with your work and with the values and professional standards of ARPS.

Statements, complaints, criticisms, photographs, video, or audio posted online by a staff member of ARPS, regardless of the medium, public or private, that can be viewed as malicious, obscene, threatening, intimidating, disparaging to co-workers or students, or that might constitute harassment or bullying may result in disciplinary action up to and including termination.

Please keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or supervisor than by posting complaints on social media outlets.

At all times, you, as the employee, represent Aspen Ridge Preparatory School.

Aspen Ridge Preparatory School will not require staff to disclose their usernames, passwords, or other means for accessing their personal accounts or services through a personal electronic communications device. ARPS will also not compel employees to add anyone to their list of contacts or change their privacy settings associated with a social-networking account. ARPS reserves the right to investigate, based on receipt of information about the employee's use of a personal website or account, any breaches in student privacy or otherwise violations of personnel policies that may or may not conflict with the law.

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## **Instructional Staff Communication Expectations With Parents**

[Positive phone calls](#) are required at the beginning of the school year (documented by the 4th week of school). Your first contact with families should be positive and purposefully aimed towards relationship building. Once you have completed all of your positive phone calls, please electronically sign and fill out [this form](#) to document your participation.

Parents play a vital role in the education and support of their child. Positive, transparent, and clear communication will help keep everyone on the same page. Aside from verbal communication in person, by telephone, or through email, weekly communication about what is happening in the classroom and how parents can play a role in their child's education should be articulated through grade level newsletters. To ensure consistency, grade-level newsletters should align across all classes, presenting similar messages and topics. You are encouraged to post your newsletters digitally and accessible through your class/grade level website. Digital communication should also provide updates on homework expectations, projects, upcoming events, etc.

## **Infinite Campus/Gradebook**

Infinite Campus is key in regard to communication that should be monitored and maintained on a weekly basis. Infinite Campus houses student information on course selections, gradebook, and attendance. Parents will be encouraged to use IC on an ongoing basis. Grades should be input and updated weekly. Do NOT wait until the last few weeks of any grading period to input grades or update parents if a student is not performing on par. Instructional staff in grades 3-8 should adhere to the gradebook category and weight standards outlined in the ARPS Parent/Student Handbook.

## **Parent/Teacher Conferences**

Aspen Ridge has built a culture of positive parent/teacher relationships through parent conferences. Parent/Teacher conferences take place in the Fall (October) and Winter (February) The purpose of conferences is to have clear conversations about student performance, where students are academically as compared to where they should be performing, and what the plan is moving forward. Parent/Teacher conferences are not intended to be student-led at the beginning or middle of the year.

In addition to school-wide scheduled conferences, meeting with parents when academic or behavior concerns arise is a very effective way to include parents in the process of growing their child. Any potentially contingent conferences should be scheduled so that the Counselor, Special Education Teacher, or a member of the Administrative team can be in attendance to support.

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## **CONFIDENTIAL INFORMATION**

As a school employee and staff member, you will be privy to confidential information. Keep in mind that there are always ears listening and eyes watching (whether you are making copies in the workroom, having dinner at a nearby restaurant or hanging out by the pool). DO NOT discuss confidential information with anyone who does not “need to know” at any given time. Be aware of your surroundings at all times and be professional in your conversations. You are additionally obligated not to repeat anything that you may inadvertently see, hear, or otherwise witness that has the possibility of being confidential in nature. See the HR Handbook for further details on confidentiality.

## **CONFLICT OF INTEREST**

ARPS strongly believes that a work environment where employees maintain clear boundaries between employee personal and work interactions is most effective in fulfilling the mission of the school. Although this policy does not prevent family members from working at the school or the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

*Conflict of Interest: A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person’s self-interest and professional interest or public interest.*

- No ARPS employee shall be placed in a direct supervisor/subordinate relationship with another ARPS employee with whom they are in a family or intimate relationship.
- Family or intimate relationships that exist or develop between all employees must be disclosed to their supervisor and the Head of School immediately after the relationship is realized. This is to ensure neither party is unwittingly placed in a situation where conflict of interest may occur.
- Any possible conflict of interest must be disclosed immediately to the Head of School.
- ARPS will not engage in any contract or business dealings with outside parties in which there is a known conflict of interest.

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- Any decision made by an ARPS employee within a family or intimate relationship that might affect the person(s) with whom they are in the relationship must be disclosed to the Administration for review or they must recuse themselves from making such a decision.
- During working time and in working areas, employees are expected to conduct themselves in a professional manner so as to not interfere with others or with productivity related to their positions. During non-working time, such as lunches, breaks, and before or after work periods, employees engaging in personal exchanges regarding family, friendship, or an intimate relationship should observe an appropriate professional demeanor to avoid offending other workers or putting others in an uncomfortable position.
- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace and with the exception of a direct supervisor/subordinate relationship.

### **CRISIS MANAGEMENT TEAM**

Being a teacher or staff member at ARPS automatically makes you a part of the Crisis Management Team. Your #1 goal is to stay calm and rational while attempting to defuse any emergency situation. While we have procedures for all types of crisis, you never know what may happen from day to day. In the event of a crisis, please remember that you are first and foremost responsible for the students/children in your classroom. They will be looking to you for that calm voice if ever there is an emergency.

Evacuations and drills will take place each month with briefings prior to ensure a clear understanding of the adult roles around the school. Safety plans and procedures will be outlined during the beginning of the year professional development days and prior to each drill.

All drills and safety procedures are outlined and can be referenced in the *i love you guys* safety packet given out during pre service. Standard Response Protocols can also be found at [iloveyouguys.org](http://iloveyouguys.org)

### **DISMISSAL PROCEDURES**

Clear dismissal expectations (between school and parents) are a necessity each and every day. It is the classroom teacher's responsibility to know how students are leaving campus to go home. Direct communication with parents is required, before the first day

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of school, to ensure you know how students are expected to leave campus safely. There are two ways students can be dismissed from campus.

- Dismissed with the end-of-day announcement, or
- Dismissed via Driveline Number

The dismissal announcement is the official end-of-day cue that student dismissal is beginning. Backpacks should be packed, the classroom should be organized, and students should be prepared to leave when their name appears on the screen. Classroom computers should be logged into the Driveline app (prior to 3:15pm) and students are released as their name appears. The dismissal announcement releases all walkers, bikers, and after care students. Driveline numbers release all car riders and parents who walk up to the school.

At approximately 3:25pm, an “All Call” will be made for all teachers and remaining students to walk down to the front driveline. At this time, teachers will continue to monitor their students and release them to parents as they drive up. All adults in front of the school should be attentive and help students get into their car.

Teachers are expected to keep track of student departures and to have emergency contact info readily available for any calls that need to be made. Make sure you have a system in place so that you can confidently identify how each student dismisses each day. Do NOT take the word of students who change their normal routines for dismissal. Make sure parent contact and confirmation is made prior to releasing students “to go home with a friend.”

## **DUTY**

All staff are on duty before and after school (7:45am-3:45pm). Whether standing at your door greeting students in the morning, or helping families cross the crosswalks safely, it is everyone’s responsibility to be at their assigned duty.

If you are unable to be at your assigned duty, communication with administration is key! On days that you will not be at school, it is your responsibility to ensure your duty is covered. In addition, an updated copy of your duty schedule should be included in your substitute folder with instructions on what your duty entails.

Morning duty is from 7:55 am - 8:15am.

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Afternoon duty begins at 3:10pm and ends when all students are safely accounted for (approximately 3:35pm). Staff should not leave campus until ALL students have left campus or have been handed off to appropriate personnel for after school care, clubs, and/or pickup.

## **EMAIL**

All staff should check school emails a minimum of twice a day. Instructional staff should check email before school and prior to leaving each day, and a 48-hour response is expected to ensure great communication and customer service. Operations emails should have a response within 48 hours.

Important email etiquette:

- Email is subject to subpoena, so never use your email to discuss confidential information that you would not want covered on the 5 o'clock news.
- Tone cannot be read through email and it is easy to “read into” tone that doesn’t exist.
- Refrain from using email to communicate sensitive or potentially controversial information. Picking up the phone will humanize any situation, and then can be followed up with an email for documentation.
- Use the coach’s rule of 24 hours before creating or responding to upset parents or staff members. This will help you to construct a communication that is not personal or attacking (or be perceived as such).
- Emails should be concise and short. If you find yourself typing paragraphs, pick up the phone to discuss the situation, and then follow up with an email.
- Contact lists should be created at the beginning of the year. Rarely (if ever) should emails be sent to every person at Aspen Ridge (outside of communication through administration or the office).
- Consider who *needs to know* before emailing and send emails directly to those recipients (and not the entire school).
- See the HR Handbook for further details on email communication.

## **EMPLOYEE ATTIRE**

Use professional judgment with your choice of dress. Addressing this issue, when needed, is awkward for everyone involved.

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- Jeans should be worn with pride; they should not be ripped, torn, or have holes. When wearing jeans, you are still expected to look professional and put together, you should not look like you are ready to garden or workout.
- Shorts can be worn on field trips or on Field Day to accommodate warm weather. Shorts should be on the conservative end and not revealing in any way (too tight, too short, too low).
- Leggings are great clothing items to keep your legs warm (with dresses, long tunics, or sweaters) or as an accent piece to your outfit, however, should not be worn just as pants/bottoms. (Pants/bottoms have pockets; leggings do not.)
- You are a representative of the school and are encouraged to dress for confidence and professionalism each and every day. Rule of thumb...if you have to ask someone, “Does this look okay?” then you may want to reconsider your outfit choice.

It is appropriate to dress for your position. If you ever have questions about what is appropriate for your position, ask your direct supervisor.

### **EMPLOYEE CODE OF CONDUCT WITH STUDENTS**

The most important responsibility of ARPS is the safety of our students. All employees, as well as all individuals who work with or have contact with students, are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students, and a possible or perceived breach of responsible, ethical behavior.

While ARPS encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are expected to use good judgment and are to avoid situations including, but not limited to the following:

1. Meeting with three or fewer students in a closed location, regardless of gender. (Keep your door open in these situations.)
2. Remaining on campus with a student(s) after the last administrator leaves the school site. There are exceptions allowed for this, such as teachers rehearsing with students for an activity or coaching; these instances should have the prior approval of the administration.
3. Engaging in any behaviors, either directly or indirectly, in the presence of a student(s) that are unprofessional, unethical, illegal, immoral, or exploitative.
4. Giving a student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.
5. Making statements or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be

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- considered by the administration to be sexual in nature, harassing, or demeaning about other employees, students, or members of the community.
6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employee's/individual's responsibilities and/or duties.
  7. Transporting a student(s) in a personal vehicle.
  8. Taking or accompanying a student(s) off campus for activities other than for school-sponsored activities or field trips.
  9. Meeting with or being in the company of a student(s) off-campus except in school-sponsored and/or approved activities.
  10. Communicating with a student(s) in writing, by phone, by email, or other electronic communication via the internet (i.e. social media) or in person at any time, for any purpose that is not specifically school-related.
  11. Calling a student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.
  12. Providing a student(s) with your personal or another staff member's phone number, personal email address, home address, or other personal contact information except for specific school-related purposes and/or situations.
  13. Containing images of students on personal devices.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above situations, or those of a similar nature, either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety by the Administration. Employees/individuals are advised that, when allegations of inappropriate conduct or behavior(s) are made, administration is obligated to investigate the allegation and, if warranted, take appropriate administrative and/or disciplinary action. Additionally, ARPS may not be able to protect employees who incur any legal action, either civil or criminal, in response to the employee's behavior if in violation of this document.

All employees who have questions, concerns, or need further assistance should contact the Administration.

## **EMPLOYEE DISCIPLINE AND TERMINATION**

Without in any way altering the "at will" employment of all employees, ARPS will make every effort to ensure that employees are treated fairly with regard to ARPS policies and procedures. Suspensions, demotions, dismissals, and refusals to reemploy shall be governed by ARPS's employment and conduct policies, with final approval by the Board of Directors.

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### Persons Authorized to Initiate and Carry Out Disciplinary Actions:

- Verbal and written warnings may be issued by the employee's supervisor(s) or department heads.
- Suspensions with and without pay, final warnings, probation, and dismissal may be administered only by the Head of School, Principal, or the Board.
- Suspension with or without pay and notice of intent to dismiss may be administered only by the Head of School, Principal, or the Board and may occur in those instances in which:
  - The misconduct is sufficiently serious as determined by the administration to warrant the initiation of disciplinary action at this level, without prior disciplinary action.
  - In cases where previous warnings were given and found to be ineffective to correct the offensive conduct.
  - Remediation efforts have failed in those cases where such efforts were attempted.
  - The nature of the offensive conduct is such that dismissal appears to be the only solution to the problem.

## **EMPLOYEE PAY AND COMPENSATION**

### **Payroll**

ARPS utilizes Paylocity to run payroll and manage HR data. All employees have access to a personal Paylocity account where they can track hours, request time off, update personal information or direct deposit information, and view and download pay stubs and W2s. ARPS will also utilize Paylocity to obtain acknowledgments and signatures on important HR documents. It's critical all employees maintain access to their Paylocity account and stay alert for emails indicating action is needed in Paylocity.

### **Paylocity**

- Visit <https://access.paylocity.com/>
- Enter the company code: 148164
- Enter your username and password (for username and password support, email HR@aspenridgeprepschool.org)

1. All Salaried Exempt ARPS employees are paid once a month on the last business day of the month.

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2. Time cards or additional pay considerations are due by the end of the day on the 15<sup>th</sup> of each month. If the time card is not received by this point, it may be held for payment on the next pay cycle.

3. Any non-exempt employee must report hours worked each month. If those hours exceed 40 per week, overtime will be given at the rate of 1 ½ times the individual's hourly rate. Overtime must be pre-approved by your supervisor. Employees are responsible for tracking their own hours on a weekly basis. Although we are paid monthly, overtime is tracked and recorded per week.

Unapproved overtime will be compensated at time and a half as required by law. However, any occurrence of excessive unapproved overtime will be noted on the employee's record. Continued instances of unapproved overtime may result in an employee coaching plan.

If comp time is desired in lieu of overtime, this must be established ahead of time and a written agreement signed by both ARPS and the employee. Overtime and comp time must be pre-approved by the employee's supervisor before the time is accrued.

4. Employment agreements are based on the number of days worked. Since months vary in work days and, by the nature of schools, many employees do not work the full year; days worked are accrued and paid in 12 equal installments per the employee's agreement. Pay advances will not be granted.

5. In the event of employee separation while still fulfilling their agreement, the employee will be compensated based upon the greater of either the number of days actually worked or the compensation due upon the date of separation.

6. Qualifying employees will be granted Paid Time Off (PTO) days to use at their discretion. The details and limitations of these PTO days are outlined later in this handbook.

7. Legal garnishments or levies on wages will be honored by ARPS according to Federal and State Regulations.

### **Employee Discounts**

Any employee of ARPS who is the parent or legal guardian of a student attending ARPS will receive a discount on student fee and tuition, if any.

- Annual Student Fee Discount: 50%
- Monthly or Annual Tuition Discount: 25%

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- Student/Child Dress Down Pass Discount: 50%
- Yearbook Discount: 50%

## **Benefits**

All full-time employees (defined later in this handbook) of Aspen Ridge Preparatory School are provided with benefit opportunities which include:

- Health Insurance – Cigna
- Dental Insurance – Delta Dental
- Vision Insurance - VSP
- Life Insurance – Unum
- PERA 401(k) (non-matching 100% employee contributed)
- Horace Mann 403(b) (non-matching 100% employee contributed)
- Employee Wellness Benefits (new in the 2023 school year)

Benefits may be revised on an annual basis to align with our budget requirements.

For additional information on the ARPS benefits package, please contact the business department at [HR@aspenridgeprepschool.org](mailto:HR@aspenridgeprepschool.org)

## **PERA**

PERA (Public Employees Retirement Association) is the retirement benefit granted to all state employees in lieu of OASDI (Social Security). Employees contribute a mandatory 11% of qualifying wages and ARPS contributes 21.4% (as of August 2023).

PERA is required and employees cannot opt out. A required form upon employment must be filled out and no further action is needed on behalf of the employee to make contributions. For more information regarding your PERA benefits, please visit the Business Office.

## **Employee Self-Care**

At Aspen Ridge, we value the need for our employees to manage a work-life balance that will keep you happy and healthy. This is why we provide an EAP program, through Unum, that can help you find solutions for the everyday challenges of work and home as well as for more serious issues involving emotional and physical well-being.

Help is easy to access:

- Telephone Consultations
- Face-to-Face Meetings

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- Educational Materials

Call toll-free (24 hours a day)  
1-800-854-1446

Or access online at  
[www.lifebalance.net](http://www.lifebalance.net)

user ID and password: lifebalance

### **EMPLOYMENT STATUS: EXEMPT VS. NON-EXEMPT**

Aspen Ridge Preparatory School is an at-will employer, meaning that the employment between ARPS and the employee can be terminated by either employer or employee at any time, with or without notice and with or without cause. Any express or implied agreements or assurances concerning the terms, conditions, or duration of an individual's employment with ARPS is not binding.

#### **Full-Time Salaried Exempt Employees**

Any employee whose agreement states a work week of 30 hours or more and meets the requirements for an exempt employee under the Fair Labor Standards Act. Full-time salaried exempt employees are considered exempt from overtime pay regulations as defined by federal labor laws. They typically work a standard number of hours weekly and receive a fixed salary. Exempt employees are expected to fulfill their job duties and responsibilities, even if it requires working beyond regular working hours. They are not eligible for overtime pay and are entitled to specific benefits outlined in our company policies.

#### **Full-Time Salaried Non-Exempt Employees**

Full-time salaried non-exempt employees are eligible for overtime pay as per federal laws and are required to track their number of hours worked per shift. Although they receive a fixed salary, they are entitled to overtime compensation when they work beyond the standard weekly hours. Full-time salaried non-exempt employees may receive additional benefits and are subject to company policies applicable to their status. Please reference the overtime section.

#### **Part-Time Salaried Non-Exempt Employees**

Any employee whose agreement states a work week of no more than 29 hours.

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Part-time salaried non-exempt employees work fewer hours per week than full-time employees but still receive a fixed salary. They are eligible for overtime pay if they work beyond their agreed-upon weekly hours and must track their number of hours per shift; however, hours in excess of 40 per week should always be approved through the direct supervisor. Part-time salaried non-exempt employees may be entitled to certain benefits on a prorated basis as defined in company policies and applicable labor laws. Please reference the overtime section.

## **FIELD TRIPS**

Each grade level is encouraged to utilize and implement experiential learning opportunities that connect to the four school trailways (Personal Development, Technology, Nature, and International) throughout the school year (three times per year for K-5; two times per year for middle school). These opportunities come in many different forms and add value to the overall learning experience of our students. This is what makes Aspen Ridge a special place to learn, work, and play. For grade level consideration and planning, experiential learning opportunities and trailway development may include:

- Virtual learning/virtual field trips
- Walking trips (nearby parks, the ECC, the library, business, etc)
- Expert visits
- Field trips

Experiential learning opportunities and trailway development should be determined by grade level teams, with enrichment teacher collaboration encouraged.

Grade level field trip budgets are set at \$25 per student (collected through their student fees). Any budgetary questions should be directed to the Business Office.

### **Planning**

To set up and request a field trip for your grade level, follow these steps:

1. Check the school calendar and work with the chosen venue to ensure that dates align. Include back-up dates to avoid conflicts.
2. Fill out a Field Trip Request Form completely and turn it into the principal for approval. Once approved, a copy will be given back to the contact teacher, the Office Administrative Assistant, and to the Business Manager.
3. The Business Office will reach out directly to the grade level contact if there are questions about payment. The Office Administrative Assistant will contact the grade level contact for questions in regards to transportation needs.

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4. One week prior to the scheduled trip:
  - a. The grade level contact teacher should check the shared spreadsheet to confirm transportation and payment.
  - b. Classroom teachers should ensure all students have a signed parental permission slip to attend the field trip.
  - c. Student payment (if required) should be collected and remitted to the Business Office.

#### Additional planning considerations

- All student permission slips should be obtained and kept by the classroom teacher (in green backpack) on the day of the field trip. All permission slips should be kept on file with the classroom teacher throughout the entire school year and can be shredded at the end of the school year.
- Field trips are not permitted during state assessment windows.
- Experiential learning opportunities are important for all students, and therefore should not be used as a classroom management plan unless safety is the utmost concern. Clear and timely communication with the student, parents, and administrators is a priority if behavior/safety is a concern and will potentially affect the student's attendance on the trip or for the experience.

#### Chaperone Fees and Travel

For all school-sponsored trips in which chaperone volunteers are required or included, the chaperone will be responsible for their own transportation or the cost of their transportation to the destination of the trip.

**Day Trips:** For single-day trips, including most field trips from the school and returning to the school on the same day, Chaperones will be responsible for any and all costs incurred on their behalf, including entrance fees to events or venues.

**Overnight Trips:** For overnight trips, including trips from the school in which the students and chaperones return the following or any subsequent day, the cost of entrance or admission to any event, venue, or activity, as well as the cost of lodging will be covered by the school, to be made up by student trip fees where appropriate. Chaperones will be covered by a per diem for food equal to the per diem provided to attending school staff, to be determined in advance of the trip by administration.

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## **FACILITIES CARE**

Caring for our buildings is the responsibility of all stakeholders. Students should have clear expectations for classroom, hallway and overall responsibilities. All issues should be reported to the Facilities or Maintenance as soon as possible (major spills, paint destruction or wall gouges, carpet mishaps, broken furniture, broken equipment, etc) A little bit of care saves everyone time, money and frustration and helps to keep our campus looking its best at all times. Our custodial staff keeps our building and classrooms clean and healthy. Your responsibility is to keep our building and classrooms tidy and welcoming.

Below are some phrases for you to incorporate into your classroom culture.

- *“If not you, then who?”*
- *“Leave it better than you found it.”*
- *“Cleaning and organizing is a practice, not a project.”*
- *“A clean home is a happy home.”*
- *“Before you leave, take a minute to clean.”*

Tidiness and organization are expectations for your classroom and hallways (including bulletin boards). Clutter should be kept to a minimum and not be the focus of your room. When organizing your space, the following should be kept in mind:

### Classroom, hallways, and bulletin boards

- Entries to classrooms should be clear and not cluttered with furniture as it is a fire hazard.
- All furniture should be organized and easy to get around for safety.
- Floors should be cleared of everything (trash, miscellaneous items, etc), and chairs should be put on top of desks or stacked at the end of each day (make this one of your end of day routines for students).
- Keep in mind that simple is sometimes best, especially for your active students who may have a hard time staying on task.
- Remember to keep the focus on learning and students. When you walk into your classroom, where do your eyes go? What do students see? What do parents see?
- Your teacher desk should not be the focus of the classroom (although it is important for creating space for you).

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- Don't invite unwanted pests (ants, mice) into your classroom! Keep food off of floors, have students clean up after snacks, and keep YOUR snacks in air-tight containers. A clean room today keeps the pests away. :)
- TAPE is not permitted on ANY windows in the school, or painted walls (where the possibility of peeling paint may occur when tape is removed).

Classroom walls should include (but are not limited to):

- On inside of the classroom door:
  - Safety Information
    - Evacuation Map
    - Standard Response Protocol
    - Green backpack
  - ARPS Mission statement
- SOAR and Classroom expectations (7 Mindsets)
- Student work
- American flag
- Anchor charts and/or word walls for current instruction

Bulletin Boards (classroom and hallway) should be:

- Used for highlighting students' academic work aligned to standards.
- Bright and inviting (not faded or torn). Fabric or gift wrap is a great alternative to butcher paper (it doesn't fade as quickly)
- A focus for your classroom and school culture
- Maintained, monitored, and put-up/taken down fresh quarterly (at minimum)

**Remember, simple and organized are better than cluttered and sensory overload. Do not feel like you have to have every inch of your room decorated and covered prior to students arriving.**

**Teacher Lounges, Workrooms, and Storage Closets**

The teacher lounge, workroom(s), and storage areas are employee-only areas; students are not allowed to be in the lounge/workroom at any time unsupervised due to confidential materials and conversations. (This includes sending students to get mail, to make copies, etc.)

The lounge and workroom areas are shared spaces and intended to be safe places to eat, work, collaborate, or just "be." Always keep these areas neater than when you found them and clean up after yourself. Remember, if not YOU, then WHO? Each grade level team will be responsible for tidying up the lounge and workroom areas on a monthly

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basis. A detailed schedule will be provided in August during professional development at the beginning of the year.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Teachers, as representatives of public schools, have a legal responsibility to protect student privacy and safeguard the confidentiality of their records. Disclosure of information from a student's education record to any third party is strictly prohibited. If we don't follow the law, there could be legal consequences for us as well as the school (such as losing federal funding). If a parent wants to know information about another student that is not theirs, your response should be, "Unfortunately, I am not able to share information about other students with you. If I did, that would be breaking the federal law that protects student privacy. Just like I would never share information about YOUR child with another family."

## **FLEX TIME**

FLEX ("FUN"damental Learning Enhancement Exchange)K-5 and Academic Lab 6-8 is a daily 40-minute protected instructional time for all K-8 students. It is designed to support the following areas in learning:

- ELA skill development, intervention, and tutoring
- ELA Academic enrichment and extensions
- Confidence building

New instruction is not the focus during this 40-minute time period, thus ensuring that any student leaving for FLEX will not miss or be penalized for missing pertinent instruction.

Criteria for planning during FLEX instructional block

- Teams will work collaboratively to plan strategies and learning opportunities for all grade level students.
- Teams will utilize assessment data to group students based on skill to allow for more effective small-group instruction.
- All students are expected to be engaged in learning; FLEX is not designed to be "free time" or study hall for making up missing work.
- Daily 5, Guided Reading and/or Orton Gillingham are highly recommended formats to use during this time period, thus allowing time for teachers to pull small groups and one-on-one for intervention and extensions.

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- New core academic instruction should not take place during this block.

During FLEX, intervention and support staff will pull students for small group instruction. Classroom teachers will also work with students in small groups and one-on-one instruction during this time. As a rule of thumb, struggling students should meet with the classroom teacher a minimum of 3 times a week in addition to specialists and support staff meeting time.

### **GRADING AND GRADES**

Grades are an important aspect for parents in understanding how their child is learning and progressing. Grades are to be updated weekly through Infinite Campus, with a minimum of one grade per subject area per week.

Direct parent communication is expected if students are performing below expectations. Failing grades (below a C-) may not be finalized in Gradebook at the end of each grading period without documented communication between school and home, and interventions in place for student support. Students should NOT fail a class due to homework completion.

Final report card grades should be entered and finalized each grading period. See Master Draft Schedule for grading deadlines.

Grades are intended to show mastery; they are not to record behaviors (i.e. points taken off for late assignments, points taken off for “no name”). Behavioral grades should be reflected under work habits.

Using a 100 point scale, the lowest grade to be entered in the gradebook at any time is a 50.

### **HEALTH CLINIC**

A student who becomes ill during the school day should, with a student health pass, report to the Clinic located in the front office. The Health Clerk is responsible for notifying parents if students are running a fever of 100.4 or higher, have injured themselves, have vomited, or have shown signs of persistent diarrhea. Students should be free from fever, vomiting, and/or diarrhea for 24 hours prior to returning to school.

Additionally, the Health Clerk will provide Health Plans and all pertinent student health information to teachers and staff who come in contact with the child. They will ensure

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that appropriate and required training is held annually and will answer any questions or concerns by staff or parents. Staff will not deviate from an IHP plan without a replacement plan already in place or the full removal of the plan.

Please pay close attention to students with allergies and health plans. As a general rule of thumb, food should not be used as a reward (class treasure boxes, PBIS rewards, etc) and should be limited and avoided as much as possible during classroom celebrations.

## **HIRING STANDARDS**

ARPS believes that the quality of its professional staff determines the quality of education offered within the school. It is therefore the responsibility of administration to locate, recruit and hire the best-qualified staff to meet the school's needs.

### **Americans with Disabilities Act**

ARPS is committed to complying with all applicable provisions of the American with Disabilities Act (ADA). It is the school's policy not to discriminate against qualified employee or job applicants with regard to any terms or conditions of employment because of an individual's disability or perceived disability so long as the employee or job applicant can perform the essential functions of the job. If you have a disability, you may request reasonable accommodations at any time during the period of employment. You, your healthcare professional, or any other representative authorized to act on your behalf may request the accommodation. This may be done verbally or by completing a reasonable accommodation request form and forwarding it to the Business Manager/HR Support.

### **ADA Accommodations**

Aspen Ridge Prep School is committed to providing reasonable accommodations to employees with disabilities in accordance with the Americans with Disabilities Act (ADA). If you require accommodations to perform your job due to a disability, please follow these steps:

1. **Notify** your supervisor or HR of your need for accommodation as soon as possible.
2. **Provide** medical documentation detailing the disability and any limitations.
3. **Engage** in an interactive process with HR to discuss and determine feasible solutions.
4. **Implement** the agreed-upon accommodation promptly to support your job performance.

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For more information or to request accommodations, contact HR. All requests will be handled confidentially.

### **Equal Employment Opportunity**

ARPS is committed to a policy of equal opportunity for all Employees, regardless of age, race, color, religion, sex, national origin, disability, sexual orientation or status as a disabled veteran in accordance with applicable state and federal laws. All actions affecting personnel are administered fairly and in accordance with applicable laws.

### **LACTATION GUIDELINES**

ARPS supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. For up to two years after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express milk. A designated room and reasonable accommodations will be provided to a breastfeeding mother upon request.

### **LESSON PLANS**

All classroom teachers and instructional staff are required to plan and document weekly instruction. A portion of your plans may be documented digitally through Planbook.com and/or through a traditional hard-copy plan book. Administrators will monitor documented plans each week through observation and walk-throughs. The formal submission of lesson plans may be requested by the administration at any time.

#### **Weekly Plan Recommendations**

Lesson plans should be purposeful and require:

- Objective (4 M's)
  - Manageable--to fit the scope of a daily lesson
  - Measurable--success in achieving it can be measured
  - Made First--should be designed to guide the activity
  - Most Important--focus should be on what's most important
- Success Criteria
  - How will you know students have mastered the objective?

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- How will students know they have mastered the objective?
- Assessment/Exit Ticket
  - What tool are you using to determine mastery? (observation, unit assessment, quiz, student work, etc.)
  - Does the assessment connect to the objective?
- Colorado State Standards

Additionally, lesson plans should document:

- Differentiation plans for students who need accommodations or additional academic support (including interventions, IEP accommodations, ESL support, and GT/high achiever extensions)
- Academic Vocabulary and Focus Ideas
- Question stems for higher level thinking opportunities for all

### **Emergency Sub Plans**

Emergency Sub Plans should be created and placed in the green emergency sub plan binder. These plans should include:

- Three day's worth (at minimum) of plans for all academic areas
- Your daily schedule and seating chart
- Key students and staff to help answer questions
- A master list (and attendance sheet) for your students
- Special notes about specific student needs (health, behavior, or academic accommodations)
- Duty schedules and dismissal procedures
- Any "need to know" information that ensures a successful day

Emergency Sub Plans should be turned into an office staff member before the first day of the academic calendar year for students.

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## **LUNCH**

Lunch is an important time of day for students and staff to socialize with peers in a less structured setting. SOAR expectations are transferred to all areas of the school, including the cafeteria. As an extension of the classroom, your support and upholding of expectations for students is required. Daily review of expectations is the norm, in addition to supporting lunchroom monitors in their efforts to manage student safety and well-being. **Find at least ONE day during the first two weeks of school** to visit the cafeteria, have lunch with your students, and model expectations.

As an extension of your classroom expectations, checking in with the lunch monitors, dropping by unannounced during the lunch period, and ongoing communication of expectations is expected.

## **NON-DISCRIMINATION AND ANTI HARASSMENT STATEMENT**

This statement outlines our stance on non-discrimination and anti-harassment and is a foundation for building a safe, respectful, and productive workplace for all employees.

### **Non-Discrimination Policy**

We strictly prohibit discrimination in any aspect of employment, including but not limited to recruitment, hiring, training, promotions, transfers, performance evaluations, compensation, benefits, and disciplinary actions. Discrimination based on race, color, ethnicity, nationality, religion, age, gender, gender identity or expression, sexual orientation, marital status, disability, or any other legally protected characteristic is strictly forbidden.

### **Anti-Harassment Policy**

Harassment of any kind will not be tolerated within our organization. Harassment includes any unwelcome conduct, comments, gestures, or actions that create an intimidating, hostile, or offensive work environment. Harassment can be based on an individual's race, color, ethnicity, nationality, religion, age, gender, gender identity or expression, sexual orientation, marital status, disability, or any other protected characteristic.

Harassment can take various forms, including but not limited to verbal, written, visual, or physical harassment. It can occur between employees, employees, and managers, or even between employees and third parties.

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## **Reporting Procedure**

We encourage all employees to promptly report any incidents of discrimination or harassment they witness or experience. We assure you that complaints will be taken seriously and investigated promptly and discreetly. Retaliation against anyone who reports an incident in good faith is strictly prohibited and will not be tolerated.

Employees can report discrimination or harassment to their immediate supervisor, human resources department, or any other management personnel they feel comfortable speaking with. Additionally, we maintain an anonymous reporting system that allows employees to submit complaints discreetly.

## **Corrective Action**

If an investigation reveals that discrimination or harassment has occurred, appropriate corrective action will be taken, up to and including disciplinary action, consistent with applicable laws and regulations. The goal is to prevent future incidents and foster a respectful and inclusive workplace.

## **Training and Awareness**

To ensure that all employees know our non-discrimination and anti-harassment policies, we will provide annual training sessions covering the principles of diversity, inclusion, and respect. These training sessions will emphasize the importance of maintaining a positive work environment that values the contributions of all individuals.

## **OFFICE EXPECTATIONS**

### **Front Office**

Visitors get a first and lasting impression of our school through their interactions with the front office. If you are in the front office area at any time, be prepared to:

- Greet all visitors with a welcoming smile and positive customer service interactions.
- Keep confidential conversations regarding students, parents, or other staff members to a minimum. (There are always ears listening.)
- Act professionally, using sound judgment and common sense.

The front office contains some of the school's most confidential information.

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Cumulative folders are stored in the office and are locked at all times. You are encouraged to examine them in order to familiarize yourself with your students' academic/personal history. CUM folders may not be taken out of the office and may not be taken off campus for any reason. If you need to have a CUM folder available for an IEP meeting, ensure that you sign out the folder with the secretary before leaving the office.

Doors should remain locked when front office staff or administrators are not present.

### **Academic Office**

The Principal offices contain highly sensitive and confidential information. You are always welcome to visit or come by. Please keep in mind that students, parents, other staff members, and/or community members may be present, so confidentiality is required. If the doors are closed, please email, call, or radio if an appointment needs to be made. You can also reach out to schedule an appointment through the Administrative Assistant.

### **Business Office Areas**

The Business Office is a unique space within the school that houses highly sensitive information and materials. While all staff are welcome and encouraged to stop by and say hello, please note that our physical space is split up this year, which may limit our availability compared to the past. The Business Office will operate in a hybrid setup to accommodate this change in space.

To ensure you receive our undivided attention, please reach out via email to schedule an in-person or virtual meeting for any needs or questions you may have. This will help us address your needs efficiently:

- **Head of School:** Charla Salmeron
- **Business Manager (Business Operations, Payroll, Benefits, and HR):** Kayla Reynolds
- **Facilities:** Courtney Blazon
- **Communications and Marketing:** Celine Todd
- **Business Assistant (Reimbursements, Purchase Orders, Cash handling for events):** Stephanie Saunders
- **Technology:** Jose Martins

This approach helps us provide you with the best possible support.

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## **PERFORMANCE APPRAISALS/ EVALUATIONS**

All staff members are appraised on a yearly basis through job descriptions, evaluation tools, and goal setting with their direct supervisor. A minimum of three check-ins will be conducted annually that include:

- Beginning of the Year Goal Setting
- Mid-Year Check Ins
- End of Year Evaluation Meetings

Additionally, instructional staff will have classroom walkthroughs that include feedback and reflection for growth and improvement. These visits may come in the form of:

- 5-Minute Walkthroughs, intended to:
  - Monitor and see connections in school-wide patterns
  - Check for clear objectives (written and verbal), student and teacher engagement, and safety practices
  - Intended to glean data and school-wide/grade level practices
  - May not be followed up with specific feedback
- Focus Walkthroughs, intended to:
  - Focus on a specific instructional practice
  - Document what is seen in the classroom
  - Provide ideas for added value in the classroom
  - Provide interactive digital conversations between the observer and the teacher (typically through a Google Document)
  - Be a reflective tool for teacher growth and improvement
- Observational Walkthroughs, intended to:
  - Be a more formal, scheduled observation of classroom instruction
  - Focus on math, reading, or core subject area
  - Document observations and instructional practices
  - Document student engagement and level of expected rigor
  - Provide articulated connections to CDE instructional practices
  - Be a reflective tool for teacher growth and improvement
  - Be conducted twice a year (at minimum)

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## **PROFESSIONAL LEARNING COMMUNITIES**

Professional Learning Communities (PLCs) are designated as sacred time periods for you and your team to focus on the teaching and learning cycle components. PLCs include professional conversations regarding logistics and curricula discourse, instructional and behavioral practices, and data analysis. These conversations are what guide lesson planning, FLEX instruction, student mastery opportunities, and behavioral interventions and support.

We are not an island; discourse is essential for the best ideas to come out!

When planning, your whole team should be available.

Grade level, Enrichment, Special Education, and Middle School teams are expected to meet weekly to discuss calendar items, school events and expectations, ongoing concerns or patterns in student academics and behaviors, and the curricular scope and sequence. This is a great time to check in with new team members and to make sure all questions are answered and everyone is on the same page.

In addition, the above teams should also plan for a minimum of ONE PLC a month to focus on planning, instructional practices, and academic/behavior data analysis. Ongoing documentation of discussions should be available digitally or through hard copies to all team members, any staff members that need to know, and Administration.

## **RECESS AND PLAYGROUND EXPECTATIONS**

Recess is an important part of each day, allowing students to socialize, exercise, and re-energize. Every grade level is to schedule (at minimum) one 20-minute recess per day; all K-5th grade classrooms should have at least two 20-minute sessions.

Each school year, all staff are required to complete a school provided playground and supervision training program.

Each grade level must begin and end recess at their designated time in order to prevent overcrowding on the playground. To ensure student safety, teachers should be spread out throughout the play area and actively monitor student activities and interactions from an unobstructed viewing area. Teachers should be highly visible, should not cluster together, and should be aware of what is going on at all times. Additionally:

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- At least one teacher for every two classes should be on duty at any given time.
- Review of SOAR, including expectations and correct use of equipment, should be conducted on a daily basis.
- All playground equipment should be gathered and stored in appropriate storage containers; equipment should not be left on the playgrounds when students are not in attendance.
- All personal lost and found items should be gathered and brought inside at the end of each recess period.
- Students should NEVER climb over fences to retrieve equipment outside of the playground area. If allowed by the adult on duty, students may use the gate and must be monitored if allowed to retrieve materials.
- Any/all safety hazards, equipment malfunctions, and questions should be reported to the office or Facilities immediately.
- Food, drink, and gum are NOT allowed on the playgrounds at any time.

A recess schedule will be shared with all staff at the beginning of the year. Any changes/updates should be made immediately on the master schedule and cleared through your direct supervisor.

### **REPORTING CHILD ABUSE**

As an employee of a public school you have a legal obligation to report suspected abuse or neglect of students. No employee is exempt from this requirement. Child abuse has been defined to include harm or threatened harm to a child's health or welfare and/or willful or negligent actions that result in neglect, malnutrition, sexual abuse, mental injury, or failure to provide sustenance, clothing, shelter, or medical treatment. To report child abuse, contact the Colorado Abuse Hotline at 1-844-CO-4-KIDS. These reports are confidential. However, the reporting individual is often contacted directly for additional details.



## Purpose and Legislative Authority

- Aspen Ridge prohibits any action or omission constituting child abuse, neglect, or abandonment by any of its employees, agents, volunteers, or other persons affiliated in any way with the School.
- It is the intent of the school to comply with the requirements of Colorado Statute §19.1.103, *et. seq.*, relating to the reporting of known or suspected abuse, abandonment and/or neglect of a child.

## Definitions

- "Abandoned" means a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.
- "Abuse" means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
- "Department" means the Colorado Department of Children and Family Services.
- "Neglect" occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability unless actual services for relief have been offered to and rejected by such person. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical treatment for a child shall not, for that reason alone, be considered a negligent parent or legal custodian.

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### **Requirements for Reporting Child Abuse, Abandonment, and/or Neglect**

- Notify an Administrator or the School Counselor. Immediately, without leaving students unattended, locate an Administrator or School Counselor and report the allegations.
- Call the Colorado Department of Children and Family Services Hotline (1-844-CO-4-KIDS). This phone call should take place as soon as the Administrator or Counselor is notified. The individual who originally realized the allegations should be the one to make the call. Telling an Administrator, Counselor, or other adult does not relieve the person who originally realized the allegations of responsibility. If the child is in immediate danger, the School Resource Officer should be notified before the Colorado Department of Children and Family Services.
- Fill out the Report of Child Abuse or Neglect Form.

In accordance with Colorado law, the Department, in conjunction with applicable law enforcement agencies, is responsible for investigating allegations of child abuse, abandonment, or neglect.

When a report of child abuse, neglect, or abandonment has been made to the Department, a teacher, staff member, volunteer, or agent should not take it upon themselves to interview the child, talk with the suspected abuser, discuss the allegations with other potential witnesses or otherwise investigate the case. Nor should a teacher, staff member, volunteer, or agent divulge information relating to the complaint to persons other than school officials, the Department, law enforcement, the State Attorney or other court designee. If a parent, caregiver, or legal guardian desires information related to a complaint of child abuse, that person should be directed to contact the Department and/or the applicable local law enforcement agency.

If a complaint is made against a School employee, volunteer, agent, or other person affiliated with the School which, if true, would constitute child abuse, neglect, or abandonment by that person, that complaint shall be immediately forwarded to the school Principal. If the complaint is against the school Principal, that complaint shall be immediately forwarded to the Head of School. The Principal or Head of School shall forward the complaint to the Department for investigation as provided by statute. The person accused of child abuse, abandonment, or neglect may be suspended or reassigned from duties involving interaction with children pending investigation of the

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allegations. If the allegations are substantiated by the Department, the Principal or Head of School shall take appropriate disciplinary action.

### **Violations of Policy**

Violations of any or all of the preceding policies will be dealt with per the staff management process.

### **SAFETY POLICIES AND PROCEDURES**

Aspen Ridge Preparatory School is committed to providing a safe and secure environment for all students, staff, and community members. It is the responsibility and expectation of all staff members to read, understand, and be able to implement the Aspen Ridge Safety Plan and Procedures. The Safety Plan and Procedure manual is provided as a reference point for all Aspen Ridge staff. Aspen Ridge is committed to maintaining a safe educational and work environment as well as ensuring all students have the best opportunity to have a productive and positive educational experience. Policies, procedures, and protocols contained in the plan have been developed and aligned with best practices.

Safety drills will be conducted monthly throughout the school year to ensure that staff and students know what to do in an emergency. More information about Standard Response Protocols (SRP) can be found at <https://iloveguys.org/The-Standard-Response-Protocol.html>

*Safety and security are everyone's responsibility!*

### **SOCIAL MEDIA / DIGITAL COMMUNICATION**

Social media can be a great way of expressing one's self and staying in touch with loved ones, friends, and coworkers. However, the use of social media also presents certain risks and carries with it certain responsibilities. The following policy is intended to help guide staff to use social media safely, responsibly, and successfully while protecting the interests of Aspen Ridge Preparatory School and to protect the privacy and well-being of our students and families.

Social Media includes all means of digital communicating or posting information or content on the Internet or public forum, including but not limited to your own or someone else's blog, journal or diary, personal websites, social networking or affinity website, web

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bulletin board or chat room, whether or not associated or affiliated with Aspen Ridge Preparatory School, as well as any other form of electronic communication.

Online interaction with students can easily be construed as inappropriate student relationships. Please be careful and protect yourself and the school from scrutiny.

Staff shall not “friend” (or otherwise invite) current ARPS students to join their personal social media sites and must not accept invitations from current ARPS students. Staff may not use a personal social media account to interact with students. Staff members shall not use email, text messaging, instant messaging, or social networking sites to discuss non-school related issues with students. Staff shall not post any images, names, personal information, or likeness of students at ARPS on their personal accounts under any circumstances, without express parental permission.

Staff who are a parent or guardian of a student at ARPS are permitted to friend (or otherwise invite or accept an invitation) their child only. Staff is prohibited from officially representing the school unless previously authorized. Staff is prohibited from opening any social media accounts on behalf of the school unless previously authorized.

In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as an ARPS employee, you are creating perceptions about your expertise and about ARPS by our staff, families, and the general public - and perceptions about you by your colleagues and managers. Make us all proud. Be sure that all content associated with you is consistent with your work and with the values and professional standards of ARPS.

Statements, complaints, criticisms, photographs, video, or audio posted online by a staff member of ARPS, regardless of the medium, public or private, that can be viewed as malicious, obscene, threatening, intimidating, disparaging to co-workers or students, or that might constitute harassment or bullying may result in disciplinary action up to and including termination.

Please keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or supervisor than by posting complaints on social media outlets.

At all times, you, as the employee, represent Aspen Ridge Preparatory School.

Aspen Ridge Preparatory School will not require staff to disclose their usernames, passwords, or other means for accessing their personal accounts or services through a

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personal electronic communications device. ARPS will also not compel employees to add anyone to their list of contacts or change their privacy settings associated with a social-networking account. ARPS reserves the right to investigate, based on receipt of information about the employee's use of a personal website or account, any breaches in student privacy or otherwise violations of personnel policies that may or may not conflict with the law.

### **Cellular Phone Use Policy**

Except in the case of an emergency, teachers and other staff assigned to a classroom or who otherwise supervise students during the working time are discouraged from using cellular telephones during work time.

This includes, but is not limited to, talking on the cellular phone, texting, using the internet, checking email, and/or playing games. In addition, the cellular phone should be in a silent or vibrate mode at all times during working hours.

Administrative and other staff who do not supervise students may use cellular phones during working hours for business purposes. However, use of a cellular phone shall not interfere with the employee's ability to satisfactorily perform the duties of his/her job including, but not limited to, the employee's ability to provide prompt and appropriate service in his/her position.

Except in the case of an emergency, personal use of a cellular phone during working time is discouraged. This includes, but is not limited to, talking on the cellular phone, texting, using the internet, checking email, and/or playing games.

School administrators are expected only to exercise discretion in the use of cellular phones. Use of a cellular phone by a school administrator shall not interfere with the administrator's ability to satisfactorily perform the duties of his/her job including, but not limited to, the administrator's ability to provide prompt and appropriate service in his/her position.

All employees are free to use their cellular phones in a non-disruptive manner during their break and lunch periods.

ARPS will not be liable for lost or stolen personal cellular phones brought to the workplace.

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## **Network Administration Policy**

The communications system, computer network and software operating on those systems, including, but not limited to, the email system, are the property of ARPS and should be used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The internet allows people to interact with hundreds of thousands of networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. ARPS has the right, but not the duty, to monitor any and all aspects of its communications and computer systems, including, but not limited to, monitoring voicemail, monitoring sites employees visit on the internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by employees, and reviewing email sent and received by employees for purposes including ensuring that communications and computer resources are not abused, ensuring confidential information is not disclosed, investigating complaints of harassing or offensive materials, and responding to potential information requests. Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the internet.

Employees shall not send, receive, display, print, or otherwise disseminate material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory. ARPS's discrimination and harassment policies apply to voicemail, email, internet, and network components of ARPS's communications and computer systems. Any employee encountering such material should report it to administration.

No employee may use ARPS's voicemail, internet, or email resources for commercial or personal advertisement, solicitations, promotions, destructive programs (i.e., viruses and/or self-replicating code), political material, or any other unauthorized or personal use. In addition, no employee or student information should be posted on the internet without prior approval from the Administration.

Employees should exercise the same care in drafting email, communicating in chat groups, and posting items to newsgroups as they would for any other written communication. Anything created on the computer, email, or internet may, and likely will, be reviewed and further distributed by others.

All material downloaded from the internet or from computers or networks that do not belong to ARPS MUST be scanned for viruses and other destructive programs before being placed onto ARPS's computer systems.

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The person in whose name an account is issued is responsible at all times for its proper use. Users must not give a password to another user.

Any employee that violates this policy will be subject to appropriate disciplinary action, up to and including termination. Failure to adhere to the policy and these guidelines may also result in the revocation of the user's access privilege by the network administrator.

## **SCHOOL PURCHASING AND REIMBURSEMENT**

Anyone not granted purchasing authority by the ARPS Board of Directors may not financially obligate the school in any amount. Materials, supplies, and services are frequently needed to perform your job in the best way you can. Follow the guidelines below to ensure you are accessing materials according to the school's Financial Policies and Procedures.

### **Discretionary Funds**

*\*Please note that this process may change with the update and streamlining of business processes.*

Classroom teachers are allotted discretionary funds at the beginning of each school year. These funds are designed to help ensure you have the materials you need to be successful in your classroom. Materials may be permanent or consumable, but should be focused on student success and have a clear focus for use. Examples for using discretionary funds may include (but are not limited to) student and/or teacher supplies, classroom books, academic resources, organizational tools, bulletin board/classroom decorations, positive incentives, annual digital subscriptions, etc. Supplies and materials *essential* for classroom instruction will be provided outside of discretionary funds.

In order to access your discretionary funds, the following guidelines should be followed.

- All discretionary expenditures and purchases must be submitted electronically to the Business Office using a [PO/Reimbursement Request Form](#).
- If the school is purchasing the items for you:
  - Submit your PO Form to the Business Office.
  - The Business Office will submit the form to your supervisor for approval before purchasing the requested items for you.
  - Please allow approximately two weeks for delivery of your order.
- If you are purchasing items for reimbursement:

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- It is recommended to submit a PO for approval prior to making any purchases. If you make the purchase before submitting a PO, you run the risk of reimbursement being denied.
- Original receipts are required if the purchase is made out of pocket and must be submitted to the Business Office prior to reimbursement. Please allow up to two weeks for processing reimbursements.
- Taxes will not be reimbursed. To avoid paying taxes, please use the tax exempt certificate or stop by the Business Office for a tax exempt wallet card.

Materials purchased with discretionary funds should be used for the current school-year students and are property of Aspen Ridge. If at any time you depart from Aspen Ridge, discretionary materials that are not-consumable should be returned.

All discretionary funds should be spent (or a planned expenditure) and submitted by Spring Break of each year. If you know you will need to spend money after spring break, just communicate the expenditure plan with your supervisor and Business Office Assistant.

### **All Other Purchase Requests**

To request purchase of non-discretionary supplies, a PO Request Form must be filled out at least two (2) weeks prior to the date you need the item(s) and submitted to the Business Office. The Business Office will seek approval from your supervisor and then place the orders.

### **EMPLOYEE STANDARDS OF CONDUCT**

The expectation as an ARPS employee is that you perform every task to the best of your ability. By accepting employment with us, you are committed to making Aspen Ridge Preparatory School the best school possible for the benefit of our students, their families, and for your colleagues.

It is expected that you will act with the utmost integrity while on the job. It is also expected that you are aware that your actions, even away from the school and off duty, reflect on ARPS.

ARPS expects all professional staff members to maintain high standards in their working relationships and in the performance of their duties to:

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- Recognize basic dignities of all individuals with whom they interact within the performance of their duties.
- Represent accurately their qualifications.
- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates.
- Understand and apply the knowledge and skills appropriate to assigned responsibilities.
- Safeguard confidential information.
- Ensure that their actions or those of others on their behalf are not made with specific intent to advance personal economic interests.
- Refrain from using their position or public property, or permitting another person to use an employee's position or public property, for partisan, political, or religious purposes. (This will in no way limit constitutionally and legally protected rights as a citizen.)
- Avoid accepting anything of value offered by another for the purpose of influencing any decisions related to their position as ARPS employees.

Certain actions will not be tolerated, including but not limited to; intoxication; possession or sale of controlled substances or being under the influence of controlled substances while at work or on school premises (with the exception of medications prescribed by a physician and which does not impair work performance); possession of firearms or other dangerous weapons or explosives; engaging in criminal conduct or in acts of violence; damage or theft of property; any unlawful harassment including harassment in regards to race, creed, color, religion, gender (including pregnancy), national origin, ancestry, citizenship, age, physical or mental disability, current or prospective service in the uniformed services, or any other characteristic protected by federal, state, or local law; or any act deemed unprofessional in nature.

## **STAFF MANAGEMENT PROCESS**

The process for staff management and evaluation encourages positive presupposition for staff, a consistent process for evaluating, and equal enforcement for all. The following outlines oversight across the campus.

- Board of Directors: Head of School
- Head of School: Principal, Business Manager, and Communications/Marketing
- Principal: Assistant Principal, Dean of Students, Instructional Staff (shared with AP), Administrative Assistant
- Assistant Principal: Instructional Staff (shared with Principal), Counselors, PreKindergarten Program, Registrar, Health Clerk, Substitutes
- Dean of Students: Lunchroom Monitors

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- Business Manager: Business Manager Assistant, Facilities Manager, IT Systems Administrator
- Facilities Manager: Custodial Staff

In the event a staff member is not following expectations or procedures, the following steps will be followed:

### Documentation Timeline

The direct supervisor will:

- Check-in with staff members to make sure everything is okay, assuming the best and gathering information. (First Incident or Concern)
- Discuss concern(s) with staff member(s) and document (Second and Third Incident or Concern)
- Schedule a meeting with staff members to discuss concerns. Meeting will be documented formally in writing after the meeting. (Fourth Incident or Concern)
- Schedule a meeting with staff member(s) and create an Improvement Plan/Coaching Plan to be monitored, measured, and remediated. (Fifth Incident or Concern)

*At any given time, the direct supervisor will determine if escalation in steps is needed.*

## **STUDENT DISCIPLINE & MANAGEMENT**

All discipline and classroom management starts with the classroom teacher. Non-instructional staff are highly encouraged to communicate with the classroom teacher regarding discipline and management (both positive and negative). All ARPS staff members are responsible for correcting and addressing inappropriate student behavior at the moment and should report it to the classroom teacher. Disciplinary action will be handled through the classroom teacher and/or administration.

Clear communication, strong relationships between students and parents, and understanding the source of behavior/problem are imperative for any discipline (positive or negative) to be meaningful. Keep in mind that due process and giving time to find out all sides of a story are imperative in the student discipline process. Utilizing your resources around the school (team members, school counselor, instructional administration, etc) when determining the situation is highly encouraged. Also keep in mind that as the leader of your classroom, if you are unable to give the attention needed to figure out a situation, you can put the information gathering on hold, limiting student interactions or

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permissions while you are gathering all of the facts. Sometimes, the wait-time and delayed reactions/responses are more powerful than a quick consequence.

Consequences given for disciplinary reasons should be reasonable and should be natural. Running or exercising to fatigue, missing field trips or other major class/grade level events, and taking away an entire recess period are not school supported actions. Any/all high level disciplinary actions will be addressed at the administrative level with all documentation and communication (student and parent) required before assigned. It is important to remember that once student discipline is relinquished to anyone outside of yourself, your power as the classroom teacher is diminished. It is also important to remember that communication is key when advancing the levels of consequences needed. In order for an administrator to effectively implement any given consequence, as much information about the event or activity in questions should be given. Do not assume that because you sent a student to the office because you have “had it” or you have talked to the student a number of times, that the administrators are aware and able to give a consequence you feel is warranted. When students arrive at the office, we give due process and assign consequences based on the information we have. No assumptions.

## **STUDENT ATTENDANCE**

- Monday-Friday: 8:15am- 3:15pm

### **Taking Attendance**

If you require or ask a student to arrive before instructional hours, please make sure the front office is aware so that doors can be opened for student entry. Students/parents will not be allowed to enter the building prior to 8:00 am without communicated permission from the teacher.

Special care should be taken to assure that the daily attendance report is accurate. Teachers are legally responsible for recording attendance. Homeroom teachers will record attendance (and lunch count) no later than 8:30 am daily. If you have any questions, please contact the Secretary. Please make sure to send all attendance notes and forward all emails to the campus secretary so that they can ensure absences are coded correctly.

- Pre-K - 5<sup>th</sup> grade teachers will take attendance at 8:30am and 12:00pm (after lunch).

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- 6th-8th grade teachers (including elective teachers) will take attendance at the beginning of each period.

### **Late Arrival to School**

Students who arrive at school after 8:15am report to the office, receive a tardy slip to present to their teacher, and are counted tardy. Teachers are responsible for accurately recording students' attendance. A student is tardy if he/she is not in class at 8:15am or after the start time for each of the 8 periods for 6<sup>th</sup>-8<sup>th</sup> grade. Parent communication by the Homeroom Teacher is essential for monitoring tardies and absences.

Teachers are the first line of contact regarding attendance issues. Please reference the Student Handbook for the policy.

### **Leaving School Early**

Parents picking up students prior to the end of the school day must do so through the front office. A student will only be released from school according to the campus sign-out procedures. Students must be checked out by a legal parent or guardian. Parents that come to pick up students before dismissal must come by the office to check the student out BEFORE the teacher dismisses the child. Students will be called from the classroom to report to the front office. Please direct students there so that they don't leave at any side doors.

### **STUDENT SUPERVISION**

Students should be supervised by an adult at all times. There should never be a time where students are left unsupervised for any reason. The office is always available to help cover (or find coverage) for emergency situations or if you need to leave your classroom.

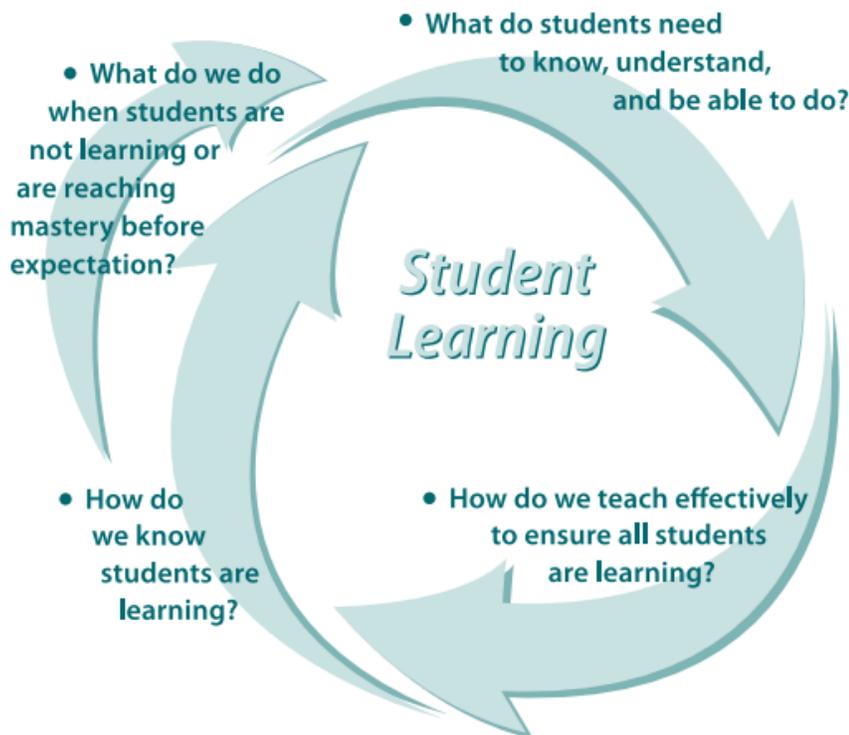
Staff members with school-aged children should make provisions for childcare during professional development days. Staff professional development is designed to allow for real conversations and learning that children and non-employees should not be privy to. Each professional development day is strategically planned to focus on our adult learners.

During the school year, staff children are allowed to attend the Owl's Nest after school program at no cost. This ensures that employees are able to focus on their professional obligations and that children are safe and being monitored while on campus.

## TEACHING AND LEARNING CYCLE

Learning is a cycle and one that needs to be studied often. In order for us to ensure that our students master their learning, it's necessary for us to plan for success, understand what mastery looks like, and have the tools to differentiate, intervene, and extend learning opportunities for all students.

# Continuous Cycle of Student Learning



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## TECHNOLOGY

Technological concerns and repairs will be handled through the IT department at [helpdesk@arprep.org](mailto:helpdesk@arprep.org).

The responsible, ethical, and legal use of computers and technology is expected. Aspen Ridge retains the right, without obligation, to comprehensively monitor its communication and computer systems. Any instances of inappropriate activities by students or staff will be communicated to supervisors and/or administration by the IT department.

### Acceptable Technology Use Policy

Aspen Ridge Preparatory School (ARPS) recognizes the importance of technology in supporting educational goals and enhancing the learning experience for our students. As a staff member at ARPS, you have access to various technology resources, including but not limited to computers, tablets, internet access, software applications, and digital communication tools. This policy outlines the guidelines and expectations for the responsible and ethical use of these resources, prioritizing the protection of staff and student privacy and maintaining the security and integrity of our school's technology infrastructure.

### General Principles

- 1. Acceptable Use:** Staff are authorized to use ARPS technology for official school-related purposes, including teaching, administrative tasks, professional development, and communication with students, parents, and colleagues.
- 2. Ethical Behavior:** All staff must uphold high ethical standards while using technology, ensuring honesty, integrity, and respect for others in all digital communications and online interactions.
- 3. Security Measures:** It is the responsibility of each member to safeguard ARPS technology from unauthorized access, misuse, or theft. Passwords or any other credential(s) must be kept secure and may not be shared with others.
- 4. Compliance with Laws and Policies:** All staff must comply with local, state, and federal laws, as well as ARPS technology-related policies, including data protection, copyright and intellectual property regulations.

### Internet and Network Usage

- 1. Web Browsing:** Internet access is designated for educational and professional use. Usage for any monetary purposes unrelated to the school's operation is strictly

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forbidden. Additionally, access to inappropriate websites or content, such as those promoting violence, hate speech, pornography, or gambling, is strictly prohibited.

**2. Downloading and Installation:** Staff may not install software without receiving prior authorization from the IT department.

**3. Email Usage:** ARPS email accounts are to be used primarily for school-related communication. Exercise caution when opening email attachments from unknown sources, as they may contain malicious content.

**4. Cloud Storage:** ARPS cloud storage or drives provided are to be utilized primarily for school-related purposes. Uploading or sharing inappropriate, offensive, or illegal content through ARPS cloud storage is strictly prohibited. This includes materials promoting violence, hate speech, pornography, or any content that violates school policies.

### **Data Usage and Privacy**

**1. Student Information:** When transmitting student information, documents must either be encrypted, mailed or uploaded to a secure platform to ensure data privacy and protection.

**2. Data Storage:** Save and store school-related files and data on designated network drives or cloud storage provided by the school, avoiding personal cloud services or external storage devices.

**3. Data Backup:** Staff should regularly back up important files to prevent data loss and facilitate data recovery in case of hardware failure or other unforeseen incidents.

### **Device Usage**

**1. Equipment Responsibility:** Staff are responsible for the proper care and use of ARPS technology. In the event of device theft, a police report should be provided to the IT department, and the staff member's manager made aware of the loss.

**2. Personal Devices:** Use of personal devices on the school's network should be limited to appropriate school-related activities, and IT may designate which network a device may be connected to.

### **Passwords**

**1. Password Security:** Passwords may not be shared with others. Staff are encouraged to use strong, unique passwords for their ARPS accounts.

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## Software

1. **Ownership of Software:** Aspen Ridge retains ownership of all software purchased by the school. Staff members may not reproduce, distribute, or use software in any way that violates the software's license agreement, copyright laws or monetary purposes.

## Platform Access

1. **Access to School-Provided Accounts:** IT, at the direction of an employee's manager or Human Resources, may access a member's school-provided account(s) for maintenance, security, compliance or investigative purposes.

2. **Ownership of Platforms:** Aspen Ridge retains ownership or custodianship of all platforms associated with the school, and reserves the right to terminate access at any time.

## Printer Usage

**Authorized Use:** Printers are to be used for official school-related purposes, including printing teaching materials, administrative documents, and other relevant educational resources.

**Personal Use:** Staff are permitted to use printers for personal materials but should be considerate of the quantity. Personal printing should be in black and white unless color is absolutely necessary. Please be aware that ARPS incurs charges for all printing on a per-page basis.

**Printer Maintenance:** Any issues or malfunctions with printers should be reported to the IT department through the helpdesk at [helpdesk@arprep.org](mailto:helpdesk@arprep.org). Staff are permitted to replace toner and waste containers if comfortable doing so. They may also attempt to clear paper jams, provided no tools are required.

**Resource Management:** Staff are encouraged to use digital alternatives to conserve paper and toner. Printing should be in black and white unless color is essential for the document.

**Security and Confidentiality:** Staff must promptly collect printed documents containing sensitive or confidential information to ensure they are not left unattended. Additionally, staff should be mindful of Personal Identifiable Information (PII) when using the email

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feature. Any document containing personal information of students or staff members, other than their own, must be encrypted before transmission.

**Cost Management:** Staff should avoid printing excessive copies of documents and use double-sided printing whenever possible to reduce costs and minimize environmental impact.

### **TEXTBOOKS AND RESOURCE MATERIALS**

Textbooks and materials are assigned to classroom teachers and instructional staff at the beginning of the school year. All material usage, storage, and well-being is the responsibility of the classroom teacher and instructional staff and will be inventoried on an annual basis.

Instructional resource materials should be stored in your grade level cabinets or in grade level classrooms.

### **Title IX**

The purpose of this Title IX Policy is to ensure that all students and parents are aware of their rights and responsibilities under Title IX of the Education Amendments Act of 1972, which prohibits sex discrimination in any educational program or activity receiving federal financial assistance. This policy aims to create a safe and inclusive learning environment that is free from any form of gender-based discrimination.

### **Title IX Coordinator**

The school has appointed a Title IX Coordinator who is responsible for overseeing the implementation and enforcement of this policy. Contact Information for the Title IX Coordinator at Aspen Ridge Preparatory School:

Charla Salmeron, Head of School

[csalmeron@aspenridgeprepschool.org](mailto:csalmeron@aspenridgeprepschool.org)

720-242-6225 #416

### **Prohibition of Sex Discrimination**

The school strictly prohibits sex discrimination in all its programs, activities, and operations. Sex discrimination includes, but is not limited to, sexual harassment, sexual violence, gender-based harassment, sexual misconduct, and retaliation.

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## **Reporting**

Any student, parent, or staff member who believes that an act of sex discrimination has occurred, witnessed, or received information about such an act is encouraged to promptly report the incident to the Title IX Coordinator, a trusted staff member, or any school employee. Reports can be made verbally, in writing, or through an online reporting system, as determined by the school.

## **Confidentiality and Privacy**

The school will make reasonable efforts to protect the privacy of individuals involved in a Title IX complaint to the extent permitted by law. The school will only disclose information on a need-to-know basis and ensure that all parties involved understand the importance of maintaining confidentiality.

## **Investigation and Resolution**

Upon receipt of a Title IX complaint, the school will promptly initiate an impartial and thorough investigation. The investigation will be conducted by trained individuals who will gather evidence, interview relevant parties, and take appropriate remedial measures to address any violations of this policy.

## **Supportive Measures**

The school will provide supportive measures to individuals involved in a Title IX complaint, which may include but are not limited to counseling, academic support, safety planning, and referrals to community resources. These measures aim to restore or preserve equal access to the school's educational programs and activities.

## **Disciplinary Actions**

If a violation of this policy is substantiated following an investigation, the school will take prompt and effective disciplinary action against the responsible party. Disciplinary actions may include, but are not limited to, warnings, reprimands, probation, suspension, expulsion, or any other measures deemed appropriate under the circumstances.

## **Training and Education**

The school will provide ongoing training and education to staff, students, and parents to promote awareness of Title IX rights and responsibilities, prevention of sex discrimination,

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and methods for addressing and reporting complaints. Such training may be conducted through workshops, information sessions, written materials, or online resources.

### **Non-Retaliation**

The school strictly prohibits retaliation against any individual who, in good faith, reports an incident of sex discrimination, participates in an investigation, or opposes discriminatory practices. Any act of retaliation should be promptly reported and will be subject to disciplinary action.

### **VISITORS AND VOLUNTEERS**

Aspen Ridge welcomes and encourages parent and community involvement. Parents and visitors are always welcome to visit our school and are encouraged to do so. All parents and visitors must report to the office, sign-in through the Raptor system, and wear a visitor's sticker (or identifiable badge) visibly. It is the responsibility of all adults to redirect visitors back to the office if they are not identified with a visitor sticker or identification badge. Visitors (including volunteers) must follow the health and safety recommendations in place. Additionally, the following expectations are required:

- Special guests and presenting visitors should be documented on the staff calendar so that office staff and administrators can welcome them appropriately.
- Student teachers and student observers should be approved by the administration prior to visiting/observing.
- Visits to individual classrooms during instructional time are permitted with approval of the teacher and an administrator. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.
- Ensuring student and staff safety and using our time for instructing students are top priorities.
- Please contact the office or administration if concerns arise with visitors on campus.

*Note: This is a fluid document and will be updated periodically throughout the year. Communications to all staff will be made as updates are created. Failure to comply with policies and procedures can result in documentation through the staff management protocol, which can then result in non-renewal and/or termination*