



Pagosa Peak Open School

Employee Handbook

Fall, 2020

Pagosa Peak Open School
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Employment Policies

This section covers PPOS Employment Policies and Procedures. Staff is expected to understand and abide by these policies. Lack of awareness of these policies is not an acceptable reason for non-compliance.

The Pagosa Peak Open School is an “At Will” employer. This means that at any time the employee may be terminated with or without cause. Likewise, the employee may terminate his/her employment at any time without cause or prior notice.

Equal Employment Opportunity

Pagosa Peak Open School shall provide equal employment opportunity for all qualified persons, without regard to race, color, religion, ancestry, national origin, sex, marital status, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

We expect all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the school’s equal opportunity objectives. Report any violations to the School Director. Violations of this policy may result in disciplinary action, up to and including termination. The Pagosa Peak Open School is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

Outside Employment

All employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or, create a conflict of interest with the school. [Please reach out to School Director if you foresee any possible conflict with outside employment.](#)

Employment of Relatives

Related employees will not be permitted to work under the direct management or leadership of each other.

Employment Agreement

Teachers, administrators and support staff employed by The Pagosa Peak Open School are offered a one-year employment agreement. While the employment agreement is a commitment made between The Pagosa Peak Open School and the employee, all Pagosa Peak Open School employees are ‘at-will’ employees and, as such, subject to termination, [by either party](#), prior to the end date of the [agreement](#).

Personnel Records

The Pagosa Peak Open School must always have current information about you. Please let us know immediately if you change your name, address, phone number, marital status, etc. If for some reason you need to change your name or social security number, you will be asked to provide original documentation authorizing the change.

It is the employee’s responsibility to renew their educator’s license prior to the expiration date. It is also the responsibility of the employee to submit a copy of all certifications and renewals to PPOS within 30 days of receipt.

In the presence of the School Director, you will be allowed to review any personnel records that have been used to determine your qualifications for employment, promotion, compensation, termination, or other disciplinary action.

Where a salary schedule applies or compensation for prior years of employment exists, the employee will be required to submit employment verification forms with signatures from previous employers.

Workday

The standard workday for staff is as follows, however, please verify your work times with your supervisor:

Lead Advisor: 7:40- am to 3:40 pm (Tuesdays until 5:00 for staff meeting)

Assistant Advisors: please see School Director for schedule.

Specialist staff please see School Director for schedule.

Pay

Employees are paid by direct deposit on the last day of the month. A pay stub can be accessed through our payroll system with your unique login. Please see the business manager for login information. Salaried employees are paid for the month, 1st through the last day of the month on the last day of that month. For hourly employees, the pay period runs through the 22nd of the month. All timesheets should be updated by the end of this day for processing on the 23rd. **Staff who do not have an updated timesheet will not get paid until the following month.** At times due to school holidays, staff will be informed of an earlier deadline for certain months.

All changes to payroll must be submitted in writing and signed by the employee, including changes to insurance premiums for dependents and must be received by the Business Manager by the 15th of the month. Changes received after the 15th of the month will be effective the following month. It is the employee's responsibility to notify the business office of any changes to address, bank account, phone number, or email address.

Alcohol, Internet Postings, Drugs, and Controlled Substances

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on-duty or off-duty on The Pagosa Peak Open School property or in school vehicles is prohibited. In addition, off-duty conduct that may adversely affect the reputation or interests of the school is prohibited. This includes inappropriate use of the internet such as developing a website, blog, or personal page which is counter to the acceptable norms of behavior for a Pagosa Peak Open School employee (e.g. posting pictures and text which glorify sex, drugs, and alcohol).

Facebook and other social media

Staff are discouraged from connecting with families on social media, however, we understand that we live in a small community and are closely connected. Staff are asked to remember that we represent the school in all settings. Staff should carefully consider their conversations and social media posts and how they will reflect on PPOS.

Drug-Free Workplace Policy

Purpose and Goal

The Pagosa Peak Open School is committed to protecting the safety, health and well being of all employees and other individuals in our school. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

- As a condition of employment, The Pagosa Peak Open School requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- The Company encourages employees to voluntarily seek help with drug and alcohol problems.

Applicability

Our Drug-Free Workplace Policy is intended to apply whenever anyone is conducting business on behalf of the PPOS. Therefore, this policy applies during all working hours, while on call, paid standby, while on PPOS premises, and whenever representing the Pagosa Peak Open School or conducting school business.

Prohibited Behavior

It is a violation of our Drug-Free Workplace Policy to make, use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., use PTO, request leave, request a change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our Drug-Free Workplace Policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Drug and Alcohol (non-Testing and Inspection)

Working after the apparent use of alcohol, a controlled substance, or abuse of any other substances is prohibited. Furthermore, the possession, purchase, consumption (use), or sale of a controlled substance or alcohol on School premises or while conducting School business is prohibited. Alcoholic beverages served in conjunction with an authorized PPOS event are an exception to this prohibition.

The School may conduct unannounced inspections for controlled substances and/or alcohol in the workplace or on School premises, including parking lots. All property of the School such as desks, lockers, and file cabinets are subject to inspection. Any personal property of employees brought on to the School's premises or work sites such as cars, lunch pails, purses, and packages are subject to inspection. Employees are expected to cooperate in any inspection. Failure to do so will result in disciplinary action up to and including termination.

Internet Acceptable Use Policy

It is the intent of The Pagosa Peak Open School to provide Internet, server access and e-mail services to its staff to assist in education, curriculum planning classroom enhancement.

Internet Use:

The following activities are not permitted on The Pagosa Peak Open School's electronic resources:

- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive, sexually explicit language. Violence, terrorist activities, or racial separatism.

- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis - or overuse of electronic distribution or storage space, e.g. downloading audio or video files not used in the classroom, or the spreading of computer "viruses" through the inappropriate use of files, diskettes or USB devices.
- Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
- Violating local, state or federal statute.
- Internet usage is provided to the employees to conduct work related business. Personal use is only allowed when the staff member is not scheduled for structured student contact or supervision. This should be considered a privilege and if it interferes with a staff member's ability to perform work or the performance of the internet for other staff and students it will be restricted.

Computer Use:

The Pagosa Peak Open School provides computers for staff use. While the staff use these computers on a daily basis it must be remembered that these computers are the property of The Pagosa Peak Open School and must be used appropriately.

Electronic Communication:

Each staff member will be provided a Pagosa Peak Open School email. This is a work-only email. Please don't send your personal email with your school email or have others send personal emails to your school email. It should be used for school business only. Staff email accounts are the property of PPOS. Email can be periodically monitored.

Email addresses of families at PPOS are confidential information. They are used by the school for the sole purpose of communicating business related to PPOS only. Any personal use of family emails by staff may result in immediate termination of employment.

Please check your school Google email account at least once a day when school is in session and on staff workdays.

Email and other communications related to School business may be subject to the open records act. Staff should only archive emails and not delete emails.

All bulk emails to families should use the blind copy (BCC) feature in gmail for the privacy of the family.

Nondiscrimination/Harassment Policy

(Compliance with Title VI, Title VII, Title IX, Section 504, and Americans with Disabilities Act)

Sexual Harassment Policy

The Pagosa Peak Open School neither tolerates nor condones the existence of a hostile or offensive work environment in which sexual harassment and intimidation are present. The Pagosa Peak Open School is committed to ensuring that the work environment is free of sexual harassment and other unlawful discriminatory practices.

Administrative Responsibility

PPOS administration shall take all reasonable measures to ensure that the school environment is free of sexual harassment. It shall do so by encouraging reporting of any sexual harassment, investigating any

complaints of sexual harassment, and applying appropriate discipline for any instances of sexual harassment.

Employee/Student Responsibility

Employees and students of the School are responsible to report allegations of sexual harassment and to cooperate with any investigation or proceeding conducted by The Pagosa Peak Open School in response to the filing of such allegations.

No Retaliation

There shall be no retaliation against any person who has, in good faith, filed a sexual harassment grievance, assisted in the filing of such a grievance, or served as a witness or representative of the grievant.

Filing False and Malicious Claims

Filing a sexual harassment charge is a very serious action for both grievant and the alleged harasser. Filing of false and malicious claims will not be tolerated, and those responsible may be subject to disciplinary action up to and including termination.

Equal Opportunity Policy

It is the policy of the Pagosa Peak Open School to provide equal opportunity under the law with respect to all programs, activities and employment, and to prohibit discrimination on any basis protected by law, including race, color, religion, sex, national origin, ancestry, age, disability, or handicap.

We expect all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the school's equal opportunity objectives.

Pagosa Peak Open School is committed to full compliance with the Federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

A grievance must be filed within 60 days of the occurrence of the alleged violation of this Equal Opportunity Policy.

Filing of Complaint about Harassment or Equal Employment

Complaints by or on behalf of employees should be filed with the School Director. Notification of such complaints will be made to the PPOS Board at the time the complaint is filed.

Complaints are to be filed in writing and shall provide the following information: name and address of the grievant(s); nature of the alleged violation; names of persons responsible for the alleged violation (where known) and any background information the grievant believes to be relevant (e.g. names or groups of other persons affected by the violation, etc.). The complainant shall have the right to request assistance from the Administrator, or any other group or organization to assist in the preparation of the form or in the filing of the complaint.

An investigation/hearing conducted by the administration team or designee will follow within four (4) workdays after receipt of the written complaint. If the complaint involves a member of the administration team, that member will be dismissed from the investigation team. All actions deemed to be of a criminal nature will be reported to the appropriate authorities. Violation of either the Harassment policy or the Equal Employment Opportunity policy will result in disciplinary action up to and including immediate termination.

The investigation team will provide all parties of interest with the written answer to the grievance within four (4) workdays after the investigation/hearing. Such answer shall include the reasons upon which the decision was based.

If the grievant is not satisfied with the disposition of his/her grievance or if no decision has been rendered within ten (10) workdays after filing the grievance, then the grievance may be referred, within ten (10) workdays thereafter, to the Pagosa Peak Open School Board of Directors. The Pagosa Peak Open School Board shall have up to twenty (20) calendar days to arrange for and hold a hearing with the parties in interest. Following the hearing, the Board President shall have four (4) calendar days to provide his/her written decision to the interested parties.

In addition to, or as an alternative to, filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the U.S. Department of Education, Office for Civil Rights or the Colorado Civil Rights Commission at the addresses below.

Denver Office Colorado Civil Rights Commission
Office for Civil Rights 1560 Broadway, Suite 1050
U.S. Department of Education Denver, CO 80202
Federal Building Telephone: 303-894-2997
1244 Speer Boulevard, Suite 310 FAX: 303-894-7830
Denver, CO 80204-3582 Toll Free: 800-262-4845 - English/Spanish
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 303-844-3417
Email: OCR_Denver@ed.gov

Workplace Safety

All Pagosa Peak Open School employees are responsible for following safety guidelines, thinking ahead, and using good decision making to help make the Pagosa Peak Open School an injury-free environment. Below is a list of behaviors to always follow in performing your position, but is not all-inclusive. Common sense should be used in all instances to ensure an optimum safe workplace.

- Employees or students should never stand on anything other than a stepstool or ladder to reach, move or hang items that are out of their normal reach.
- Do not leave electrical cords or other items in a walking path that anyone might use
- Do not lift students
- Do not lift items beyond your capacity
- When lifting always lift by bending at the knees and not with your back
- Ensure your computer screen is lifted to eye level to reduce strain on neck and eyes
- Follow all guidelines as issued by your supervisor concerning workplace safety and your job
- Follow all posted entrance and exit signs properly
- All maintenance and custodial employees will use caution signs to block all areas being cleaned, worked on or are unsafe.
- Follow all caution signs properly and do not cross caution tape placed in any area of the school
- Report any unsafe environment immediately to the School Director.
- Wear proper footwear and clothing for the job being performed.
- Extension cords are not allowed in the classroom.

If you are injured on the job, please follow the following workman's compensation protocols.

- Report the injury to the Business Manager or School Director as soon as possible. It is best to report the injury within 24 hours.

- Fill out the initial report form to file a claim.
- You should be given a claim number within 48 hours. Please provide this claim number at each of your doctor appointments.
- Make an appointment with a workman's compensation approved doctor listed on the forms.
- Follow all provided recommendations by the primary care and any other doctors.
- Provide a copy of any work restrictions to the School Director and/or Business Manager.
- Request any time off needed due to doctor appointments per the time off request policy. If the claim is approved this time off will be outside of your normal time off allowance and fully paid.

Student Accidents

If a student is injured while at school or on a school function please complete an Incident Report form (on file at the front office) immediately and give it to the Office Manager. The Office Manager will send the completed form to the School Director and ensure the family is notified.

Telephone Usage

From time to time it may be necessary to make and receive personal calls. These calls should be limited to no more than 5 minutes, and should be made, whenever possible, during the scheduled break and meal periods.

Excessive abuse of this policy may result in disciplinary action, up to and including termination.

Permission for students to use any telephone during school hours must only come from the student's teacher or administration, and **may be used in emergencies.**

Personal Appearance

Your appearance reflects not only on you as an individual, but on PPOS, too. We expect you to take pride in your appearance and strive to achieve a positive educational and professional like image when representing the school. You should use good judgment in determining dress and appearance while at work.

Expectations and Performance Standards

All Pagosa Peak Open School Positions include the following expectation: Maintain a professional and positive attitude toward students, parents, teachers, supervisors, and other staff at all times. This includes:

- maintaining confidentiality regarding issues with students, staff or the school;
- speaking respectfully to others about students, staff or the school; managing conflict only with those directly involved, bringing in administration if necessary;
- immediately report any knowledge of potential illegal or unethical behavior by staff or students directly to administration; and
- refusing to engage in gossip and the circulation of rumors.

You, as a Pagosa Peak Open School employee, are responsible for understanding and adhering to basic standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including termination.

Job Performance Standards:

Each position has minimal standards of performance. Employees can be disciplined, up to and including termination, for poor job performance, as determined by your supervisor. Some examples of poor job performance are as follows:

- Below average work quality or quantity.

- Poor attitude, including rudeness, or lack of cooperation.
- Excessive absenteeism, tardiness, or abuse of break and meal privileges.
- Failure to follow instructions or school policies and procedures.

Acceptable Standards of Conduct:

Employees may also be disciplined, up to and including termination, for misconduct. Some examples of misconduct follow:

- Insubordination.
- Abuse, misuse, theft, or the unauthorized possession or removal of school property or the personal property of others.
- Falsifying or making a material omission on The Pagosa Peak Open School records, reports, or other documents, including payroll, personnel, and employment records.
- Divulging confidential school information to unauthorized persons.
- Disorderly conduct on school property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others or possession of a weapon.
- Violation of any law adversely affecting the school, or conviction in court of any crime, which may cause the employee to be regarded as unsuitable for continued employment.
- Violation of the school's alcohol, drugs, and controlled substances policy.
- Violation of the school's harassment or equal employment policies.
- Misuse of the Internet including viewing inappropriate sites on school computers and posting personal sites which have a negative impact on your professional image (e.g. a website glorifying sex, alcohol, and/or drugs).

Guidelines for Professional Behavior

The Pagosa Peak Open School regards the following as guidelines for professional behavior. All employees are expected to show professional behavior in their interactions with others in the Pagosa Peak Open School Community. This includes members of the faculty and administration, students, parents, and support staff.

Professional Attributes:

Displaying honesty and integrity

- Never misrepresents or falsifies information and/or actions (i.e. cheating).
- Does not engage in other unethical behavior.

Showing respect for student's dignity and rights

- Makes appropriate attempts to establish rapport with students and/or their families.
- Shows sensitivity to the students' or families' feelings, needs, or wishes.
- Demonstrates appropriate empathy.
- Shows respect for student autonomy.
- Does not lift, hold or touch students in an inappropriate manner.
- Maintains confidentiality of student information.

Maintaining a professional demeanor

- Maintains a professional demeanor even when stressed: not verbally hostile, abusive, dismissive or inappropriately angry.
- Never expresses anger physically.
- Accepts professional boundaries for student relationships.
- Never uses his or her professional position to engage in romantic or sexual relationships with students or members of their families; never misuses professional position for personal gain.

- Conforms to policies governing behavior such as sexual harassment, consensual amorous relationships, hazing, use of alcohol, and any other existing policy of the school.
- Is not arrogant or insolent to students, guardians, Pagosa Peak Open School business partners, or any Pagosa Peak Open School staff member.
- Appearance, dress, professional behavior follow generally accepted professional norms.
- Shows professionalism at all times with both language and actions.

Recognizing limits and when to seek help

- Appears aware of own inadequacies and correctly estimates own abilities or knowledge.
- Recognizes own limits and when to seek help.
- Refrain from initiating physical contact with students other than to assist them in a medical situation.

Relationship to Others:

Responds to supervision

- Accepts and incorporates feedback in a non-resistant and non-defensive manner.
- Accepts responsibility for failure and errors.

Demonstrating dependability and appropriate initiative

- Completes tasks in a timely fashion (papers, phone calls, appointments, student notes,).
- Does not need reminders about responsibilities to students or to other staff members in order to complete them.
- Appropriately available for professional responsibilities (i.e. required activities, parent-teacher conferences, in-service days, and department meetings, etc.).
- Takes on appropriate responsibilities willingly (not resistant or defensive).
- Takes on appropriate student activities.

Interacting with other members of the team

- Communicates with other members of the team in a timely manner.
- Shows sensitivity to the needs, feelings and wishes of team members.
- Relates and cooperates well with members of the team.

Respecting others and engaging in responsible behaviors:

- Shows up on time and in the appointed place for duty assignments.
- Responds to others' requests in a timely manner.
- Reads and answers e-mails in a timely manner.
- Meets professional obligations by:
 - Not making doctor and non-school related appointments on In-service Days.
 - Refraining from making side comments, grading papers, talking, reading, etc. during in-service presentations.
 - Discussing your ideas with colleagues openly and honestly.
 - Taking the whole organization into consideration before making a statement or recommendation.
 - Not "feeding the rumor mill" with gossip based upon half-truths and hearsay (remembers that some day you may be the subject of gossip).
 - Confronts others appropriately in problem situations. Uses proper procedures and the Administrative Team to resolve problems when needed.

Performance Evaluations

The School Director is responsible for reviewing your performance. You will receive a formal performance evaluation annually, to include a mid-year and end of the year review, and/or on an

as-needed basis. Teaching staff who will be invited to return to the Pagosa Peak Open School for the next academic year will be issued an 'Intent to Re-Hire' statement by June 15 of the current school year.

The purpose of the performance evaluation is to:

- Serve as the basis for improvement of instruction.
- Enhance the implementation of programs and curriculum.
- Serve as a measurement of the professional growth and development of personnel.
- Serve as the measurement of performance for individual personnel and serve as documentation for unsatisfactory performance.
- Help to determine the distributions of bonuses in years that they are awarded.

Written performance evaluations may include commendation for good work as well as specific recommendations for improvement. You will have the opportunity to discuss your performance evaluation with your direct supervisor and to ask questions and clarify points. Evaluations will be part of the criteria used to determine performance pay.

The PPOS Evaluation System and Protocols is located in Appendix A of this Handbook.

Pagosa Peak Open School Policy for Reporting Child Abuse and Neglect

Abuse/Neglect Reporting

In compliance with the "Child Protection Act of 1987" (Professionals Required to Report, Rev. Stat. §19-3-304) all Pagosa Peak Open School employees are mandated reporters and shall report all known or suspected abuse or neglect.

The Pagosa Peak Open School will provide in-service trainings to all employees on recognizing and reporting child abuse and neglect, at a minimum of one time per academic year.

Definitions of Child Abuse and Neglect

Physical Abuse

Citation: Rev. Stat. §19-1-103

- Physical abuse includes the act that threatens the health of a child in one of the following categories: skin bruising, bleeding, malnutrition, failure to thrive, burns, fractures of any bone, subdural hematoma, or soft tissue swelling, all of which cannot be justifiably explained.
- Abuse also can be defined by manufacturing a controlled substance in the presence of a child, on the premises where a child is found, or where a child resides.

Neglect

Citation: Rev. Stat. §§ 19-1-103; 19-3-102

- Neglect includes any case in which a child is in need of services because the child's parent has failed to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

Sexual Abuse/Exploitation

Citation: Rev. Stat. § 19-1-103

- Sexual abuse occurs when a child is subject to sexual assault or molestation, sexual exploitation, or prostitution.

Emotional Abuse

Citation: Rev. Stat. §19-1-103

- 'Emotional abuse' means an identifiable and substantial impairment or a substantial risk of impairment of the child's intellectual or psychological functioning or development.

Abandonment

Citation: Rev. Stat. § 19-3-102

- A child is ‘neglected’ or ‘dependent’ if a parent, guardian, or legal custodian has abandoned the child.

Procedures for Reporting Abuse or Neglect

- All Pagosa Peak Open School employees are mandated reporters and shall report all known or suspected abuse or neglect to Social Services the same day the suspected or known abuse is found.
 - Social Services reporting forms can be obtained from the **School Director**.
 - Pagosa Peak Open School staff members will consult with the **School Director or BOCES Social Worker** when unsure or needs clarification on signs and/or symptoms of suspected or known abuse.
- A written Social Services report form must be filled out by the mandated reporter at the time of or before the report to Social Services is made.
 - The original, written Social Services report form must be given to **the School Director** the same day the report is made.
- The School Nurse consultant will be contacted by the School Counselor when there are visible signs of abuse to provide treatment if necessary and to document visible signs.
- If clear and imminent danger or harm is suspected or known, **the School Director** in collaboration, when possible with the **grade level Advisor** will contact the local police.
- **The School Director** will keep one copy of the written Social Services report in their personal student files and place the original in the ‘Social Services Report File’ maintained in the **School Director’s office**
- **The BOCES Social Worker** is available for guidance and support during this situation.

Procedures for Reporting Witnessed Abuse or Neglect

In the event that a Pagosa Peak Open School staff member witnesses abuse, the following actions will be taken:

- Inside school property
 - Ensure child safety
 - Notify the School Director or Social Worker immediately
 - Follow “Procedures for Reporting Abuse or Neglect”
- Outside school Property
 - Obtain any identifying information of “abuser” or vehicle, including driver’s license number.
 - If the “abuser” leaves the premise, contact the local police department.
 - Follow “Procedures for Reporting Abuse or Neglect”

Procedures for Reporting Abuse or Neglect by a Pagosa Peak Open School employee

- Follow “Procedures for Reporting Abuse or Neglect”
- Report to School Director or School Social Worker immediately

Confidentiality of Records

In accordance with State Law (Confidentiality of Records, Rev. Stat. § 19-1-307) reports of child abuse or neglect and the name and address of any mandated reporter, or any other identifying information contained in such reports, shall remain confidential.

Failure to Report

Failure to Report

Rev. Stat. § 19-3-304(4)

Any mandatory reporter who willfully fails to report as required by § 19-3-304(1):

- Commits a Class 3 misdemeanor and shall be punished as provided by law
- Shall be liable for damages proximately caused

Pagosa Peak Open School Penalties for Failure to Report

- Any mandated reporter who willfully fails to report will be subject to an investigation by Pagosa Peak Open School and will be dealt with accordingly.

The above information, definitions and laws were reproduced with permission from Child Welfare Information Gateway. This information is available at

www.childwelfare.gov/systemwide/laws_policies/states

The following staff norms were created and agreed to by our staff.

PPOS Staff Norms This is how we roll!!

We will model what we want to see by

- Being positive and appreciating each other (and ourselves) in public and private.
- Leading with empathy and being respectful through effective communication.
- Being intentional with our actions yet flexible.
- Bringing out the best in each other.
- Encouraging and supporting a growth mindset by taking risks and celebrating learning through failure.
- Taking time to have fun and laugh together.
- Assuming best intent.
- Asking for help when we need support
- Being honest with our concerns in both public and private
- Being supportive of those asking for help
- Respect that each person comes from a different place
- Being life long learners and improve our practices by accepting new ideas
- Practicing self-care and foster a place of calmness for ourselves and our students.

We make a commitment to reviewing these staff norms regularly and looking at how we are doing with them. Making commitments to focus on areas of difficulty to work toward improvement.



PAID TIME OFF AGREEMENT

This Agreement is made and entered into on _____, 2019, by and between Pagosa Peak Open School (“PPOS”) and _____ (“Employee”).

Paid Time Off (“PTO”) provides eligible staff members with days away from work with pay. Upon approval, PTO hours may be used for vacation, personal time, illness or time off to care for family or dependents.

Each regular, full-time employee will receive **9 days** of PTO each school year.
Each regular, .875 part-time salaried employee will receive **7 days** of PTO each school year.

All PTO hours must be approved in writing prior to use by the School Director and in accordance with this Agreement.

- I. **Submitting PTO Request:** Any request for PTO shall be submitted to the **School Director 5 working days in advance** using the “Employee Request for Leave” form (attached hereto as Exhibit “A”) prior to the intended absence, except in the case of illness or emergency.
 - a. In the case of illness or emergency, you are required to contact: **the School Director, Office Manager, via email with detailed sub plans** at least one (1) hour before your shift begins or as promptly as reasonably possible. Employees using extended PTO (in excess of 3 consecutive days) for sick time must submit a doctor’s release upon return to work, in order to return to work and to process the requested PTO.
 - b. In the case of an unexpected absence, an Employee Request for Leave form must be submitted immediately upon return. It is the **Employee’s responsibility** to timely submit the Employee Request for Leave form to the School Director for approval. If the approved Employee Request for Leave form is not received by the Business Manager at least two (2) days prior to processing payroll, the Employee’s paycheck will be calculated as if the leave was incurred without pay. PPOS is committed to complying with salary basis requirements which allow properly authorized deductions. If the Employee believes an improper deduction has been made to their salary, the Employee should immediately report this information to the Business Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will promptly be reimbursed, with the next regularly scheduled payroll.
 - c. For payroll purposes, PTO must be taken in ½ hour or full hour increments. Any hourly portion of PTO used will be rounded up to the nearest ½ hour. A full-time, salary-paid employee’s hourly

rate is calculated: ((Salary)/total # of work days in the Employee's current Offer of Employment)/8 hours).

II. **Considerations for Approval of PTO:** All requests for PTO are subject to approval by the administration, are dependent upon employee or substitute availability to cover the absent employee's responsibilities without creating an undue hardship for the school community, and in accordance with the following:

- a. No more than two (2) employees shall be permitted to exercise PTO on any given day, with the exception of emergency situations. Priority will be given on a first-come, first-approved basis.
- b. Paid time off is not meant to be taken in large chunks as this affects the quality of education students are given. Teachers are asked to take extended vacations on the school calendar breaks.
- c. PTO may not be exercised during the following days: Professional Development/Work Days, the first week and the last week of student instruction in PPOS's calendar year, significant student assessment days, Student-Led Conferences, and grade level celebrations of learning.
- d. PTO will not be included in the calculation of overtime, if applicable.
- e. Temporary employees, contractors, workers being paid short or long-term disability insurance, and workers being paid workers' compensation are not eligible to receive or accrue PTO.

III. **Unused PTO:** At the end of each fiscal year or upon termination of employment, whichever is sooner:

- a. Unused PTO hours will **not** be paid out to the Employee under any circumstances.
- b. A full-time Employee may accumulate a maximum of one hundred and sixty (160) PTO hours for future **sick leave**. PTO accrued over 160 hours for a full-time Employee during any given year shall be forfeited. All PTO hours must be exercised in accordance with this Agreement. Accrued PTO will **not** be paid out to the Employee under any circumstances.

A part-time Employee may accumulate a maximum of eighty (80) PTO hours for future **sick leave**. PTO accrued over 80 hours for a part-time Employee during any given year shall be forfeited. All PTO hours must be exercised in accordance with this Agreement. Accrued PTO will **not** be paid out to the Employee under any circumstances.

IV. **Additional Specifications:**

- a. It is the employee's responsibility to submit detailed sub plans to your School Director, Office Manager, and teachers/substitute covering you prior to your absence. Detailed sub plans must include learning targets and the activities required for the lesson, teachers covering including all duties.
- a. Paid time off requests that fall outside this agreement and are considered "once in a lifetime experience" can be proposed to the administration and the teachers that will be directly affected by the leave for consideration on a case by case basis for approval. Full sub plans and coverage plans must be provided to the administration ten working days prior to the leave. Extended leave can only be used once every three years. Teachers are asked to minimize any other time off taken the year they take an extended leave.
- b. Employees are permitted to donate their PTO hours to another Employee at any time during the employment year. The donated PTO hours shall be used in accordance with this Agreement. To donate PTO hours, the donating Employee must notify the Business Manager in writing of their intent to donate PTO hours. The Business Manager will then notify the recipient Employee of any PTO hours donated to them.
- b. PTO taken in excess of the PTO accrued can result in disciplinary action up to and including employment termination. This time will be unpaid.
- c. In the event an employee has exhausted his or her PTO, any additional time off must be approved by the School Director and will be taken without pay.
- d. Any employee who misses three (3) or more consecutive days of work without notice to the School Director may be considered to have voluntarily quit their job.
- e. Upon the termination of employment, Employees will not be paid their PTO.

- f. Under the Family and Medical Leave Act (“FMLA”) policy, all accrued PTO time must be taken before the start of the unpaid FMLA time.
- g. PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

Employee acknowledges and accepts the terms of this Agreement through their signature below.

Signature

Date

Printed Name

Angela Reali Crossland
School Director- Pagosa Peak Open School

Date

**Pagosa Peak Open School (PPOS)
Teacher Evaluation System**

Pagosa Peak Open School believes a teacher evaluation system should result in improved teaching and learning. Moreover, the subsequent improvement in teaching and learning should result in all students experiencing increased success, growth, and achievement.

Therefore this evaluation system is a collaborative, continual improvement process. Clear expectations, impromptu visits, lesson evaluations and objective data, in which competence is verified, strengths are assessed, and excellence is acknowledged are critical components of this improvement process.

Making mistakes is what teachers expect students to do if they are to learn well. It should be similar for teachers – accepting challenges, trying new things, and making mistakes to learn and then improve so that the students learn anew.

Our PPOS educator collaborative provides support and assistance for individual teachers to remedy specific weaknesses. Mentoring and coaching will increase teacher efficacy. On-site professional development will be given on a regular basis. Follow up coaching and walkthroughs will support the implementation of the PD concepts. In addition, connecting with other teachers in innovative project-based schools, and actively pursuing advanced learning through conferences, courses, and workshops will improve and sharpen practice as well.

Most importantly, evaluations succeed because it is understood that lasting professional growth occurs when teachers are empowered to be self-directed and work with colleagues to achieve his or her professional goals.

(2018-2019) Evaluation and Professional Development Components

- Every teacher will have several impromptu observations each year.
- Every teacher will have two formal lesson evaluations each year.
- All teachers will have an agreed upon the work plan and working together to accomplish the work plan.
- Each educator will establish annual Professional Development goal(s).

Pagosa Peak Open School

Faculty Statement of Practice

- ❖ Commitment to the mission and vision of PPOS:

To create a community of empowered lifelong learners

By providing a multi-age learning environment designed to foster confidence, high academic achievement, and the joy of learning through original and meaningful work

- ❖ Build a school community based on mutual respect, demonstrated listening, effective collaboration, and unconditional service to the students.
- ❖ Listen and respond to our colleagues and PPOS community members in a timely and honest manner.
- ❖ Be consistent with students regarding our school culture and developing positive and productive relationships.
- ❖ Be open to a variety of outcomes.
- ❖ When identifying problems – offer solutions.
- ❖ Acknowledge that how a message is communicated is as important as the message itself.
- ❖ Everyone's time is precious and limited – we honor starting meetings on time; active listening, and follow-through of ideas, actions, and next steps.
- ❖ Teaching and learning is caring about another person. You care so much that you want to help them grow. Open minds, collaboration, and inspiration are valued.
- ❖ Work to grow each other's talents as we honor our distinctive voices.
- ❖ Value and implement the fact that PPOS students have the right to use their hands to create, use their imaginations to think in new ways, and work with other students in a collaborative manner.
- ❖ Value and implement the fact that PPOS students have the right to experience the greater Pagosa Springs community, as well as Archuleta County and SW Colorado as they discover the joy of learning something new.

Impromptu Observation **Date:** _____ **Teacher:** _____ **Lesson:** _____

I Notice	I Wonder
Keepers	Next Steps
Evaluator Comments:	Teacher Comments:
_____ Evaluator Signature Date	_____ Teacher Signature Date

Lead Advisor Evaluation Tool

▣ School Culture Goal –Students and staff are given an opportunity to grow and develop in a community that values positive character interactions and actions.

<ul style="list-style-type: none"> ● We can use positive communication techniques and proactive community-building activities such as restorative practices to help students learn self-advocacy, resolve conflicts and view conflicts as a learning experience for all involved. 	<p style="text-align: right;">_____/5</p> <ul style="list-style-type: none"> ▣ The teacher is using information from restorative practices training to prevent and resolve conflicts in their classroom. <ul style="list-style-type: none"> ▣ Connection circles ▣ Restorative conversations ▣ Problem Solving Circles
<ul style="list-style-type: none"> ● We can establish and work to achieve norms with a variety of working groups such as staff, advisory groups, mixed grade level content teams, collaborative project groups etc. 	<p style="text-align: right;">_____/5</p> <ul style="list-style-type: none"> ▣ The teacher has established norms with their students for various situations. <ul style="list-style-type: none"> ▣ Restorative circles ▣ Group work ▣ General class norms ▣ Recess ▣ The teacher follows staff norms to help create a positive work environment
<ul style="list-style-type: none"> ● We can provide purposeful discussion during Advisory time that allows students to work on an understanding of our character trait, as well as, encourages them to honestly reflect on their work toward this character trait. 	<p style="text-align: right;">_____/5</p> <ul style="list-style-type: none"> ▣ The teacher is using the morning meeting time to help students explore the character traits and other SEL topics. ▣ Teachers are using reflection tools to help a student assess their work toward the 3 C's and other SEL topics. ▣ The morning meeting starts promptly at 8:00 in order to encourage students and families to be on time for school.
<ul style="list-style-type: none"> ● We can provide an environment where positive character traits and actions are celebrated and acknowledged. 	<p style="text-align: right;">_____/5</p> <ul style="list-style-type: none"> ▣ The teacher has systems in place to celebrate and acknowledge positive behavior in the classroom. ▣ This includes ways to acknowledge individual as well as group behaviors.
<ul style="list-style-type: none"> ● We have and implement a common behavior plan to create consistency across the grade levels and classes. 	<p style="text-align: right;">_____/5</p> <ul style="list-style-type: none"> ▣ The teacher has implemented Safe Spaces, Take a break cards, and other Tier 1 and 2 concepts in their classroom and are working to

use them with fidelity.

Observation/Evidence

□ School Data Goal – Data is being used by staff, students, and families to assess the current strengths and challenges of students in all subject areas. This data is then used to drive instruction at the whole class, small group, and individual level.

<ul style="list-style-type: none"> • We can use NWEA and DIBELS data analysis to inform instruction at the whole class, small group, and individual level. 	<p>_____/5</p> <ul style="list-style-type: none"> □ The teacher has used DIBELS data, NWEA data, and other data when applicable to differentiate instruction <ul style="list-style-type: none"> □ Stations □ RTI □ Small group □ Individual interventions
<ul style="list-style-type: none"> • We can use standards-based project rubrics and other interim assessments to assess and inform student's progress toward Colorado Academic Standards. 	<p>_____/5</p> <ul style="list-style-type: none"> □ The teacher has created a student-friendly project rubric that was used to assess students learning toward the state standards. □ The rubric was shared with students to engage them in quality work. □ The results of the rubric were shared with the families in a common Individual Learning Plan for each student. (Standards progress report) □ The teacher has used NWEA and DIBELS data in parent-teacher conferences. □ The teacher has used NWEA and DIBELS data in Individual Learning Plans.
<ul style="list-style-type: none"> • We can use learning target aligned assessment for learning (AFL) strategies in our classrooms to inform our daily instruction. 	<p>_____/5</p> <ul style="list-style-type: none"> □ During walk through observations and evaluations, teachers are using a variety of assessment for learning (checking for understanding

	<p>techniques) within the lesson to assess student learning.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Teachers are adjusting their instruction based on the results of their AFL strategies. <input type="checkbox"/> Deliverables are built into lessons that are part of the AFL strategies.
<ul style="list-style-type: none"> ● We can use a data-driven RTI/MTSS process to support students below grade level (academically and/or behavior) with targeted interventions that are monitored for progress. 	<p>_____/5</p> <ul style="list-style-type: none"> <input type="checkbox"/> The teacher uses a body of evidence to refer a student to RTI. <input type="checkbox"/> The teacher is an active participant in the RTI process and asks for support when needed. <input type="checkbox"/> The teacher follows through with targeted interventions and data collection for progress monitoring.
<ul style="list-style-type: none"> ● We use Individual Learning Plans to communicate with students and parents the strengths and areas of growth a student has. 	<p>_____/5</p> <ul style="list-style-type: none"> <input type="checkbox"/> The teacher was an active participant in helping to create our school-wide ILP format <input type="checkbox"/> The teacher has updated the ILP's to help parents understand where their student is at with the Colorado Academic Standards.
<ul style="list-style-type: none"> ● We set academic and character goals based on data and observations that are communicated in Individualized Learning Plans 	<p>_____/5</p> <ul style="list-style-type: none"> <input type="checkbox"/> Teachers will use a body of evidence to help students create academic and character goals for their ILP's.

Observation/Evidence

➤ **Student Achievement Goal: Project-Based Learning/Place-Based Education** -The school has created a culture of academic excellence by implementing **Project-Based instructional methods across the subjects as the main delivery method of instruction. This includes projects that are Place-Based.**

<ul style="list-style-type: none"> ● We can backward design standards-based projects that encourage students to investigate and interact with their community. 	<p>_____/5</p> <ul style="list-style-type: none"> ❑ The teacher has completed 1 project by January and 1 project by May that includes the following <ul style="list-style-type: none"> ❑ A final product with a celebration of learning. ❑ A high-quality guiding question that encourages investigation. ❑ The project is standards-based and incorporates our character traits.
<ul style="list-style-type: none"> ● We can use student-friendly learning targets to guide daily classroom instruction in order to develop my student's growth mindset, increase their engagement, and achievement. 	<p>_____/5</p> <ul style="list-style-type: none"> ❑ The projects above included Long Term learning targets and daily learning targets ❑ The teacher breaks down the language of the target to be student-friendly and increase their engagement. ❑ Included in daily learning targets are character targets to help students focus on SEL goals.
<ul style="list-style-type: none"> ● We can integrate PBL instructional strategies to engage all students cognitively and ensure that students learn toward mastery. 	<p>_____/5</p> <ul style="list-style-type: none"> ❑ The teacher has integrated the following PBL engagement strategies <ul style="list-style-type: none"> ❑ Authentic audience ❑ Checking for understanding ❑ Protocols ❑ Learning targets ❑ Read, think, write strategies ❑ Discussion strategies ❑ Differentiation of projects-scaffolding and extensions
<ul style="list-style-type: none"> ❑ We can utilize differentiation strategies to reach all of our students during project building background knowledge and during project development. 	<p>_____/5</p> <ul style="list-style-type: none"> ❑ The teacher uses a variety of differentiation strategies to reach our students <ul style="list-style-type: none"> ❑ Stations ❑ Differentiated readings ❑ Scaffolded instructions ❑ Extensions ❑ Project choice based on interests ❑ Revision scaffolding and help ❑ Differentiated ways of presenting project

Observation/Evidence

Operational Goal: Systems and structures are in place to create clear and transparent expectations for all staff, students, and families.

<ul style="list-style-type: none">• We have revised and implemented a student/parent handbook with clear expectations.	<p>_____/5</p> <ul style="list-style-type: none"><input type="checkbox"/> The teacher has reviewed the student/parent handbook and is consistent with their implementation of our policies.
<ul style="list-style-type: none">• We have revised and implemented a staff handbook with clear expectations in which staff was given a chance to provide input.	<p>_____/5</p> <ul style="list-style-type: none"><input type="checkbox"/> The teacher follows the handbook and the policies and procedures within.
<ul style="list-style-type: none">• We have and implement systems and structures for things such as transporting students, purchasing of materials, requesting days off, etc.	<p>_____/5</p> <ul style="list-style-type: none"><input type="checkbox"/> The Teacher has reviewed these policies and are following the policy
<ul style="list-style-type: none">• We have a master schedule that promotes a balance between skill-building time and time for interdisciplinary projects with the majority of the day spent on Project-Based Learning.	<p>_____/5</p> <ul style="list-style-type: none"><input type="checkbox"/> The teacher is following the master schedule the majority of the time.<input type="checkbox"/> The teacher communicates with others when they are planning on deviating from the schedule for field work, experts etc.
<ul style="list-style-type: none">• Ensure the physical and emotional safety of our students.	<p>_____/5</p> <ul style="list-style-type: none"><input type="checkbox"/> The teacher is responding to student situations with care and compassion.<input type="checkbox"/> The teacher has reviewed the emergency procedures and responds with these procedures in mind during an emergency.

Observation/Evidence

Goal	_____/5 Observation/evidence toward goal progress
Goal	_____/5 Observation/evidence toward goal progress

Total _____ / 110

Developing teachers score below a 70 and/or have a score below a 2 /5 in one or more sections. Teachers who are on and improvement plan for any area are automatically considered a developing teacher.

Effective teachers score a minimum of 70 points and do not have a score below 2 /5 in any section.

Highly effective teachers score a minimum of 88 points and do not have a score below a 3 /5 in any section.

The Families First Coronavirus Response Act (FFCRA)

The FFCRA was signed into law on March 18, 2020, and its provisions are effective from April 1, 2020, through December 31, 2020. All public schools are subject to the requirements of the FFCRA (unless teachers are considered essential in their state), which provides employees who have been employed with two types of additional paid leave: (1) Emergency Paid Sick Leave and (2) Expanded Emergency FMLA Leave. Employees may apply these leaves to hours they are scheduled to work when they satisfy the applicable leave requirements. Employees who have not used their FFCRA leave allocations by December 31, 2020, will lose them, as the leave does not carry over to calendar year 2021, and an employer is not required to pay employees for any unused FFCRA leave.

Emergency Paid Sick Leave Under the Families First Coronavirus Response Act (FFCRA)

All full-time and part-time employees, regardless of how long they have been employed by their current employer, are eligible to receive up to 80 hours (10 days) of Emergency Paid Sick Leave under the FFCRA. The amount of available leave is prorated for part-time employees.

This leave allocation is in addition to an employee's other accrued paid leaves, such as sick leave, personal days and compensatory time, and should be used before an employee's other leave entitlements when an FFCRA-qualifying reason exists.

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for paid expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. Paid expanded family and medical leave provides an employee up to an additional ten (10) weeks of leave when an employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Although the eligibility requirements for Expanded Emergency FMLA leave are different than those for “regular” FMLA leave, this emergency leave is counted as part of an employee’s total 12-week FMLA leave entitlement. When an employee has already used their Emergency Paid Sick Leave for another reason, 10 weeks of Expanded Emergency FMLA leave would be paid, and the remaining portion of the employee’s 12-week leave entitlement would be unpaid. Department of Labor guidance further provides that if an employee used some of their “regular” annual FMLA entitlement prior to April 1, 2020, their Expanded Emergency FMLA leave 12-week entitlement would be reduced by that amount.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee (an employee who works 40 hours per week) is eligible for up to 80 hours of leave, and a part-time employee (an employee who works less than 40 hours per week) is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee (an employee who works 40 hours per week) is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee (an employee who works less than 40 hours per week) is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:

For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid Expanded Emergency FMLA leave). An employee who is taking Expanded Emergency FMLA leave may take paid sick leave for the first two weeks of that leave period as outlined by the FCCRA or they may elect to substitute any accrued leave they have under PPOS policies.

Employees whose Childcare or Schools are Unavailable due to COVID-19³

Employee’s whose childcare or school is closed or unavailable due to COVID-19 may be eligible for leave under the FFCRA. Please reach out to the School Director if you are needing

assistance with this. PPOS will work with employees to provide care for your child in order to minimize the disruption to classroom instruction.

Employee Personal Responsibility

As staff members we have a personal responsibility to monitor our own activities while not at school. We all must remember we are essential to keep schools open, and as such we must each make sure we follow all public health orders both at work and when we are not at work, so that we do not unnecessarily compromise the safety of staff and the safety of students. This means we all need to be vigilant to avoid situations with non-family members outside of work and we must continue the following precautions at all times:

- Maintain good social distance (about 6 feet).
- Wash our hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Routinely clean and disinfect frequently touched surfaces.
- Cover our mouth and nose with a cloth face covering when around others.
- Wash our clothes regularly and frequently.
- Monitor our own health status, If you have any of the following symptoms, seek medical advice and stay home: Fever, Dry cough, Shortness of breath, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell. All absences should be reported to the School Director.

The Pagosa Peak Open School Employee Handbook

Acknowledgment of Handbook

This handbook contains personnel policies and other policies in effect at Pagosa Peak Open School. This handbook may not be all-inclusive but is meant to familiarize the staff with school procedures and provide guidelines on how to proceed in different situations.

This Handbook is not an employment agreement or contract. This Handbook is intended solely to establish procedures at Pagosa Peak Open School. Federal, state, and/or local laws will take precedence over this handbook, where applicable.

PPOS reserves the right to change, withdraw, or amend any of our procedures, policies or benefits at any time. All staff will be notified of these changes.

By signing below, you acknowledge that you have read and agreed to the Pagosa Peak Open School's Employee Handbook guidelines and procedures, and understand that it is your responsibility to comply with the procedures contained therein and any revisions made to it.

Please print your name

Signature

Date