



July 6, 2022

To whom it may concern,

Enclosed please find the Notice of the July 7, 2022 annual meeting of the Board of Directors of CIVICA, an approved public charter school in Weld County, Colorado. Please immediately post the Notice in a prominent place as required by law. We appreciate your assistance in this regard.

CIVICA Colorado Public Board Meeting:

301 Centennial Dr. Millikan, CO 80543

Join Zoom Meeting

<https://us02web.zoom.us/j/87000192409> Meeting ID: 870 0019 2409

Or via mobile: 16699009128 or 12532158782

If you have any questions or need any further information, please feel free to contact me at 303.961.9979. Thank you again.

Sincerely,

Sunny Ranieri



NOTICE OF PUBLIC MEETING

Board of Directors of CIVICA Colorado

Notice is hereby given that the Board of Directors of CIVICA Colorado, an approved public charter school in Weld County, Colorado, will conduct a public meeting on July 7, 2022, beginning at 6:00 p.m. at 301 Centennial Dr. Milliken, CO 85043 or via Zoom meeting.

Attached hereto is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the board chairperson.

Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend or participate at the meeting. Any persons requiring assistance may call Sunny Ranieri at 303.961.9979 in advance so that arrangements may be conveniently made.

Public comment may be limited to three minutes per person at the discretion of the board chairperson.



The Vision of CIVICA Colorado is to develop willing students into character-driven, academically-trained, college or career-ready young adults.

Board of Directors

Stephanie Podtburg – Board Chair

Rex Beall - Board Vice Chair

Noland Eastin – Board Secretary

Adam Montano – Treasurer

Graciela Carbajosa – Board Director

Sheena McOuat – School Founder and Principal

Carlos Alvarez – CIVICA Educational Foundation

Annual Meeting of the Board of Directors

July 7, 2022

AGENDA

1. OPENING EXERCISES

- a. Call Meeting to Order**
- b. Establish Quorum**
- c. Pledge of Allegiance**
- d. Approval of Agenda**

2. PUBLIC COMMENT

(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.)



3. **BOARD DIRECTOR REPORTS**

4. **ACTION & DISCUSSION ITEMS**

(Action may be taken on those items denoted “For Possible Action”)

- a. **Discussion and Possible Action to Approve Minutes from the June 13, 2022 Board Meeting (Board) (For Possible Action)**
- b. **Updates and School Initiatives from Principal McOuat (Sheena McOuat) (Discussion Only)**
- c. **Discussion and Possible Action to Approve the 2022/2023 Parent/Student Handbook (Sheena McOuat) (For Possible Action)**
- d. **Discussion and Possible Action to Approve the 2022/2023 Employee Handbook (Sheena McOuat) (For Possible Action)**
- e. **School Financial Performance (Carlos Segrera) (For Discussion)**
- f. **CIVICA Foundation Report (Carlos Alvarez) (For Discussion)**
- g. **Review of Marketing Plan (Sheena McOuat/Bryce Thiriot/Sunny Ranieri) (For Discussion)**
- h. **Facility Update (Sheena McOuat) (For Discussion)**
- i. **EXECUTIVE SESSION: The CIVICA Colorado Board will meet in executive session to discuss a personnel matter for individual employee pursuant to C.R.S. §24-6-402(4)(f)(I&II) (For Possible Action)**

5. **ANNOUNCEMENTS & NOTIFICATIONS**

6. **PUBLIC COMMENT**

(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.)



7. **ADJOURN MEETING**

This notice and agenda has been posted on or before 24 hours before the open meeting at the following locations:

1) 301 Centennial Dr. Milliken, CO 80543

2) www.CIVICACO.org

CIVICA COLORADO

Support Summary

Meeting Date: July 7, 2022

Agenda Item: 4a – Discussion and Possible Action to Approve Minutes from the June 13, 2022 Board Meeting

Number of Enclosures: 1

SUBJECT: Approval of Minutes

☒ **Action**
☐ **Appointments**
☐ **Approval**
☐ **Consent Agenda**
☐ **Information**
☐ **Public Hearing**
☐ **Regular Adoption**

Presenter (s): Board

Recommendation:

Proposed wording for motion/action:

Move to approve the minutes from the June 13, 2022 board meeting.

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 2-3 Minutes

Background:

Submitted By: Staff

MINUTES
of the public/virtual annual meeting of the
BOARD OF DIRECTORS of CIVICA COLORADO
June 13, 2022

The Board of Directors of CIVICA Colorado held a public/virtual meeting on Monday, June 13, 2022 beginning at 1:30 p.m. MT.

1. (a) Call Meeting to Order, (b) Pledge of Allegiance, (c) Establish Quorum, and (d) Approval of Agenda

The meeting was called to order by Board Chair Podtburg at 1:59 p.m. Present were Board Directors Stephanie Podtburg (until 6:30), Rex Beall, Noland Eastin, Graciela Carbajosa, and Adam Montano.

Also present was Principal Sheena McOuat; as well as Academica representatives Craig Horton, Sunny Ranieri, Carlos Segrera, Bryce Thiriot, Dr. Jessica Barr, and Trevor Goodsell. Carlos Alvarez from the CIVICA Educational Foundation was also present.

Pledge of Allegiance.

Director Eastin moved to approve the agenda. Director Carbajosa seconded the motion, and the Board voted unanimously to approve.

2. Public Comment and Discussion

There was no public comment.

3. Work Session

a. Board Director Training from 1:30-5:30 p.m. by Teresa Tate, VP of School Services, Colorado League of Charter Schools. The following modules were covered:

Module 1 Board Roles and Responsibilities
Module 2 Legal Responsibilities 2021
Module 3 Financial Oversight
Module 7 Policy Development

4. Board Director Reports (beginning at 6:00 p.m.)

There were no Director reports.

5. Annual Election of Board Officers

Director Podtburg asked for nominations for the position of Board Chair. Director Eastin nominated Stephanie Podtburg for the Board Chair position. With no other nominations received, nominations were closed.

With no objections and all in favor, Stephanie Podtburg was elected as Board Chair.

Director Podtburg asked for nominations for the position of Board Vice-Chair. Director Eastin nominated Rex Beall for the Board Vice-Chair position. With no other nominations received, nominations were closed.

With no objections and all in favor, Rex Beall was elected as Board Vice-Chair.

Director Podtburg asked for nominations for the position of Board Secretary. Director Beall nominated Noland Eastin for the Board Secretary position. With no other nominations received, nominations were closed.

With no objections and all in favor, Noland Eastin was elected as Board Secretary.

Director Podtburg asked for nominations for the position of Board Treasurer. Director Eastin nominated Adam Montano for the Board Treasurer position. With no other nominations received, nominations were closed.

With no objections and all in favor, Adam Montano was elected as Board Treasurer.

6. Action & Discussion Items

a. Discussion and Possible Action to Opt Out of the Department of Labor and Employment's FAMLI Act

Director Podtburg reviewed the FAMLI Act has described in the support materials, expanding on the basics and noting that the Board's counsel informed them that they were in a position to opt out; however, if they did not vote to opt out it would go into effect beginning January 2023. Mr. Director Podtburg stated that, from a business owner perspective, she was in favor if they were able to fit it in the budget. She further confirmed that if they utilized the program, it would be in place for all employees automatically.

Director Carbajosa asked if there were other options aside from this program. Principal Sheena McOuat addressed the Board, stating that they did have options like AFLAC or other supplemental insurance; adding that this was not something typically offered to educators. She further stated that she felt the guidelines were defined far too broadly and could encourage abuse of the program. Director Montano noted that the amount could also increase and it could eventually become a financial burden. Principal McOuat stated that the school district would most likely opt out as well. Director Eastin stated that he had never seen anything like this during his career as an educator. Director Podtburg stated that they could opt back in if it made sense in the future; however, opting out had to be decided that night. Further discussion ensued regarding the pros and cons as well as other options.

Mr. Craig Horton addressed the Board and stated that, in his experience, many employees would take full advantage of this program, which would be a detriment to the school both educationally and financially. He recommended opting out of the program at this time. Director Montano agreed that they opt out for now and revisit at a later date.

Director Carbajosa moved to opt out of the Department of Labor and Employment's FAMLI Act. Director Montano seconded the motion, and the Board voted unanimously to approve by roll call vote.

Mr. Horton recommended Director Podtburg follow up with the Board's attorney in order to file any notifications required by the Department of Labor.

b. Discussion and Possible Action to Approve Minutes from the April 29, 2022 Board Meeting

Director Montano moved to approve the minutes from the April 29, 2022 board meeting. Director Eastin seconded the motion, and the Board voted unanimously to approve.

c. Updates and School Initiatives from Principal McOuat

Principal McOuat introduced Dr. Jessica Barr who would be presenting the spring 21-22 data, as included in the support materials. She was pleased to finally be able to present authentic data. She complimented Principal McOuat and her staff on the amazing job they had done in working with the students to ensure authentic data through instruction and effort improvement, which was often challenging for a new school. Dr. Barr reviewed ELA and Math where iReady proficiency had improved overall. She pointed out that it was important moving forward to look for the highest growth and proficiency in the highest grades, as those students will have been with CIVICA the longest.

Dr. Barr emphasized the fact that there was much to celebrate at CIVICA Colorado. She noted that, in terms of perspective, students and teachers were acclimating to a new model and new curriculum with high expectations, and it was clear CIVICA students were up to the challenge. She also stated that it was clear from the amount of growth and some initial lack of proficiency, CIVICA was needed by those students. Dr. Barr also touched on the decrease of rushing students and the increase in testing stamina. She also stated that, especially in math, it was great to see growth with students who came in proficient, as well as those who were not. 7th grade would be a focus for math. Dr. Barr stated that she would be working with Principal McOuat and staff on strategies moving forward.

Mr. Carlos Alvarez addressed the Board, asking in regards to progress monitoring in high school, to which Dr. Barr stated she would send some recommendations as alternatives to iReady, specific to Colorado state testing standards.

Dr. Barr stated that the big picture of the year one data for CIVICA Colorado was that not only were students motivated to take the assessments seriously and start to get authentic feedback that could drive instructional decisions, but it was also clear there was powerful instruction taking place. Director Carbajosa asked when she would begin working with teachers and reviewing data, to which Dr. Barr stated that they already had a trip scheduled for the fall to review state testing data, and they would move forward from there.

Principal McOuat reviewed the following:

- Marketing moving forward on every front, including mailers, parent nights, door hangers, flags, radio, Johnstown Breeze, Thursday Food Truck, etc.
- End of year assembly was amazing
- 8th Grade Promotion
- Last day of school BBQ
- Enrollment was 115 short, with new students enrolling steadily

- Staffing: hiring as enrollment increased: Mrs. Hartmann (math/choir/music); Mr. Kortko (math); Mr. McOuat (Leader in Me/PE/Athletic Director)
- PD planned for summer

d. School Financial Performance

Mr. Carlos Segrera addressed the Board, reporting on the school financial performance through May 2022; with a positive net income of \$165,000 and upcoming expectations of Mill Levy and SPED funding. The year-end numbers would be wrapped up by the end of July. Mr. Goodsell stated that it was helpful not having to pay rent for several months due to the bond and that Principal McOuat did a great job staying under budget.

Mr. Alvarez asked in regards to the minimum enrollment CIVICA needed in order to balance the budget, to which Mr. Goodsell stated it was 215 before they would need to make any cuts. Mr. Segrera stated that they had received the final CSP reimbursement and thanked everyone who assisted with that process. Mr. Goodsell stated that they were ending the year in a good place financially.

e. Discussion and Possible Action to Approve a Financial Auditor

Mr. Goodsell stated that the support materials included the proposal from Eide Bailly, which was the only proposal received. One other firm declined to submit a proposal and another did not respond to the request. Director Montano stated that he had an initial promising conversations with RSM; however, they did not respond with a proposal. Mr. Goodsell stated that Eide Bailly was equipped with the resources and the experience to perform the CIVICA audit. He recommended approving Eide Bailly unless the Board directed them to continue to search for additional bids. Mr. Horton asked if they were aware of who the district was using, to which Mr. Goodsell stated that, to the best of his knowledge, they were using BDO. Mr. Horton offered to confirm and recommended the motion include a contingency based on the district's auditing firm.

Director Montano moved to approve an audit agreement with Eide Bailly contingent upon there being no conflict with the firm used by the district. Director Carbajosa seconded the motion, and the Board voted unanimously to approve.

f. Discussion and Approval of Revised July 2022 Board Meeting Date

Mr. Alvarez asked that the Board to consider changing the July board meeting to Thursday the 7th so that he could attend. The Board and Principal McOuat were agreeable to the change.

g. Review of Marketing Plan

Mr. Bryce Thiriot stated that, as much of the marketing had been covered during Principal McOuat's report, he would briefly share several slides included in the support materials. Ms. Ranieri suggesting holding an additional marketing meeting to plan the yearbook signing community event scheduled for July 22nd or 23rd. Mr. Thiriot created two versions of yard signs that the Board could choose between to distribute to the current CIVICA families. He also noted the Google reviews remained at five stars with many great comments. Ms. Ranieri noted that Ms. Blazer would be working on the local social media announcements with Ms. Bueno and Mr. Thiriot focusing on enrollment and the website.

7. Announcements & Notifications

There were no announcements.

8. Public Comment and Discussion

There was no public comment.

9. Adjourn Meeting

Director Beall adjourned the meeting at 7:20 p.m.

Approved on:

Secretary of the Board of Directors
CIVICA Colorado

CIVICA COLORADO

Support Summary

Meeting Date: July 7, 2022

Agenda Item: 4b - Updates and School Initiatives from Principal McOuat

Number of Enclosures: 1

SUBJECT: School Initiatives

☐ **Action**

☐ **Appointments**

☐ **Approval**

☐ **Consent Agenda**

☒ **Information**

☐ **Public Hearing**

☐ **Regular Adoption**

Presenter (s): Principal Sheena McOuat

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-15 Minutes

Background:

Submitted By: Staff



School Initiative Report

Principal McOuat

UPDATES

- Applied for Professional Principal License from Initial License after completion of program through CDE
- Furniture Received
- Possibly will get electrical to sign out front

Student Data

- Honor Roll up 16%
- Academic Scholar / Most Improved
- PSAT / CMAS results in the fall
- Data chats
- Deliver at Student let conference



Staffing

- Mrs. Hartman – Math/Choir and Music
- Mr. Koretko – Math
- Mr. OcOuat – Leader in Me / PE / Athletic Director
- Hiring for a Careers Teacher / Classroom Teacher / Sped Teacher
- Will be increasing Marshals hours in August



Summer Agenda

- Hiring
- Construction
- Ordering
- PD Planning
- Marketing
- Scheduling



CIVICA Students

- Berthoud (0.88%)
- Evans (2.65%)
- Gilcrest (0.88%)
- Greeley (3.53%)
- Johnstown (37.16%)
- Mead (0.88%)
- Milliken (49.55%)
- Pierce (0.88%)
- Platteville (0.88%)
- Severance (0.88%)
- Windsor (1.76%)





Questions?

CIVICA COLORADO

Support Summary

Meeting Date: July 7, 2022

Agenda Item: 4c – Discussion and Possible Action to Approve the 2022/2023 Parent/Student Handbook

Number of Enclosures: 1

SUBJECT: 22-23 Parent/Student Handbook

<input checked="checked" type="checkbox"/>	Action
<input type="checkbox"/>	Appointments
<input type="checkbox"/>	Approval
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Information
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Regular Adoption

Presenter (s): Principal McOuat

Recommendation:

Proposed wording for motion/action:

Move to approve the 22/23 Parent/Student Handbook.

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-10 Minutes

Background: Updates have been made to the Parent/Student Handbook for the 22/23 school year. The updates have been highlighted within the accompanying draft under the following headings:

- Dress Code
- Electronic Device Policy

Submitted By: Staff



CIVICA

COLORADO

COLLEGE AND CAREER ACADEMIES

Proud Member of the CIVICA Network

Parent-Student Handbook 2022-23



Home of the Eagles

Dear Parents,

Welcome to CIVICA Colorado, where students are privileged to new and exciting opportunities in the areas of Health Services, Business and Information Systems and Industry, and Manufacturing.

The knowledge and experience they will gain through the respective academies are second to none. We are committed to preparing our students for a successful transition into post-secondary education or the workforce through a dynamic, career-oriented curriculum. It is our mission to establish an environment that strives for academic achievement, character development, and public service within our community.

Parents, I truly want to make every effort to involve you in the process of educating your child. Research shows that when parents actively participate in their child's education, student achievement and attitude improves. Our students need parental guidance and school support as they face the challenges and stresses of today's society. As Principal, it is my objective to support our students and their families in our common educational goal. I invite you to play an active role in all facets of this Educational Academy—together we can make a difference!

Sheena McOuat
Principal
CIVICA Colorado

CIVICA Colorado's Vision Statement

CIVICA Colorado will develop willing students into character-driven, academically-trained, college or career-ready young adults.

CIVICA Colorado's Mission Statement

Through strong and consistent character development, core academics delivered by skilled instructors, and industry-specific courses taught by industry professionals to develop college and career readiness, CIVICA students will be prepared to enter college or the workforce upon high school graduation.

Honor Code

We believe that a safe, character developing change learning environment is of utmost importance. When children behave in a respectful, honorable, and responsible manner, they learn more and develop into responsible adults whose "character counts." The core values of CIVICA are:

Honor	Respect	Loyalty
Commitment	Humility	Trust
Boldness	Gratitude	Transparency
Morality	Empathy	Honesty
Patriotism	Benevolence	Integrity

CIVICA Colorado's Honor Code: **"This is CIVICA Colorado. I will HONOR this institution and the people who work on my behalf. I will RESPECT myself and my peers in every interaction. My actions will demonstrate my LOYALTY to this family and to the values we hold dear. We are CIVICA!"**

The CIVICA Colorado Honor Code is a school-wide plan that clearly outlines student expectations. Model student behavior is recognized and consequences are given for not adhering to the Honor Code. Each parent must play an active role in supporting this plan. We want our children to learn to be responsible citizens in our community. It is in the children's best interest that parents and staff work together to ensure a safe and productive learning experience where all students can maximize their potential.

The CIVICA Colorado Honor Code requires students to be honest, kind, respectful, patient, proud, and courteous. Educational Academy encourages children to believe that mistakes may occur, and what is most important is that we learn from mistakes and commit not to repeat those errors. Minor disruptive behavior will be dealt with in the classroom, and at the point that it affects the learning environment of others, the teacher can make the decision to refer the student to administration.

Administrative Consequences:

1st – 4th Consequence – Student is sent to the principal's office with a referral notice and the parent is notified. Dependent on the incident – reprimand, detention, work detail, physical training, indoor suspension, and outdoor suspension will be considered as acceptable forms of punishment.

5th Consequence – Placed on a Behavioral Contract

6th Consequence – Subject to disciplinary hearing

Suspension & Expulsion

Grounds for suspension and expulsion – C.R.S. 22-33-106

- Continued willful disobedience or open and persistent defiance of proper authority
- Willful destruction or defacing of school property
- Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children
 - Note: if a child who creates the threat is a child with a disability pursuant to section 22-20-103(5), the child may not be expelled if the actions creating the threat are a manifestation of the child's disability.

- Declaration as a habitually disruptive student
 - “Habitually disruptive student” means a child who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned three or more times during the course of a school year.
- Committing one of the following offenses on school grounds, in a school vehicle, or at a school sanctioned event:
 - Possession of a dangerous weapon without the authorization of the school
 - The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5); or
 - The commission of an act that, if committed by an adult, would be robbery pursuant to section 18-4-3, other than the commission of an act that would be third degree assault under section 18-3-204, if committed by an adult.
- Repeated interference with a school’s ability to provide education opportunities to other students
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property
- Pursuant to section 22-12-105(3), making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school officials or personnel
- Pursuant to 20 U.S.C. sec. 7961, a student who is determined to have brought a firearm to school, or to have possessed a firearm at a school, shall be expelled for a period of not less than one year; except that the superintendent of the student’s Head of School may modify this requirement for a student on a case-by-case basis if such modification is in writing.

Disruptive behavior by a student identified as a student with disabilities shall be dealt with in accordance with the student's IEP or § 504 plan. If a student creates a threat that is detrimental to the welfare or safety of other pupils or of school personnel and that student has a disability, the child may not be expelled if the actions creating the threat are a manifestation of the child’s disability.

Plagiarism/Cheating Policy

If a student is caught cheating or plagiarizing, he or she will receive a 0 on that test/assignment and disciplinary action may follow. Furthermore, students who we find have committed academic dishonesty will not have an opportunity to retake the test or redo the assignment.

Controlled Substances Policy

The use of controlled substances is not permitted on school grounds. Any student found to be under the influence of, selling, in possession of, and/or distributing tobacco, alcohol, marijuana, illegal drugs, un-prescribed medication and/or paraphernalia will be subject to immediate disciplinary action and will not be allowed to participate in interscholastic competitions, activities (field trips, school dances, etc.), performances or participate in any school sports for the remainder of the school year.

Dress Code Policy and Procedures

The appearance of the CIVICA Colorado family is of paramount importance to us as we believe that pride in our appearance is fundamental to good character development and success. The following is the uniform policy that is endorsed by the school.

Please Note: Students are required to follow this policy. Students who are not wearing the correct uniform will be suspended indoors until they are in compliance with the following code. Repeat violators may be subject to out-of-school suspension(s).

	Shirt	Pants
Monday	Polo	Khaki, Black, or Navy Blue Pants or shorts
Tuesday	Polo	Khaki, Black, or Navy Blue Pants or shorts
Wednesday	Polo	Khaki, Black, or Navy Blue Pants or shorts
Thursday	Polo	Khaki, Black, or Navy Blue Pants or shorts
Friday	Polo or Spirit Shirt	Khaki, Black, or Navy Blue Pants, Jeans, or shorts

Middle School:

- All students are required to wear Khaki, Black, or Navy Blue pants or shorts.
- Student shirts must be white or steel grey polo shirts (short or long sleeved) bearing the CIVICA Colorado logo.

High School:

- All students are required to wear Khaki, Black, or Navy Blue pants or shorts.
- Student may wear red, white, or blue polo shirts (short or long sleeved) bearing the CIVICA Colorado logo.

All Students:

- Pants may not have cargo pockets, may not be manufactured from jean material, and must be fitted to the student correctly. Pants that are too big or too tight for the student are not acceptable and will be deemed in violation of the uniform code.
- Belts must be worn at all times; these belts must be plain, black or brown leather belts and fastened securely at waist level. Pants must be worn at waist level. Loose or low pants will not be tolerated.
- All shirts must be correctly tucked into pants at all times and secured in place with the belt. A maximum of one (1) button may be left unfastened at the top of any shirt.
- During cooler weather a variety of sweaters with the CIVICA logo can be purchased. These are the only sweaters that may be worn. Hooded sweatshirts and other hooded tops are not permitted and will be confiscated. Coats and jackets may be worn into the building.
- White, grey, or black short or long-sleeved undershirts with no graphics of any kind can be worn under the school required uniform to get protection from cooler weather and cold classrooms.
- Flip-flops and crocs are not allowed, and any sandals must have a backstrap.
- Hair must be natural colors, except that colored highlights are acceptable.
- No hats may be worn in the building, but CIVICA hats may be worn outside.
- Athletes may wear a jersey or team shirt on game day with regular uniform pants for CIVICA or district school sports.
- No pins or buttons are allowed on backpacks or on person or lunch pails.
- Hair must be natural colors except that colored high lights are acceptable. Any violation of this policy will result in the student being sent home until the violation is corrected.

Consequences for Dress Code Violation

- 1st -3rd offense- Warning, parent contact
4th -5th offense- Parent contact, 60 minute detention issued
6th – 8th offense- Parent contact, letter sent home
9th or more offenses- Subject to disciplinary hearing

Attendance Policy

Absences:

Students are allowed up to 10 excused absences before an absence form is required.

After 10 absences, students will ONLY be excused for the following reasons. Documentation will

be required to be submitted directly by the parent.

- Student illness (Only 10 Parent Notes will be accepted)
 - If a student is continually sick and repeatedly absent from school, documentation showing he/she is under the supervision of a physician must be submitted to the main office in order to be excused. **Students accumulating 10 or more absences in an annual course, or 5 or more absences in a semester course, DUE TO ILLNESS, are required to have a note from a physician on file at the school in order to receive an excused absence thereafter.**
- Medical Appointment (must present doctor's note showing date and time of appointment)
- Death in the immediate family (must provide copy of death certificate)
- Observance of a religious holiday or service
- Official summons to appear in court or immigration appointment (documentation must be provided).
- School sponsored events or activities approved by administrators

Other individual student absences beyond the control of the parent or student must be approved by the principal. Transportation issues and parent/sibling illness will **NOT** be excused.

Pre-approved absences: In the event you know your child will be absent for several days, you need to request a Pre-approved Absence Form" from the front, which is to be completed and submitted for approval no less than 10 days prior to the expected absences.

Make-up work: tests or projects will not be given to students for the days missed until absences are excused. Students will have one day for every excused absence to make up missed work. If the student fails follow these procedures, he/she will receive a 0 on all missed work.

Consequences for Unexcused Absences

- 5 + Unexcused absences by the end of the 1st grading period - After School Detention and parent conference
- 11 or more unexcused absences by the end of the 3rd grading period - Student and parent conference; subject to loss of privileges.
- 15 or more unexcused absences within a 90 day calendar period - Parent/Guardian and student must attend conference with the administration, referral to truancy court will be considered.

Procedures for Tardies

- Students arriving after 8:00 A.M will report to the front counter in the main office and be processed by the Attendance Coordinator.
- For a tardy to be excused a parent must report to the front counter with their child at the time of the tardy or the student can submit a note from a doctor.
- After being processed the student will be issued a pass indicating if the tardy is Excused or Unexcused, date and arrival time.
- Teachers require a tardy pass for late students and will not accept students into their classrooms unless the pass is submitted upon arrival to class.
- Parent notes will not be accepted for tardies
- If a student acquires an excessive amount of tardies as deemed by the attendance coordinator and/or administration, parent contact will be made and student may be subject to disciplinary action as outlined below.

Consequences for Unexcused Tardies

1 - 9 Unexcused tardies - 1st Warning

10 - Unexcused tardies - After School Detention, Parent Contact

- 11- 14 Unexcused tardies - 2nd Warning
- 15 - Unexcused tardies – After School Detention, Parent Contact
- 16 - 19 - Unexcused tardies - Final Warning, Parent Conference
- 20+ Unexcused tardies - Attendance Probation Letter & loss of privileges

Consequences for Excused Tardies

If student accumulates 5 or more excused tardies, as mandated in the school's Code of Conduct, CIVICA Colorado will be adding Unexcused tardies to the student record which as they accumulate will result in Administration Consequences. In order to prevent further Administration Consequences, please ensure that your child attends school on time. Further tardies could be detrimental to your child's education, given that they will be missing vital information and fall back on assignments.

- 5 Excused tardies - Student will receive 1 unexcused tardies
- 10 Excused tardies - Student will receive 2 unexcused tardies
- 15 Excused tardies - Student will receive 3 unexcused tardies
- 20 Excused tardies - Student will receive 4 unexcused tardies
- 25 Excused tardies - Student will receive 5 unexcused tardies
- 30 Excused tardies - Student will receive 6 unexcused tardies

Teachers will follow the following tardy to school policy for each 9-week grading period:

- 5 tardies - Parent Contact.
- 7 or more tardies - 2nd Parent Contact.
- 10 or more tardies - Referral to administration who will arrange a meeting with parents.
- 15 or more tardies - Referral to administration and meeting with parent/guardian. Appropriate disciplinary measures will be taken to prevent future tardies (After School Detention, Saturday Detention.) Referrals may appear on student's permanent record.

Teachers will not allow late students into their class without a tardy pass.

Early Dismissal Procedures

Early Dismissal

1. Parents/guardians or any other adult (18 or older) who is listed in the Emergency Contact Card must come to the Attendance Office or Reception area in order to request an early dismissal.
2. Picture identification must be presented and validated using the information on the Emergency Contact Card in order for student to be released. Students will not be dismissed out of school to any person NOT listed on the emergency contact card.
3. A doctor's note will be required for make-up work to be given as a result of an early dismissal.
4. After the 5th dismissal a medical note from a Physician is required.
5. If a student must be taken out of school early on a regular basis a parent conference must be arranged with an administrator so as to discuss reason for early dismissals in advance. Supporting documentation must be submitted during conference.

Student Fees

Some classes and activities require a fee, which are displayed below. Additionally, any student who loses, does not return, or damages school property, such as textbooks, class materials, school lockers, athletic equipment and uniforms will be expected to pay the replacement cost of the items. All fees and fines must be paid in full at the end of each semester, unless the student is eligible for a waiver.

Purpose of Fee	Amount
Academy	\$25.00
Athletic	\$75.00

Visiting School

Parents may tour the school or assist in classrooms at the discretion of the principal and classroom teacher(s) to assist teachers or discuss their child's progress. School visitors are required to check in at the office for a visitor's pass. Parents are not to interrupt instructional time or teacher's preparation periods without first scheduling an appointment.

Medication

If a child under a physician's care is well enough to be in school, but requires medication during the school day, parents must contact the school and sign a legal release form. Medications must be in the original prescribed container and must be kept in the health office. Please do not send over-the-counter medications with your child. **Only staff members who have received proper training for medication administration will have the authority to administer medications.**

Academics

CIVICA's College and Career Academies

Every student at CIVICA will take an Exploration of Career Pathways course prior to their acceptance into a College and Career Academy (CCA). Our first three College and Career Academies will be Health Services, Business and Information Technologies, and Industry and Manufacturing. Each Academy will eventually have multiple learning strands. Examples are shown below:

- Health Services Academy
 - Emergency Medical Technician
 - Certified Nurse Assistant
 - Phlebotomy
 - Cosmetology
- Business and Information Systems Academy
 - Communications
 - Cyber-security
 - Adobe Illustrator
 - Microsoft Office Enterprise
- Industry and Manufacturing Academy
 - Industrial Health and Safety
 - Manufacturing
 - Construction
 - Welding
 - Agriculture

Grading System

The following are the academic grades used:

GRADE	NUMERICAL VALUE (%)	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90 -100	Outstanding progress	4
B	80 -89	Above average progress	3
C	70 -79	Average progress	2
D	60 -69	Lowest acceptable progress	1
F	0 -59	Failure	0
I	0	Incomplete	0

In grading students, these numerical or letter grades are to be averaged to determine a student's grade for a traditional grading period. When calculating a grade for a semester or annual course, the following grade point averages are to be used:

- A = 3.5 and above
- B = 2.50 – 3.49
- C = 1.50 – 2.49
- D = 1.00 – 1.49

If a student is caught cheating or plagiarizing, he or she will receive a 0 on that test/assignment and disciplinary action may follow. Furthermore, students who we find have committed academic dishonesty will not have an opportunity to retake the test or redo the assignment.

Middle School Requirements

For middle school, grade level placement and promotion will be determined as follows:

End of Grade	Courses Passed	Status
6	All courses passed	Promoted to 7th grade
6	4-5 courses passed *Must pass language arts or mathematics and at least three other courses	Promoted to 7th grade *Must repeat courses not passed as appropriate
6	Less than four courses passed	Retained in 6th grade
7	12 cumulative courses passed *Six courses passed in 6 th and 7 th grade	Promoted to 8th grade
7	8-12 cumulative courses passed *Four courses passed in 6 th grade including language arts, math, science, and social studies *Four to five courses passed in 7 th grade including 7 th grade language arts or mathematics, science, or social studies	Promoted to 8th grade *Must repeat courses not passed as appropriate
7	Seven to eight courses passed	Retained in 7th grade
8	15-18 courses passed *Must pass three courses each in language arts, mathematics, science, and social studies, and have completed an ICAP	Promoted to 9th grade
8	Less than 14 courses passed	Retained in 8th grade

Promotion from middle to high school requires completion of the following academic courses:

- Three middle school annual courses in English;
- Three middle school annual courses in Math;
- Three middle school annual courses in Science;
- Three middle school annual courses in Social Studies;
- One semester of physical education in grades 6, 7, and 8 (unless the student meets certain waiver requirements); and
- A middle school course which incorporates an introduction to the ICAP plan.

If a student has not met the above requirements, students and their parents will be required to attend a meeting to discuss and review the student's status for the next school year. This review may include the following options: a required student behavior plan, mandatory tutoring classes, or retention in order to complete their grade level requirements.

High School Requirements

Graduation guidelines begin with the implementation of Individual Career and Academic Plans (ICAP) beginning in 9th grade, instruction in content aligned with Colorado Academic Standards for all content areas, and the 21st Century Essential Skills. ICAP is an individualized plan that is developed by students and their parents or guardians, in collaboration with educators. The ICAP will help students:

- Establish personalized academic and career goals
- Explore postsecondary career and educational opportunities
- Align course work and curriculum
- Apply to postsecondary institutions
- Secure financial aid
- Prepare students for their chosen diploma path
- Enter the workforce or school

Across all diploma categories, students are required to demonstrate 21st-Century Skills as defined by the Essential Skills model developed by CDE. The Essential Skills are closely aligned with the Career Ready Practices outlined above and the standards will be considered synonymous for the purpose of the graduation standards.

High School Diplomas

Students have multiple avenues to earn a high school diploma: Honors, Advanced, or Achievement.

Honors Diploma

CIVICA Students can graduate university-ready by completing an Honors Diploma. Honors Diplomas are set apart for by their academic rigor. The number of credits required for this diploma would ready the graduate to apply to top-tier universities throughout the country.

Academic Area

English	4 Units
Mathematics	4 Units
Science	3 Units
Social Studies	3 Units
World Language	3 Units
PE/Health	1 Units
Business	.5 Units
<u>Technology</u>	<u>.5 Units</u>

Additional Electives or Internship	6 Units
TOTAL	26 Units

Advanced Diploma

Students graduating with an advanced diploma will be college-ready. The minimum standard for the Advanced Diploma will mirror the Higher Education Admission Requirements (HEAR) standards set by the CDE that define the minimum number of credits necessary for admittance to a Colorado institution of higher education.

Academic Area

English	4 Units
Mathematics	4 Units
Science	3 Units
Social Studies	3 Units
World Language	1 Unit
PE/Health	1 Unit
Business	.5 Units
Technology	.5 Units
<u>Academic Electives</u>	<u>1 Units</u>
Additional Electives or Internship	9 Units
TOTAL	26 Units

Achievement Diploma

Transfer students or students demonstrating special aptitude for a skill or trade may request to complete an Achievement Diploma pathway. This route maximizes time for students to participate in career-ready skills training while still requiring exposure to rigorous high school coursework.

Academic Area

English	2 Units
Mathematics	2 Units
Social Studies	2 Units
Science	2 Units
Spanish	1 Unit
PE/Health	1 Unit
Personal Finance	.5 Units
<u>Technology</u>	<u>.5 Units</u>
Additional Electives, Internship Or Work Study	15 Units
TOTAL	26 Units

One-half (0.5) credit is awarded in a subject for each semester a passing grade is earned.

The 1.0 physical education credit requirement for graduation may be waived by participating in three seasons of high school sanctioned sports. While participation in three high school sanctioned sports waives the PE requirement, it does not count towards the total credits required for graduation. This waiver only allows students to take other elective classes during their four years at CIVICA.

All transfer credit will be evaluated by the principal to determine appropriate credit. When possible, credit agreements should be made prior to registration. Furthermore, within certain subject areas, there are some required courses. While the required courses in each subject area will remain constant, the elective course offerings may change with administrative approval.

The mandatory courses and credits required for graduation vary by diploma type and are broken down by subject area as follows:

English		
	Required Courses	Possible Elective Courses
Requirement: Advanced – 4 Honors – 4 Achievement – 2	English I English II * Speech * some students may skip English II with teacher recommendation and admin approval	English III Journalism Creative Writing Technical Writing Reader Writer Composition I AP Language and Composition

Math		
	Required Courses	Possible Elective Courses
Requirement: Advanced – 3 Honors – 4 Achievement – 2	Algebra I Geometry	Career Math* Business Math* Algebra II AP Calculus AB/BC *only math required for Achievement Diploma

Science		
	Required Courses	Possible Elective Courses
Requirement: Advanced – 3 Honors – 3 Achievement – 2	Intro to Physics and Chemistry Biology	Anatomy and Physiology Environmental Science Nursing Horticulture AP Chemistry AP Biology Physics Advanced Ag Science

Social Studies		
Requirement:	Required Courses	Possible Elective Courses

Advanced – 3 Honors – 3 Achievement – 2	Civics Geography History	World History AP Psychology Sociology AP US History Comparative Religions
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Technology		
Requirement: 1 total credit	Required Courses	Possible Elective Courses
	Technology	Journalism Digital Photography Desktop Publishing/Yearbook Computer and Info Tech Intro to PC Applications

Health/Physical Education		
Requirement: 1 total credit *	Required Courses	Possible Elective Courses
	Health *3 seasons of sports participation waives the PE requirement	Lifetime Sports Strength and Conditioning Martial Arts

Electives (Some classes are yet to be described)		
Requirement: Reach 26 total credits	Required Courses	Possible Elective Courses
	Introduction to Career Pathways	Agriculture I Agriculture II Advanced Ag Advanced Ag Shop Small Gas Engines Welding Spanish I Spanish II Spanish III Home Economics and Life Skills

		Reader Writer Math Workshop Approved Online Courses Transitional Skills (SPED dept referral) Other Classes with Admin Approval OSHA 10-Hour Commercial Driver's License
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Demonstration of College and Career Readiness

In addition to earning the required amount of credits for the diploma desired, students must demonstrate English and Math proficiency through one of the following options:

CIVICA Menu of Options	ENGLISH	MATH
Accuplacer	62 on Reading Comprehension OR 70 for Sentence Skills	61 on Elementary Algebra
ACT	18	19
ACT Work Keys	Bronze or Higher	Bronze or Higher
Advanced Placement (AP)	2	2
ASVAB	31	31
Concurrent Enrollment	Passing grade in an English prefix course	Passing grade in a mathematics prefix course
High School Capstone	School Approved	School Approved
Industry Certificate	School Approved	School Approved
*NWEA MAP	50 th -percentile	50 th -percentile
SAT	470	500

In addition to the three types of diplomas offered, CIVICA will offer the following endorsements:

- Postsecondary and Workforce Readiness (PSWR) High School Diploma Endorsement as defined by CDE
- AP Endorsement for completing AP courses in three disciplines
- Biliteracy Endorsement – Students who demonstrate literacy in English as measured by the NWEA or SAT score above *and* scoring a 3 or higher on an AP World Language test, or completing four years of a single World Language with an average GPA of at least 3.0, or passing a nationally recognized test
- Industry Endorsement – Students that receive a certification recognized by business and industry at the local, state or national level. It could be an assessment, an examination or a license that is administered and recognized by an industry, third-party, or governing board

- Military Service Endorsement – Successful completion of the ASVAB as defined in the CDE's Graduation Requirements Menu of Options

Electronic Device Policy

In addition to the schools standard electronic devices policy, CIVICA Colorado has the following policy regarding cell phones and smart watches.

Cell phones and smart watches may not be turned on inside of the school building at any time. **Cell phones and smart watches must be switched off, and left in the student's book bag (cell phones and smart watches may not be in any students pocket/pants, shirts, etc.). Turning the cell phone to "vibrate" is not acceptable.** Cell phones and smart watches may only be used outside of school building and only outside of school hours.

Any student who is found to be in violation of this policy will have their cell phone or smart watch confiscated. Cell phones and smart watches will only be returned to parents after 3:00 p.m. At this time a parent/student conference will be required. Repeat violations of this policy will result in further sanctions. Any phones or watches not claimed by the beginning of the following school year will be discarded.

Any student found to be using any phone or other device to take photographic images, record sound, or to communicate with other students within the building without prior permission from the administration will be subject to full administrative proceedings.

Wireless Communication Guidelines:

- Students may only possess, display and use wireless communication devices (i.e. texting, email, telephone etc.) before **they are on campus and after they have left campus. No cell phone use once they walk on campus.**
- Students must ensure that the telephone capabilities of their devices are turned off during the instructional day (ringer off).
- Students shall avoid classroom disruptions, by not displaying, using, or activating the data access portion of their wireless communication devices during the instructional day unless instructed to do so by the teacher and/or authorized school personnel. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity. Unless using its data access capabilities for instructional purposes as directed by their teacher and/ or authorized school personnel.
- The school is not responsible if a student's wireless communication or any electronic device is lost or stolen.

Utilization of the Internet and Inappropriate Use of Computers:

While exercising the right to use available technology, students must be aware of their responsibility as users. The following are examples of improper uses of technology and are violations of the Code of Student Conduct:

- Using the network to send or receive obscene or lewd material;
- Using the network to make threats against anyone or the school;
- Sending electronic mail that threatens to do bodily harm to another student that might be considered assault or cyberbullying;
- Downloading pirated software (comparable to stealing);
- Willfully and knowingly obtaining unauthorized access to or "hacking" into the school's computer system (constitutes vandalism);

- Using, without authorization, school property, a school computer or other electronic device, and damaging a school's computer system or causing the computer to "crash" (constitutes a "computer-related" crime leading to criminal charges). These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level infraction under the Code of Student Conduct.

Discrimination, Harassment, and Bullying

Equal Educational Opportunities

CIVICA Colorado adheres to the Weld RE-5J School District nondiscrimination policy. Every student shall have equal educational opportunities through programs offered in the school regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability or need for special education services. This concept of equal educational opportunity shall guide decisions related to facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

Sexual Harassment

Sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. The school shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Sexual harassment may include, but is not limited to:

1. sex-oriented verbal "kidding," abuse or harassment,
2. pressure for sexual activity,
3. repeated remarks to a person with sexual implications,
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another,
5. suggesting or demanding sexual involvement, accompanied by implied/ or explicit threats,
6. sexual violence.

Reporting, Investigation and Sanctions of Sexual Harassment

Students are encouraged to report all incidences of sexual harassment to either a teacher or principal and file a complaint, through the complaint and compliance process. All reports and indications from students, employees and third parties shall be forwarded to the compliance officer.

All matters involving sexual harassment reports shall remain confidential to the extent possible, as long as doing so does not preclude the school from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon

the individual's status or affect grades. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities.

Bullying and Other Forms of Harassment

CIVICA Colorado is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying, cyber-bullying, sexual harassment, sexting or hazing.

DEFINITIONS:

1. **Harassment, Intimidation, and Bullying** shall mean any unwelcome written, verbal, non-verbal expression, or physical act or gesture directed at a student, staff member, or volunteer that has the effect of any or all of the following:
 - a. Physically, emotionally, or mentally harming a student, staff member, or volunteer;
 - b. Damaging, extorting or taking a student's, staff member's, or volunteer's personal property;
 - c. Placing a student, staff member, or volunteer in reasonable fear of physical, emotional or mental harm;
 - d. Placing a student, staff member, or volunteer in reasonable fear of damage to or loss of personal property; or
 - e. Creating an intimidating and/or hostile environment that substantially interferes with a student's educational opportunities or the ability of a staff member or volunteer to perform his or her duties.
2. **Cyber bullying** shall mean any harassment, intimidation or bullying, as defined above, when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, email, text, or instant messages, social networking sites, internet video sites, personal websites, or blog postings.
3. **Sexting** is defined as a student using a cell phone or other electronic device to send or solicit photos, videos, or messages that are sexual in nature to another student. If the offender is 18 or older, it may become a child pornography crime.
4. **Hazing** is any action taken or situation created intentionally that causes:
 - a. Embarrassment, harassment or ridicule;
 - b. Endangers the mental and/or physical health of a student;
 - c. Causes actual emotional and/or physical harm; or,
 - d. Soliciting, directing, aiding, or otherwise participating actively or passively in any/all of the above acts.
5. **Attempts, Solicitation or Conspiracy** – Any student who takes substantial steps towards engaging in, solicits another person to engage in, or conspires with others to engage in harassment, intimidation, bullying, cyber bullying, sexting or hazing shall be regarded for

purposes of this policy in the same way as if the person had been successful in completing the act themselves.

Reporting and Investigation Procedure

Students who believe they have been a victim of harassment or bullying, or witnessed another student being harassed or bullied, are encouraged to report the incident/complaint to a staff member. A parent may also initiate a complaint to a staff member. Any staff member who receives a report of harassment or bullying, or witnesses such an activity, shall promptly forward the report to a building administrator. The building principal or his/her designee will gather and review the information to determine if the alleged bullying or cyberbullying conduct occurred. After the information has been gathered, Administration will determine the appropriate action to ensure the conduct ceases. Actions taken are intended to change the behavior of the perpetrator, restore a positive climate, and provide support for victims and others impacted by the violation. Parents/guardians of both the victim and the accused will be informed.

CIVICA participates in the Colorado Safe2Tell program and provides students and parents/guardians with ways to contact Safe2Tell in order to file a complaint of bullying and/or harassment in school. Safe2Tell Colorado gives individuals a way to anonymously report instances of students who are being bullied, harassed or hurt at school. To contact Safe2Tell Colorado, call 1-877-542-7233 or visit the website at <https://safe2tell.org/>.

CIVICA Colorado

2022-23 Parent/Student Handbook Acknowledgment

We have read the CIVICA Colorado Parent/Student Handbook. My student(s) and I understand and agree to cooperate with all of the policies contained herein. As a parent/guardian, I understand the importance of the CIVICA Colorado Parent/Student Handbook and have explained it to my student(s) in detail.

My student(s) and I agree to adhere to the policies and regulations of the Parent/Student Handbook including the School Rules, Expectations and Student Code of Respect. I understand that failure to follow school regulations and policies will jeopardize my student(s)'s eligibility to register for the following academic year, or perhaps may result in dismissal from CIVICA Colorado by the governing body of the school.

Student(s)'s Name(s) (Please Print)

Grade(s)

Parent(s)'s/Guardian(s)'s Name(s) (Please Print)

Parent's/Guardian's Signature

Date

CIVICA COLORADO

Support Summary

Meeting Date: July 7, 2022

Agenda Item: 4d – Discussion and Possible Action to Approve the 2022/2023 Employee Handbook

Number of Enclosures: 1

SUBJECT: 22-23 Employee Handbook

☒ **Action**
☐ **Appointments**
☐ **Approval**
☐ **Consent Agenda**
☐ **Information**
☐ **Public Hearing**
☐ **Regular Adoption**

Presenter (s): Principal McOuat

Recommendation:

Proposed wording for motion/action:

Move to approve the 22/23 Employee Manual.

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-10 Minutes

Background: Updates have been made to the Employee Manual for the 22/23 school year. The updates have been highlighted within the accompanying draft under the following headings:

- **Community Relations**
- **Business Hours**
- **Internal Announcements and Emails**
- **Weekend/Evening**
- **Budgeting and Purchase Procedures**
- **Leave of Absence**

Submitted By: Staff



CIVICA

COLORADO

COLLEGE AND CAREER ACADEMIES

Proud Member of the CIVICA Network

Employee Manual

2022-23



Home of the Eagles

Purpose of This Manual

This manual has been prepared to inform you about CIVICA Colorado's employment practices and policies, as well as the benefits provided to you as an employee, and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

Please don't hesitate to ask questions regarding the policies contained in this Manual. Your supervisor will gladly answer them.

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

CIVICA Colorado's policies, benefits, and rules, as explained in this Manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, the updated information will be available to employees through the school office.

CIVICA Colorado Mission

"Through strong and consistent character development, core academics delivered by passionate and skilled instructors, and industry-specific courses taught by industry professionals to develop college and career readiness, CIVICA students will be prepared and responsible members of their community."

CIVICA Colorado Vision

"CIVICA Colorado will provide a character-driven, academic and career-oriented education that prepares students to become responsible members of their community."

Notice

The policies in this Manual are to be considered as guidelines. Nothing in this Manual or in any other CIVICA Colorado (hereinafter “CIVICA”) policies, guidelines, practices, or handbooks is intended to create any contractual obligation. The employment relationship between CIVICA and its employees is **at-will** and can be terminated with or without cause and with or without notice, at any time, at the option of either CIVICA or the employee.

CIVICA 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. Any such action shall apply to existing as well as future employees. No one, other than the CIVICA Board of Directors, may alter or modify any of the policies in this Manual. 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 Employee Manual be found to be unenforceable or invalid, such finding does not invalidate the entire Employee Manual, but only the subject provision.

All employees of CIVICA are expected to read and understand the contents of this employee manual.

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About CIVICA

CIVICA provides a traditional middle school program with a strong focus on the core subjects. High school students at CIVICA will continue their academic training as they also choose a career pathway to complete an academic and experiential (project-based learning) education that suits their interests and aptitude. CIVICA believes strongly in the 3 R's approach to learning, and has built the program around, Rigor, Relevance, and Relationships. CIVICA is an academically challenging school teaching real-world knowledge and skills, while growing character-driven students that have a sense of their role in the CIVICA family and in our community.

Personnel Administration

The task of handling personnel records and related personnel administration functions at CIVICA is assigned to different entities as dictated by the human resources department. Personnel records related to payroll and benefit administration will be handled by the human resources department. All other personnel records will be handled by the CIVICA Office Manager or CIVICA's contracted human resources department. Questions regarding personnel files may be directed to the CIVICA Office Manager or CIVICA's contracted human resources department.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits, and other matters. You are required to notify the applicable party (either the human resources department or the CIVICA Office Manager) immediately if you have a change in any of the following:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license
9. Military or draft status
10. Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under CIVICA's benefits package could be negatively affected if the information in your personnel file is incorrect. You are permitted to view the information kept in your own personnel file (unless otherwise restricted by law) and can request and receive copies of all documents you have signed. For access to your personnel file, please make arrangements with the human resources department or with the CIVICA Office Manager.

Employment Classifications

At the time you are hired, you are classified as either full-time, part-time, or temporary and are also told whether you qualify for overtime pay. Please refer to information from the human resourced department regarding benefits eligibility to determine what, if any, benefits you are entitled to. Policies described in this Manual and communicated by CIVICA apply to all employees, with the exception of certain wage, salary, and time-off limitations that apply only to non-exempt employees (see below for definition). If you are unsure of which job classification your position fits into, please ask your supervisor.

Full-Time Employees

A full-time employee works, on average, a minimum of 30 hours per week.

Part-Time Employees

An employee who works, on average, less than 30 hours per week is considered a part-time employee.

"Non-Exempt" and "Exempt" Employees

At the time of hire, all employees are classified as either "exempt" or "non-exempt." By law, non-exempt employees are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty hours (40) per work week, whereas exempt employees are not eligible to receive overtime pay.

Exempt employees include teachers, the Principal, professional staff, technical staff, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. Each employee will be informed of his or her exempt status at the time of hire, transfer, or promotion. Any questions regarding your exempt status should be directed to your supervisor.

Job Descriptions

We maintain a job description for each position in CIVICA. Please review the job description given to you at the time of hire. If you have any questions or concerns please schedule an appointment with the Principal.

Employment Policies

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Manual.

At Will Employment

All employment and compensation with CIVICA is "at will," which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either CIVICAColorado or yourself, except as otherwise provided by law.

Business Hours

Our regular operating hours are 6:30 a.m. to 3:30 p.m., Monday through Friday. Your particular hours of work and the scheduling of your lunch period will be determined and assigned by the Principal.

Teaching staff are expected to be in the building and ready to begin their job responsibilities by 7:00 a.m. Instruction should begin promptly at 7:30 a.m. and students arriving late should be marked as tardy. Teaching staff are also expected to remain in the building until 3:00 p.m. to fulfill contract hours.

CIVICA will do its best to limit events that go beyond regular operating hours. However, there will be times when staff are expected to work outside of these hours. Staff will be notified when these exceptions occur.

Excessive Absenteeism or Lateness

Other than for a requested leave of absence, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to CIVICA as an absence. Three (3) such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness, or leaving early may lead to disciplinary action.

Record of Absence or Lateness

If you are absent because of illness or if there is a pattern of frequent absences, you may be required to submit written documentation from your doctor. If you are absent five (5) or more days in a 90-day period because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. Should you be asked to submit documentation from your medical provider, you should submit this documentation directly to the Office Manager.

Community Relations

The success of CIVICA depends upon the quality of the relationships between CIVICA, our employees, our parents, our students, and the general public. In a sense, regardless of your position, you are CIVICA's ambassador. The more goodwill you promote, the more our school community will respect and appreciate you and CIVICA. Nonetheless, no employee is to act as a spokesperson or give an official comment on any CIVICA programs or policies unless authorized in writing. All staff will participate in 10 hours of marketing to promote the school and help with enrollment.

Equal Employment Opportunity

CIVICA is committed to the principles of equal opportunity employment in any term, condition, or privilege of employment, and employment decisions are made on the basis of merit. CIVICA does not discriminate against applicants or employees on the basis of race, color, ancestry, creed, gender, sexual orientation, religion, national origin, marital status, age, disability, genetic characteristics, veteran status, or any status as protected by federal, state, or local law. All

employment decisions are based solely upon an individual's qualifications and capabilities, which must satisfy the reasonable requirements of the positions under consideration, including education, experience, demonstrated competence, and when applicable, certification requirements. 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. If you observe a violation of this policy, you should report it immediately to the Principal, your supervisor, CIVICA's contracted human resources department, or the Chairperson of the Governing Board.

Harassment/Discriminatory Behavior

CIVICA is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The school is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of race, color, ancestry, creed, gender, sexual orientation, religion, national origin, marital status, age, disability or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any school program or activity on the basis of race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, age, disability or need for special education services. Discrimination against employees and applicants for employment based on age is also prohibited in accordance with state and federal law. The following shall be objectives of this school:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he lives.
5. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or discrimination in violation of school policy.

Harassment is Prohibited

Harassment based on a person's race, color, ancestry, creed, gender, sexual orientation, religion, national origin, marital status, age, disability or need for special education services, is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of CIVICA

facilities and programs. All CIVICA employees have the responsibility to ensure that harassment does not occur at any CIVICA activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, age, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school.

Reporting Harassment

Any employee, applicant for employment who believes he or she has been a victim of unlawful discrimination or harassment shall file a complaint with the School Administrator or with CIVICA's contracted human resources department. In addition, if you observe harassment by another employee, supervisor, manager or non-employee, you are required to report the incident immediately to the Principal or CIVICA's contracted human resources department. Appropriate action will be taken in response to violations of this policy.

Interim Action

When appropriate, CIVICA shall take interim measures during the investigation of a harassment report to protect the alleged subject of the harassment from further harassment or retaliation.

Investigation

CIVICA shall take appropriate action to investigate allegations of harassment, to end unlawful harassment that exists, to prevent the recurrence of unlawful harassment and to prevent retaliation against the individual making the report and anyone participating in the investigation of such allegations, as well as to restore lost educational opportunities to the harassed student or employment opportunities to staff.

In addition, any student or employee who engages in harassment of another student or employee shall be disciplined according to applicable CIVICA policies. Steps shall also be taken to ensure that victims of, and witnesses to, harassment are protected from retaliation. Further, students or employees who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment for staff.

In cases involving potential criminal conduct, a determination will be made as to whether appropriate law enforcement officials should be notified.

No student, employee, or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment will be kept confidential.

Sexual Harassment

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

A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the CIVICA staff to harass another staff member or students through conduct or communications of a sexual nature. All staff members of CIVICA are charged with the duty of responsible implementation of this policy.

The following definition shall apply as sexual harassment. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

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

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

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

Staff members who believe they have been subject to sexual harassment should report the incident to the school administrator through use of the accompanying grievance procedure. If the alleged harasser is the school administrator, with whom a grievance routinely would be filed, the staff member may file the grievance with the CIVICA Governing Board and/or CIVICA's contracted human resources department.

All matters involving sexual harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments.

Sexual Harrassment Grievance Policy

1. Staff members who believe that they have been subject to sexual harassment should:
 - a. Report the incident to the Principal who will inform CIVICA's contracted human resources department. Or,
 - b. Report the incident directly to the CIVICA's contracted human resources department.

The Principal or the School's Governing Board will investigate the reported incident.

2. The Principal or the human resources department will attempt to resolve the problem, if warranted, in an informal manner through the following process:
 - a. They will investigate and respond to the complaint in a timely manner.
 - b. They will confer with the charging party in order to obtain a clear understanding of the basis of the complaint.
 - c. They will then attempt to meet with the charged party in order to obtain a response to the complaint.
 - d. They may hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses if available.
3. On the basis of the investigation into the situation, the Principal or the human resources department may:
 - a. Attempt to resolve the matter informally through conciliation. Or,
 - b. Report the incident and transfer the record to the Governing Board and/or CIVICA's contracted human resources department and so notify the parties.
4. After reviewing the investigation record made by the Principal, the Governing Board and/or CIVICA's contracted human resources department may attempt to gather any more evidence necessary to decide the case and thereafter impose any sanctions deemed appropriate including a recommendation to the Board for disciplinary action.

Emergency Response

CIVICA will adhere to all emergency response procedures as outlined in CIVICA Emergency Operations plan.

Threat of Violence

Employees are expected to adhere to the following protocol in the event a threat of violence has been made against any other person in the school.

1. When a person tells you that another person has made a threat of violence against him or her, take the threat seriously.
2. Try to get as much detail as possible about what was said and in what context.
3. Notify the Principal about the threat. Document all facts and share with administration.
4. If weapons were mentioned, the Principal will examine the backpack, locker, desk, or clothing of the person who made the threat.
5. Make sure the threatened person feels safe and is willing to be by him- or herself. If not, let the administration know.
6. Notify the parents of any student receiving a threat and the student making the threat.
7. Follow up on any discipline or reporting procedures as necessary.

Furthermore, CIVICA will adhere to all safety and emergency protocols as outlined in the Emergency Operations plan.

Health Examinations

CIVICA reserves the right to require an employee to participate in a health examination or drug screening to determine the employee's fitness to perform his/her essential job functions. All such health exams and screenings shall be paid for by the school and shall remain confidential.

Outside Employment

CIVICA expects all full-time employees to treat their position at CIVICA as their primary employment. Outside activities should not interfere with your ability to properly perform your job duties at CIVICA.

If you are a full-time employee thinking of taking a second job, notify your supervisor immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at CIVICA nor pose a conflict of interest. An example of work that would constitute a conflict of interest would be tutoring students of CIVICA for a fee.

Workers' Compensation

Workers' Compensation will be handled in accordance with CIVICA policy. The policy is included here for completeness.

If you are injured on the job, you must notify your supervisor within four working days of the accident. It is your responsibility to complete your portion of the "Employee's Report of a Work-Related Injury" form provided by your supervisor. This form must be completed regardless of whether or not you require medical attention.

Workers' compensation only covers work-related injuries sustained in the performance of your job. If you require medical attention, you must be treated by the school's designated provider to be eligible for benefits.

If you seek medical treatment other than the designed provider for your work-related injury, the costs of that treatment may not be covered by workers' compensation, and you may be required to pay for those expenses. Please contact the CIVICA Business Office if you have specific questions about workers' compensation or how to report an injury.

PERA

All employees of CIVICA shall be members of the Public Employee Retirement Association and subject to its requirements. CIVICA shall be responsible for the cost of the employer's share for any contributions for employees of CIVICA. Contributions to PERA will be made in accordance with PERA guidelines.

Standards of Conduct

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are

noted below. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor for an explanation. All teachers and staff must use good judgement and exercise caution when meeting with students both at school and off campus. Faculty and staff are expected to understand the delicate nature of working with minors and should act appropriately toward students and parents.

Meetings

The goal of all faculty/staff meetings is to create an avenue for communication among staff and administration as well as to provide opportunities for valuable staff development. Staff meetings will be scheduled weekly, either morning or afternoon. Attendance at faculty meetings is required. School-wide faculty meetings will be held as scheduled and staff will be notified in advance. Absence from a faculty meeting must be authorized by the Principal 24 hours in advance. Unauthorized absences from faculty meetings can result in disciplinary action.

Professional development activities will also be scheduled for staff. Professional Development times are designed to provide staff with new information and strategies to implement in the classroom and to help all of us define our roles as professional educators at CIVICA Colorado. The expectation for all staff during our professional development time is to be engaged, respectful, and to model the behavior that you would expect in your own classroom. As an administrative team, we embrace the challenge of seeking out quality educational experiences that will support all of our professional growth.

Back to School Night and Parent Teacher Conferences

All staff members are required to attend Back to School Night. Additionally, teachers will help contact and schedule individual parent meetings to be held within the school year time frames as advised by the Principal. Parent teacher conferences are opportunities to ask questions and review evidence of student growth based on the collected body of evidence. Teachers are responsible for informing parents and guardians of the results of their child's assessment scores along with other internal, formative and summative assessments. Teachers should work collaboratively to help parents and students to have a greater understanding of why and how assessments are used.

Internal Announcements and Email

Electronic communication will be utilized for the bulk of day-to-day shared information in an attempt to limit the time and frequency required for face-to-face staff meetings. Employees are responsible for reading their email at the start of each day and prior to leaving for the day **and will respond to staff and parent emails within 24 hours.** Under rare occasions you may be asked to read an important announcement from administration, which will be announced via radio. When notices are sent to your room, please give them immediate attention. We will disturb you only when absolutely necessary.

Parent Communications

Contacting all students' parents for a positive conversation is a part of your regular practice. Teacher to parent communication can take on many forms including electronic and printed newsletters, classroom/teacher web page, individual parent phone calls and emails. When teachers have concerns, or are seeing a pattern develop that will lead to concerns, parent contact

must be initiated by the teacher. If a parent contacts a teacher via email, the expectation is for the teacher to respond to the parent within 24 hours.

Accident or Illness

Be careful to observe general first aid precautions. Accident forms are made for children injured at school. Teachers are to fill out accident forms regardless of the seriousness of the accident. The accident forms can be obtained in the office. NEVER give a child any medication (Tylenol, cough drops, etc). If a child shows symptoms of illness or complains of not feeling well, notify the school office. IN NO CASE should a teacher send a child home without first consulting the office. A sick child will be sent home through the nurse's office.

Cell Phone Use

CIVICA staff members should limit their cell phone use for their planned breaks or meal periods. CIVICA staff should not use their cell phones during classroom instruction time or in the presense of students during school hours, unless there is an emergency. Personal calls can be made in a classroom when no students are present or in the Teacher's Lounge.

Work Rules and Performance Standards

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. You are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including possible termination.

Job Performance- employees may be disciplined, up to and including possible termination, for poor job performance, as determined by CIVICA and set forth in this handbook. 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

Misconduct- employees may also be disciplined, up to and including possible terminations, for misconduct. Some examples of misconduct are as follows:

- Abuse, misuse, theft, or the unauthorized possession or removal of CIVICA or school district property or the personal property of others
- Falsifying or making a material omission on CIVICA 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, attempted bodily injury, 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
- Marking or signing the time sheet of another employee or knowingly allowing another employee to mark or sign your time sheet

Alcohol, Drugs, and Controlled Substances

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty or on CIVICA property is prohibited. In addition, off duty conduct that may adversely affect the reputation or interest of the school is prohibited. Violation of this policy will result in disciplinary action, up to and including possible termination.

If a staff member suspects that a student or other individual on school grounds may be under the influence, the staff person should contact the office immediately and request an administrator. An administrator will report to the room to escort the individual to the office and conduct an investigation into the matter. Administration can choose to request a drug test of teachers and/or staff members if there is reasonable suspicion the teacher/staff member is intoxicated. Drug testing can be requested with documented grounds of reasonable suspicion that may occur while teachers and/or staff are performing daily duties campus or off campus during school sponsored events.

“Reasonable suspicion” means behavior, appearance, bodily odors, or speech that lead a supervisor or administrator to reasonably suspect that the employee is impaired by illegal drugs or alcohol or is using illegal drugs or alcohol during working time or on the school’s property. Included but not limited to, such suspicions may be based upon:

- Behavior: unable to stand, unsteady on foot, drowsy/sleepy/lethargic, agitated/anxious, hostile/withdrawn, unresponsive/distracted, tremors/shakes, flu-like illness complaints, paranoid/suspicious, hyperactive/fidgety
- Appearance/bodily odors: flushed complexion, sweating, cold/clammy sweats, bloodshot eyes, watery eyes, dilated or constricted pupils, unfocused/blank stare, disheveled clothing, unkempt grooming, smells of alcohol/marijuana.
- Speech: slurred or incoherent speech, stammering, nonsensical or inappropriate speech (cursing)

If a supervisor or administrator has reasonable suspicion that an employee is intoxicated, the employee will be driven to a test site for a drug test. An employee will not be allowed to drive if it is suspected that he/she is intoxicated. CIVICA will contract with an occupational health provider to administer drug/alcohol tests.

If the employee passes the test successfully, the employee will be allowed to return to his/her regular work duties. If the employee does not pass the test successfully or refuses to take a test, transportation will be arranged for the employee to return home or transported for medical care if necessary, and the employee could face disciplinary action, up to and including possible termination. Law enforcement will be contacted for additional support as required.

Tobacco and Marijuana Products

Smoking, vaping, or use of any tobacco products is prohibited in the building and on the property (including the parking lot). Staff is expected to set a positive example for students concerning the use of tobacco (smoking or chewing), e-cigarettes and marijuana by following the school policy and state laws regarding tobacco and marijuana possession and use. The use of tobacco, e-cigarettes and marijuana by staff is also prohibited also during all school sponsored activities,

even those off of school property. The use of tobacco, e-cigarettes or marijuana while driving or sitting in school or district owned vehicles is prohibited, both on and off of school property. In order to be healthy role models for students, school staff is discouraged from any visible possession or use of tobacco, e-cigarettes or marijuana during work hours.

Social Media Policy

The following policy governs employee use of social media, including any online tools used to share content, profiles, opinion, insights with others such as personal web pages, message boards, networks, communities and social networking websites, including but not limited to Facebook, Instagram, Twitter, and LinkedIn as well as weblogs (“blogs”). The lack of explicit reference to a specific site does not limit the application of this policy.

The School respects the rights of all employees to use media for self-expression. However, the School also has an interest in protecting its image, goodwill, and reputation in the community. For this reason, the School expects employees to conduct themselves in a professional manner and exercise good judgment when using social media, social networking sites and/or blogs.

Therefore, employees are strictly prohibited from the following:

- Listing their School e-mail address or School-issued phone numbers unless the social media, social networking site or blog is used solely for School business and has been authorized by the Principal;
- Using any social media, social networking, blogs or other form of online publishing or discussing activities while on School time, property or business except if it is being done for School business and with the written permission of the Principal;
- Posting any material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, or hateful to another person or entity;
- Posting or using a picture or likeness of an administrator, supervisor, or co-worker without that individual’s express advance permission or of a student or student’s family member without a written, signed media release;
- Engaging in activity that reflects or may reflect negatively on the School, its affiliates, vendors, employees, students, or student’s family members, or contains any content prohibited by the School’s policies and procedures; and
- Employees will not have ongoing online associations (friending, following, etc.) with current students and will not communicate through social media with current students without having a parent or guardian also involved in each message sent or received.
 - If an employee receives a social media message from a current student, the employee will forward the message to the student’s parent or guardian and notify the principal.

- Employees will not use text message, instant message, or other short message services to communication with current students at any time.
- Teachers may communicate electronically with students via the School Information System.

Employees engaging in use of social media, social networking and blogging activities are subject to all of the School policies and procedures, including but not limited to the School's policies on (1) protecting the confidentiality of School information, (2) safeguarding School property; (3) the prohibition against unlawful discrimination and harassment; and (4) the use of the School's electronic systems.

Employees are expected to remain respectful of the School, administrators, students and co-workers, and other educational institutions and should not post any material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful or embarrassing to another person or entity, and should not engage in activity that reflects or may reflect negatively on the School, its affiliates, employees, clients, partners, vendors and suppliers, or contains any content prohibited by the School's policies and procedures.

Employees should have no expectation of privacy while using online social media, social networking sites and/or blogs. Employees should expect that any information created, transmitted, downloaded, exchanged or discussed in online media, social networking sites and/or blogs may be accessed by the School at any time without prior notice. Employees are personally responsible for the commentary they express and the material they post while engaging in online social networking and blogging activities.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Resolving Problems—Grievance Procedure

If you have a problem or issue with a co-worker or a school policy, we encourage you to handle this issue directly with those involved. It is best to resolve problems right away. Please note that this general grievance procedure does not apply to issues regarding unlawful harassment and discrimination, including sexual harassment, and any complaints regarding those policies should be handled as noted above. For a general grievances issue, you can take the following steps:

- (1) Address the situation directly with the other person(s) involved. If the problem or issue is not resolved proceed to #2;
- (2) Enlist the assistance of an administrator to assist in facilitating a resolution. If the issue regards the Principal, the employee should take that concern to the Chairperson of the Governing Board. If the problem or issue is not resolved proceed to #3;
- (3) Prepare a written grievance for the Principal, who then reviews and acts upon that grievance as appropriate. If the problem or issue is not resolved proceed to #4; and

- (4) Prepare a written grievance for the School's Governing Board, who then may choose to hear additional information at a Board meeting and will ultimately make a final decision, not subject to appeal.

Disciplinary Actions

To ensure safety and security and to provide the best possible work environment, CIVICA expects all staff to follow the policies and procedures as outlined in this manual. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, and CIVICA will not follow any set form of progressive discipline. Levels of staff disciplinary action will be based on each circumstance as they occur and could include any of the following: verbal warnings, written warnings, fines, suspensions, termination of employment, or other measure deemed appropriate and necessary by CIVICA administrators or Governing Board. If written warnings are utilized, they will include the reasons for the supervisor's dissatisfaction and any supporting evidence.

However, the following is a list of actions that could result in immediate termination without notice:

- For failure to perform the duties required, or for a transgression which compromises the safety of anyone at the School or which involves conduct that is disruptive to the operation of the School or the academic advancement of the School. In such cases, the School may require the employee to immediately leave the School premises and cease all activity at the School;
- Gross misconduct or acts of criminal conduct;
- Insubordination;
- Failure to complete daily responsibilities such as lesson plans, grading, and/or parent conferences;
- Participation in illegal or questionable activities that would reflect poorly on the School, or, inappropriate language or conduct within the presence of students.
- Falsification of employment records, employment information or other records;
- Recording the work time of another employee, allowing any other employee to record the employee's work time, or allowing falsification of any time record, whether yours or another employee's;
- Theft or the deliberate or careless damage of any company property or the property of any employee or student;
- Possessing, distributing, selling, transferring or using or being under the influence of alcohol or illegal drugs in the workplace;
- Carrying firearms, weapons or dangerous substances at any time, on premises owned or occupied by CIVICA, unless state law provides otherwise;
- Using abusive or threatening language at any time during working hours or while on premises owned or occupied by CIVICA;
- Absence of three (3) consecutive scheduled workdays without notifying CIVICA;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including meal and rest breaks;
- Abusing or misusing paid sick leave;
- Failing to provide a certificate from a health care provider when requested or required to do so in accordance with applicable law;

- Working overtime without authorization or refusing to work assigned hours;
- Violating any safety, health or security policy, rule or procedure of the Company; and
- Committing a fraudulent act.

Contractual Expectations

Suspected Child Abuse Policy

All school employees are mandated reporters. CIVICA employees shall abide by all state, local and federal law regarding the reporting of suspected child abuse and neglect. All staff are responsible for understanding and being informed of current laws and regulations regarding suspected child abuse and neglect. As such, the following law in Colorado is applicable:

Colorado Revised Statute 19-3-304 states that a school employee “who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department or local law enforcement agency or through the child abuse reporting hotline.”

At CIVICA the protocol is as follows:

1. The staff member is required to inform the school district’s Department of Human Services by calling the hotline at (844) CO-4-Kids or (844) 264-5437, or by filling out the Weld County Child Protection Referral Form and submitting it via email to HS-Screening@co.weld.co.us or via Fax to 970-346-7698.
2. Staff members are not to contact the parents/guardians regarding the alleged allegations.
3. The staff member should notify the Principal of the concern. The Principal of CIVICA will require the reporting staff member to document the information in writing giving clear and specific details. Any documentation of reports must be based on fact.
4. If the alleged perpetrator is a staff member, law enforcement must be notified.
5. If a student or a staff member threatens that they want to hurt or kill themselves, stay with them and contact the Principal or his/her designee immediately.

Student Supervision

In order to assure the safety of the student body and to minimize the amount of building misuse, it is critical that students are supervised during unstructured time periods. Drop-off begins at 7:15 a.m., and teachers are expected to be ready to receive students at that time. This allows students to get inside out of the weather and prepare themselves for the expected 7:30 a.m. academic start to the day.

If you need assistance at any time with student supervision, please make sure to consult with a colleague and inform school leadership if you need additional support. We also understand that there is an enormous amount of learning that needs to take place during the school day and every minute of direct instruction needs to be utilized to meet the rigorous demands for student growth for which we are all held accountable. Minimizing lost instruction time by intentionally reducing the time spent during transitions is an easy way to increase student time on task. For example, transitions to recess, lunch, specials, etc. are all areas of which to be mindful.

Teachers must obtain prior approval from CIVICA Administration before leaving the building during regularly scheduled work hours. Prior to leaving the building, Teachers must notify the receptionist in the office. This will allow the secretary and administration the information they need to answer questions that arise and support your safety and our school's security.

Assemblies, Field Trips and Special Events

Teachers are responsible for the supervision of their students during all assemblies, field trips, and special events. It is the teacher's responsibility to adhere to school policy when arranging for chaperones and volunteers. Staff members can recruit parents and patrons to volunteer, but must send the parent/patron to the office to get an application so a background check can be completed prior to the parent/patron can begin volunteering in the school. A list of volunteers who are eligible will be made available to staff members.

Field trip request forms are available in the front office or in a shared documents folder. Field trip request forms must be processed at least one month prior to a field trip. Requests for a field trip must be forwarded to the Principal with a copy to the Receptionist/Registrar.

Parent/Guardian permission slips are required to be kept on file every time a student is taken off CIVICA school grounds. A copy of the signed permission slip must be turned into the elementary office and a copy must travel with the teacher on the trip. The permission slip contains emergency contact information and any relevant emergency medical information.

Coverage for Extracurricular Events

It is an expectation of CIVICA that all staff help to supervise evening and/or off hour events that help showcase our students work and performances. Individual teachers may also develop/create opportunities for community engagement to display childrens' work and promote their program. Community engagement events are a regular part of CIVICA's marketing practices and staff are strongly encouraged to attend as part of their professional responsibility.

Taking Students Out of the Building

Any staff member wishing to take students out of the building for any reason other than regularly scheduled activities must notify the front office of where they will be. A follow-up contact with the CIVICA Receptionist/Registrar is required to ensure that the office staff is aware of the location of the teacher and the students in case of an emergency.

Personal Appearance

It is the expectation that the staff of CIVICA dress in a professional manner. As a collective staff, we need to collaboratively work on our expectations for the students as well. We need to be willing to step up our dress during school hours. If we want to be seen as professionals, we need to be willing to dress in a professional manner.

Business casual with a CIVICA Logoed shirt will be worn Monday through Thursday. Blouses, polos and button ups are acceptable for the female staff. Male staff may wear polos or oxford style shirts that are logoed. Appropriate jeans (no holes and dark in color) should be reserved for Friday dress down days and accompanied by appropriate "CIVICA Logoed" or collegiate wear to show your school spirit. Any questions regarding appropriate attire should be directed to the

Principal of CIVICA. Failure to dress appropriately can lead to guidance from administrative stop and possible disciplinary action.

Personal Property

Employees should not bring large sums of money, jewelry or other valuables to work. Personal property that is brought in to the school should be kept in a secure place, and CIVICA is not responsible for personal property that is lost, damaged, stolen, or destroyed. Additionally, Employees park at their own risk and CIVICA will not be responsible for theft or damage to any vehicles parked on or near CIVICA property. Also, CIVICA will not be responsible for personal property left in vehicles that is lost, damaged, stolen or destroyed.

Access to CIVICA Property

CIVICA reserves the right to access teacher classrooms, work stations, filing cabinets, desks, packages sent to the school, and any other school property at its discretion with or without advance notice or consent.

CIVICA reserves the right to access the internet activity of any staff member conducted using the CIVICA network, as well as any information stored on CIVICA computers, and any voicemails or other communications conducted using CIVICA telephones. CIVICA staff members are expected to limit their internet and phone use to work-related activities. CIVICA staff does not have any expectation of privacy in the use of CIVICA property, including internet servers, computers, email or any other modes of communication or storage.

Weekend/Evening Use of the Building

You need permission from the principal to be here after 4:00 pm and before 6:00 am. Staff are asked to be extra attentive to making sure the building is secure before leaving when they have entered the building during off hours. If you have unlocked it or turned on lights, these items are your responsibility before you leave. Lost keys may result in re-keying of locks with the expense potentially being billed to the staff member. DO NOT let any student or other family member use your keys. The building has an alarm system and it is your individual responsibility to know how to disarm and alarm the system. **No pets are allowed in the building.**

Employee/Vendor Interaction

The following policy applies to employees that are involved in the procurement of goods and/or services from outside vendors or the awarding and administration of contracts for goods and/or services on behalf of the school, its employees and/or students:

1. No employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 - a. the employee, officer, or agent;
 - b. any member of the immediate family;
 - c. his or her partner;
 - d. an organization which employs or is about to employ one of the above.

2. Employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
3. Disciplinary action will be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. The level of discipline will depend upon the nature of the violation.
4. Regardless of procurement method, the following factors will be determined regarding allowable costs:
 - a. Whether the costs are necessary and reasonable for proper and efficient administration of the program(s);
 - b. Whether the costs are allocable to federal awards applicable to the administration of the programs(s);
 - c. Whether the costs are authorized and not prohibited under federal, state, and local laws;
 - d. Whether the cost avoids acquisition of unnecessary or duplicative items.

Budgeting and Purchase Procedures

Each teacher will receive a classroom budget of \$300. Teachers must submit requests for purchases to be made and the Principal must approve all purchases in advance. Once approved, the form is submitted to the Office Manager for further processing. Staff are required to request existing resources from a colleague or the main office before a purchase order is requested. Occasionally, sudden needs for the classroom will arise. Employees may bring special or emergency needs to the Principal for consideration.

Any fundraising activities must go through the proper process which includes being approved by the Principal. Money is not to be kept overnight in any office or classroom. The Office Manager can hold money in the safe overnight. Lost or stolen funds are the responsibility of the staff member to replace. The purchasing process is in place as a safeguard for the school and each staff member. Please adhere to the process for all transactions.

Expense Reimbursement

CIVICA recognizes that certain expenses are incurred by charter school employees in carrying out authorized duties. The governing body approves the reimbursement of necessary and reasonable pre-authorized expenditures consistent with Internal Revenue Service requirements and Colorado Law. All approval and reimbursement procedures must be followed prior to reimbursement. For information regarding expense reimbursement for staff traveling on approved charter school business, contact the office manager.

Intellectual Property

All work products created by employees during the term of their employment at CIVICA for use by/at CIVICA is the express property of CIVICA and the employee. This includes, but is not limited to, course syllabi, unit plans, lesson plans, supporting curricular documents, and program design materials. CIVICA shall have the indefinite right to use such works at its discretion and in any manner and CIVICA will retain ownership in the property in order to collaborate with

other teachers and schools within the CIVICA Educational Foundation system. The employee will retain ownership in the property but is prohibited from the use of the CIVICA name, logo or any other trademark or representation of CIVICA on such property or in the continued use of the property.

All material created, gathered, or otherwise received (including materials obtained at professional development training paid for by CIVICA) are the express property of CIVICA. All work products must be backed up on the school network server on a weekly basis to assure protection of and access to CIVICA's shared intellectual property.

Grants

Employees are encouraged to seek additional funds to support their work. Employees must, however, seek prior written approval from the Principal for any grant submissions.

Student Attendance Procedures

Teachers are required to maintain accurate, up-to-date attendance and tardy records. Within the first hour of the school day, teachers are required to enter their attendance/tardies into Infinite Campus. A student arriving to class after attendance has been taken must have their attendance changed from absent to tardy. Typically, students will check in with the office when they arrive late, and the Receptionist/Registrar will mark them as tardy; however, on occasion, this does not happen. Please confirm that your attendance records reflect the tardy. It is critical that our records accurately reflect the student's attendance and tardies.

Disciplinary Referrals

Classroom teachers are expected to handle minor disruptions in the classroom. After redirecting a student once or twice the teacher will refer the student to the office for a visit with an administrator. Administrators will refer to the Honor Code when handling conduct violations. Having students at school and in class is the school's top priority. When a student's behavior negatively affects the learning environment, natural consequences, such as failing the day's coursework, will be the preferred consequence. Disciplinary actions, depending upon the nature of the action and referral, may include based on the nature of the action a student warning (oral or written), parent notification, a written assignment, lunch detention, community restorations, in-school suspension, out-of-school suspension, or expulsion. Refer to the school's discipline policy for further information.

Grades and Report Cards

Teachers are expected to keep their grade books updated weekly. Final Grades must be entered in Infinite Campus and approved by the Principal or designee prior to leaving the building at the end of each grading period.

Compensation and Performance

Wage and Salary Policies

It is CIVICA's desire to pay wages and salaries that are competitive with other public schools in a way that will be motivational, fair and equitable, variable with individual and school performance, and in compliance with all applicable statutory requirements.

Performance Reviews

The principal will evaluate all teachers, campus administrators, and other staff on an annual basis. Administration and teaching staff will work closely together during the evaluation process to set and obtain professional development goals in order to improve teacher effectiveness and increase student achievement overall. All teaching staff receive at least one formal observation annually and that the evaluation includes the following requirements:

- Evaluation in alignment with quality standards defining an effective teacher
- The professional practice quality standards account for half of an educator's annual evaluation
- At least 50% of an educator's annual evaluation is based on Measures of Student Learning, including:
- Student Achievement: Grade level proficiency and content mastery, and
- Student Growth: Student growth percentile is used to compare student growth to their academic peers

Teacher evaluations will include the following components:

- Planning and delivering rigorous academic lessons
- Classroom environment expectations
- Professional responsibilities & leadership
- Blended learning
- Assessment of student instructional needs

Other support staff, such as clerical staff and teacher assistants will also receive feedback on their performance via in-house assessment tools and individual conferences with the principal or her designee. School staff performance will be continually improved through a number of strategies. Performance evaluations will be completed by the principal, or her designee, and will serve as the basis for continuing employment agreements.

Payroll

Employees of CIVICA are paid through via electronic bank transfer. Paychecks will reflect the employee's work hours, compute pay, deductions for federal, state and local income taxes, and any other adjustments as contained in applicable School policies.

Pay Period

Our payday is on the 25th of each month.

Termination

CIVICA requests that all employees terminating employment with CIVICA to provide thirty business days notice in writing to the School Administrator, the Office Manager or to CIVICA's contacted human resources department.

Time Cards/Records

By law, CIVICA is obligated to keep accurate records of the time worked by "non-exempt" employees. All employees are required to clock-in and clock-out in the front office of CIVICA. Clocking-in should be done immediately when the employee physically arrives inside of CIVICA, but not before their scheduled start time. Employees should not clock-in or clock-out for another

employee. Likewise, employees should not clock-in or clock-out while they are not physically at CIVICA.

Your time card/time tracking record is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card/time tracking record indicates when you arrived and when you departed. All employees are required to keep the office advised of their departures from and returns to the premises during the work day. You are responsible for your time card/time tracking record. Remember to record your time. If you make an error on your card/record, your supervisor must make the correction, which you and your supervisor must then initial.

Non-exempt employees are not permitted to work beyond their scheduled, paid work hours without pre-approval from their supervisor.

No one may record hours worked on another's card. Tampering with another's time card/time tracking record is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your manager immediately.

Benefits

The Benefits Package

Eligible employees of CIVICA shall be entitled to receive all voluntary and required fringe benefits, including but not limited to health, dental, and life insurance, as determined by the CIVICAColorado Board of Directors. These benefits will be organized by CIVICA and administered through the human resources department.

School Holidays

CIVICA provides paid holidays for full-time/exempt employees, and unpaid holidays for full-time/non-exempt and part-time employees. CIVICA observes the following paid holidays, which are also days on which the schools are closed to students:

- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving Day

School Vacations

School is closed to students during Summer Break (typically between June and August), Winter Holiday (typically 2 weeks during December and January), Thanksgiving break (typically 1 week), and Spring Break (typically 1 week in March or April).

The school calendar is announced before the start of each school year. CIVICA reserves the right to modify the school calendar at any time.

Leave of Absence Policy

Each instructional staff member receives **11 days** of PTO “personal time off” annually.

All non- hourly employees will be given five (5) days of PTO per school year.

Office staff will be given PTO days as follows:

- 12 month employee-10 PTO days during the school year and 10 PTO days during the Summer Break.
- 10 month employee-10 PTO days

If a teacher knows ahead of time that he or she will be absent for more than two days, teachers should fill out a leave request form 30-days prior to being absent and request for a substitute teacher as soon in advance as possible. Same day absence requests for substitutes must be made **prior to 6:00 a.m.** All employees are responsible for getting their own substitute and also must have back up sub plans on file with the front desk before the start of the school year and maintained throughout the year. It is not always possible to find substitutes on short notice and when substitutes are not available it impacts your colleagues who will now be covering your students. For emergencies, staff may request up to one-hour leave from the Principal directly, provided in-staff coverage can be found, the emergency absence can be approved.

Employees who have exhausted their allowance of PTO days during any given year are prohibited from taking any additional unscheduled days off, the violation of which may result in immediate termination or nonrenewal of contract.

Instructional staff may cash out 11 days per year of PTO using the following process. Pursuant to policy, instructional staff who are asked to return for the following school-year will be able to “rollover” all unused PTO up to a total of no more than 30 days accrued. There is an opportunity to “cash out” unused PTO. Only instructional staff are eligible to “cash out.” Instructional staff wishing to Cash-Out unused PTO days may do so during the first four (4) weeks of the school year by submitting the applicable form to the school office staff. The cash out percentage for unused PTO days is 80%. If more than five (5) PTO days were taken in any given year, there is no cash out option for that School year. There must be a balance of eleven (11) days remaining in the PTO bank following the Cash-Out of PTO. The maximum amount of days that may be cashed out in any given year is 11 days (the current year’s accrual). The School reserves the right to revise the PTO policies, including the rollover and PTO provisions, at any time, with or without notice.

In the event that a teacher resigns, their PTO will be calculated on an accrual basis at a rate of 1.2 days per month. If a teacher has not used all of their accrued PTO upon resignation, they will be paid the balance of their PTO in addition to any other amounts owed. If a teacher has used more PTO than they have accrued, the teacher will not be paid for any PTO.

Jury Duty/Witness Leave

Employee will be released for any required jury duty or witness process and will be paid the difference between their regular pay and all the monies paid to them by the court, for a maximum of five (5) working days. Employees who are required to serve for more than five (5) working

days may take time off, without pay, for the balance of the time. Upon completion of jury duty, a Verification of Attendance Form must be presented to the business manager of CIVICA. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so. If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal educational and business operations, he or she should request that the required service be rescheduled for a later date that would be less conflicting with your duties at CIVICA.

Bereavement Leave

Employee is granted five (5) days in case of death of an immediate family member (spouse, partner, child, employee parent or spouse's parent, employee or spouse/partner's sibling, grandparent or spouse's grandparent), or any other family member living in the employee's house. Employee may request to leave during a workday to attend funeral services for anyone, subject to the building Principal's approval.

Military Leave

CIVICA complies with all applicable state and federal law concerning leave for military service.

Religious Observance

CIVICA adheres to all state and federal law regarding religious observation and accommodation. Employee may request leave to participate in a religious observance or request an accommodation by making a written request to the building Principal for approval.

Emergency Volunteer Workers

CIVICA will adhere to all state laws regarding leave for emergency service volunteers as outlined in CRS 24-32-2222.

Family and Medical Leave Act

CIVICA complies with all federal regulations regarding the Family and Medical Leave Act (FMLA). This policy is intended to outline the general procedure and guidelines for obtaining unpaid leave under FMLA for certain specified family and medical purposes. If you have questions regarding this policy, please contact the CIVICA office manager or the human resources department.

Employees may be eligible for FMLA if: (a) the employee has been employed by CIVICA for at least 12 months preceding the commencement of a leave of absence which need not be consecutive, but employment prior to a seven year or more gap in employment is not counted towards eligibility period); and (b) the employee has worked more than 1,250 hours during the 12 months immediately preceding the date the leave is sought.

Requirements for Leave

An eligible employee may request a leave of up to 12 weeks within a 12 month period for one or more of the following reasons:

- **Medical Leave:** Employee is unable to perform the functions of his or her position due to a serious health condition.

- Family Leave: Employee's incapacity due to pregnancy, prenatal medical care or child birth; to care for the employee's child after birth, or placement in adoption or foster care, if within twelve (12) months following birth, adoption or placement in foster care; or to care for a spouse, child (under 18 years old or disabled), or parent of the employee who has a serious health condition.
- Servicemember Leave: to care for a covered servicemember*; or for certain qualifying exigencies related to a spouse, child or parent who is on covered active duty or call to covered active duty in the Armed Forces. Qualifying exigencies may include, for example, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

* Eligible employees who take FMLA leave to care for a covered servicemember are entitled to up to 26 weeks of leave during a single 12 month period.

A serious health condition is any illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care in a medical care facility and any resulting period of incapability and continuing treatment; or
2. Continuing treatment by a healthcare provider that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Examples may include:
 - a. any incapability that requires an absence from daily activities for more than three consecutive calendar days for which the individual receives treatment from a healthcare provider on at least two occasions on one occasion followed by a regimen of continuing treatment under the supervision of a healthcare provider;
 - b. any period of incapability due to pregnancy or prenatal care;
 - c. any period of incapability due to a chronic serious condition;
 - d. any period of incapability due to a permanent or long-term condition for which treatment may not be effective;
 - e. any period of absence to receive multiple treatments by a healthcare provider.

A covered service member is: (a) a member of the Armed Forces who has a serious injury or illness that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list; or (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces at any time during the 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. Armed Forces includes the National Guard and Reserves.

A serious injury or illness means: (a) in the case of a member of the Armed Forces, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty in the Armed Forces and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces at any time during the 5 years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Procedures for Leave

If the necessity for leave is foreseeable, an employee must request the leave in writing at least 30 days in advance. In any case, notice is required as soon as practicable. If the leave is foreseeable based on a planned medical need, an employee must make a reasonable effort to schedule treatment so as not to unduly disrupt job performance and must follow the procedures for planned absences.

An employee requesting leave must provide appropriate documentation, sufficient for CIVICA to verify qualifying reasons for the leave, and the anticipated timing and duration of the leave. Any request for leave based on a serious health condition, whether it involves the employee or a family member, must be made in a timely manner and supported by appropriate medical certification. Documentation and verification confirming family relationship, adoption, or foster care may also be required.

If the leave stems from an employee's health condition, the medical certificate must specify that the employee is unable to perform the functions of his or her job, and must state the duration of such a work restriction. For a leave stemming from the health condition of a family member, the medical statement must specify that the employee is needed to care for the family member. In all cases of leave for a serious health condition, CIVICA reserves the right to request a second medical opinion at CIVICA's discretion and expense.

Length of Leave

Each eligible employee may be granted an unpaid FMLA leave period up to 12 work weeks during a 12-month period. CIVICA uses a "rolling" 12-month period measured backward from the date an employee commences the FMLA leave. If both spouses work for CIVICA, the spouses are limited to 12 weeks of leave in total during this 12-month period if the leave is for the birth, adoption or foster placement of a child or to care for a sick parent.

Employees must use all paid or unpaid leave, other than sick leave, to which they are otherwise entitled, when taking leave for any of the reasons allowed under FMLA as stated above. Unused sick leave, if applicable, must be used as part of FMLA leave for the serious health condition of the employee or the employee's spouse, child, or parent. Use of such paid or unpaid time off reduces the eligibility period for FMLA leave on a day-for-day basis. Vacation, holidays, and sick leave will not accrue during unpaid FMLA leave.

Intermittent Leave

Leave may be taken intermittently or on a reduced leave schedule under the following circumstances:

1. For the birth of a child or for placement of an adopted or foster care child, provided CIVICA agrees;
2. When medically necessary for treatment of, or recovery from, a serious health condition;
3. To provide care or comfort to an immediate family member with a serious health condition;
4. For periodic treatment of a serious health condition.

Employees must make reasonable efforts to schedule intermittent leave for planned medical treatment so as not to unduly disrupt student instructional time.

Employees may be required to transfer during the period of intermittent or reduced leave to a position, equivalent in pay and benefits, which better accommodates recurring periods of leave. Upon conclusion of the need for intermittent or reduced hour leave, employees will be returned to their original positions or a position equivalent in pay, benefits and other terms and conditions of employment.

Benefits During Leave

An employee on leave of absence under FMLA will be retained on CIVICA's medical and dental insurance plan for the duration of the leave. The employee must make arrangements with the administration for payment of spouse/domestic partner/dependent premiums, if applicable.

In the event that an employee fails to return from FMLA leave, the employee will be liable for the premiums paid by the employer to maintain insurance coverage unless: (1) the employee's failure to return to work stems from the continuation, recurrence, or onset of a serious health condition of the employee or a family member, or (2) the failure to return stems from circumstances beyond the control of the employee.

Maternity/Paternity Adoption Leave Policy

For those employees who do not qualify for FMLA, leave for the birth of a child or for the care of a newly-born child or adopted child may receive up to six (6) work weeks paid for maternity or adoption leave based on years of service.

Sliding scale as follows:

- a. 1st year = 1 week paid
- b. 2nd year = 2 weeks paid
- c. 3rd year = 3 weeks paid
- d. 4th year = 4 weeks paid
- e. 5th year = 5 weeks paid
- f. 6th year and beyond = 6 weeks paid

Paternity Leave

Five (5) days of paternity leave may be taken from accumulated sick leave days, not contiguous with holidays, or use of sick days for personal reasons.

The following general provisions apply to all leave of absences:

1. A request for an extension of a leave of absence must be made in writing three working days prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Coverage under the school's group insurance plan will continue on the following basis:
 - For the first 30 days of an approved leave of absence, CIVICA will continue to contribute to premiums as if the employee was actively at work.
 - Employees will be required to pay the entire premium for continued coverage during the portion of an approved leave of absence in excess of 30 days.
 - Employees must make arrangements with CIVICA to pre-pay their share of group insurance premiums before going on a leave of absence.
4. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of 30 days.
5. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
6. Employees on leave of absence must communicate with CIVICA on a regular basis, at least once each month, regarding their status and anticipated return to work date.
7. Employees on leave of absence who seek or accept other employment without CIVICA's prior written approval will be subject to disciplinary action up to and including possible termination.
8. Employees who falsify the reason for the leave of absence will be subject to disciplinary action, up to and including possible termination.
9. All leave of absences must be approved in advance, in writing, and given to the Administration, unless specified otherwise.
10. All leave of absences will be considered on an individual basis and acted on accordingly.

Reasonable Accommodations under the Americans with Disabilities Act

CIVICAColorado ("CIVICA") is committed to complying with all guidelines under the Americans with Disabilities Act ("ADA"), as amended, with regard to the treatment of qualified individuals with a disability. It is CIVICA's policy not to discriminate against qualified individuals with a disability with regard to any aspect of employment.

CIVICA recognizes that some individuals with disabilities may require reasonable accommodations. If you are disabled or become disabled (meaning you have a mental or physical impairment substantially limiting one or more of the major life activities) and you require a reasonable accommodation, you must contact your supervisor, the Principal or CIVICA's contracted human resources department to begin the interactive process, which will include discussing your disability, limitations, and possible reasonable accommodations that may enable you to perform the essential functions of your position, make the workplace readily accessible to and usable by you, or otherwise allow you to enjoy equal benefits and privileges of employment.

Requests for accommodation under this section may be made by either an employee or an applicant and may be made either orally or in writing.

2022-23 Statement of Acknowledgment

This is to acknowledge that I have received a copy of the CIVICA Colorado (“CIVICA”) Employee Manual, and all its accompanying appendices and attachments, and that I understand CIVICA is an at-will employer. I understand that this manual provides guidelines and summary information about the school’s personnel, policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that CIVICA reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

By signing below, I confirm that I have read and understand the information in the Employee Manual. I further understand and agree that my employment with CIVICA is at-will and therefore CIVICA or I may terminate the employment relationship at any time, for any reason, with or without notice.

Employee’s Name (Please Print)

Employee’s Signature

Date

CIVICA COLORADO

Support Summary

Meeting Date: July 7, 2022

Agenda Item: 4e - School Financial Performance Report

Number of Enclosures: 1

SUBJECT: Financial Performance

☐ **Action**

☐ **Appointments**

☐ **Approval**

☐ **Consent Agenda**

☒ **Information**

☐ **Public Hearing**

☐ **Regular Adoption**

Presenter (s): Carlos Segrera

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-15 Minutes

Background: Report of the current year financial performance as well as a review of the current year's budget.

Submitted By: Staff

Civica Colorado

Financial Update

June 2022



ACADEMICA

Civica Colorado
Budget vs. Actual - Board Setup
Jun-22

	Actual	Budget	Variance
Income			
Per Pupil Funding	\$1,140,553.48	\$ 1,107,593	\$ 32,960
Mill Levy	\$153,684.14	145,017.00	8,667.14
Rural School Funding	\$23,375.49	\$22,270.00	1,105.49
State Special Education	34,932.92	\$33,487.00	1,445.92
Charter School Capital Construction	30,890.63	32,750.00	(1,859.37)
Total - Income	\$ 1,383,437	\$ 1,341,117	\$ 42,320
Expense			
Salaries	\$ 478,120	\$ 520,658	\$ 42,538
Bonus	26,878	-	(26,878)
SPED Salaries	37,887	40,125	2,238
Total Salaries and Bonus	542,885	560,783	17,898
Retirement Contributions (PERA)	112,900	117,559	4,659
Employee Taxes and Benefits	73,179	79,261	6,082
Total Salaries and Benefits	\$ 728,964	\$ 757,603	\$ 28,639
Tuition Reimbursement	\$ -	\$ 3,500	\$ 3,500
Training and Development	2,039	8,000	5,961
Consumables	33,576	-	(33,576)
Supplies	10,606	36,535	25,929
SPED Supplies	-	2,358	2,358
Technology	4,801	-	(4,801)
Professional Services	31,125	22,298	(8,827)
District Administrative Fee	23,504	41,535	18,031
Operations	17,493	23,822	6,329
Food Expenditures	790	-	(790)
Building Operations and Maintenance	247,909	377,588	129,679
Utilities	5,969	-	(5,969)
Miscellaneous Expenditures	-	-	-
Total - Expense	\$ 1,106,777	\$ 1,273,239	\$ 166,462
Other Income and Expenses			
Interest Expense	8,667	13,000	4,332.77
Net Income	\$ 267,992	\$ 54,878	\$ 213,114

Civica Colorado Balance Sheet End of Jun 2022

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
10200 - Cash In Bank	
10232 - Civica Colorado -OPERATING	\$310,372.43
10254 - CIVICA CO-Lunch Account	\$8,251.99
Total - 10200 - Cash In Bank	\$318,624.42
Total Bank	\$318,624.42
Accounts Receivable	\$6,159.96
Other Current Asset	
14000 - Prepaid expenses	\$7,944.00
Total Other Current Asset	\$7,944.00
Total Current Assets	\$332,728.38
Total ASSETS	\$332,728.38
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
20100 - Accounts Payable	\$4,720.81
Total Accounts Payable	\$4,720.81
Other Current Liability	
20200 - ACCRUED PAYROLL AND RELATED BENEFITS	(\$611.24)
23300 - Loans Payable - Current	\$345,000.00
24000 - Other Current Liabilities	\$47,331.20
Total Other Current Liability	\$391,719.96
Total Current Liabilities	\$396,440.77
Long Term Liabilities	
25300 - Loans Payable - Long Term	\$10,699.51
Total Long Term Liabilities	\$10,699.51
Equity	
Retained Earnings	(\$213,440.50)
Net Income	\$139,028.60
Total Equity	(\$74,411.90)
Total Liabilities & Equity	\$332,728.38

CIVICA COLORADO

Support Summary

Meeting Date: July 7, 2022 Agenda Item: 4f – CIVICA Foundation Report Number of Enclosures: 0
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SUBJECT: CIVICA Educational Foundation Updates

<input type="checkbox"/> Action
<input type="checkbox"/> Appointments
<input type="checkbox"/> Approval
<input type="checkbox"/> Consent Agenda
<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Regular Adoption

Presenter (s): Carlos Alvarez

Recommendation:

Proposed wording for motion/action:
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Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-10 Minutes
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Background:

Submitted By: Staff

CIVICA COLORADO

Support Summary

Meeting Date: July 7, 2022 Agenda Item: 4g – Marketing Update Number of Enclosures: 2
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SUBJECT: Marketing Update

<input type="checkbox"/> Action
<input type="checkbox"/> Appointments
<input type="checkbox"/> Approval
<input type="checkbox"/> Consent Agenda
<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Regular Adoption

Presenter (s): Sheena McOuat/Sunny Ranieri/Bryce Thiriot

Recommendation:

Proposed wording for motion/action:
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Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-10 Minutes
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Background:

Submitted By: Staff



Marketing Report

Principal McOuat

Marketing May

- Mailers went out and ALA Letters
- Parent Night every other week
- Door Hangers
- Flags around property
- Johnstown Breeze Advertisement
- Radio
- Register for upcoming events
Cinco De Mayo Booth
- Social Media Marketing/ \$7500 in Mailers

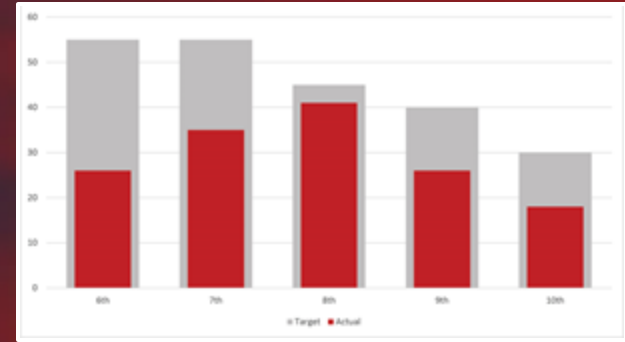


June Marketing

- Johnstown Days Booth
- Parent Night the 14th and 28th
- Food Truck Rally booth 9th, 23rd, 30th
- Milliken Market Days Booth June 18th
- Private Tours
- Ad in Influence Magazine/Milliken Residents letter and on Milliken Town Page
- Radio show on the 28th, Ad running on 1360 KHNC



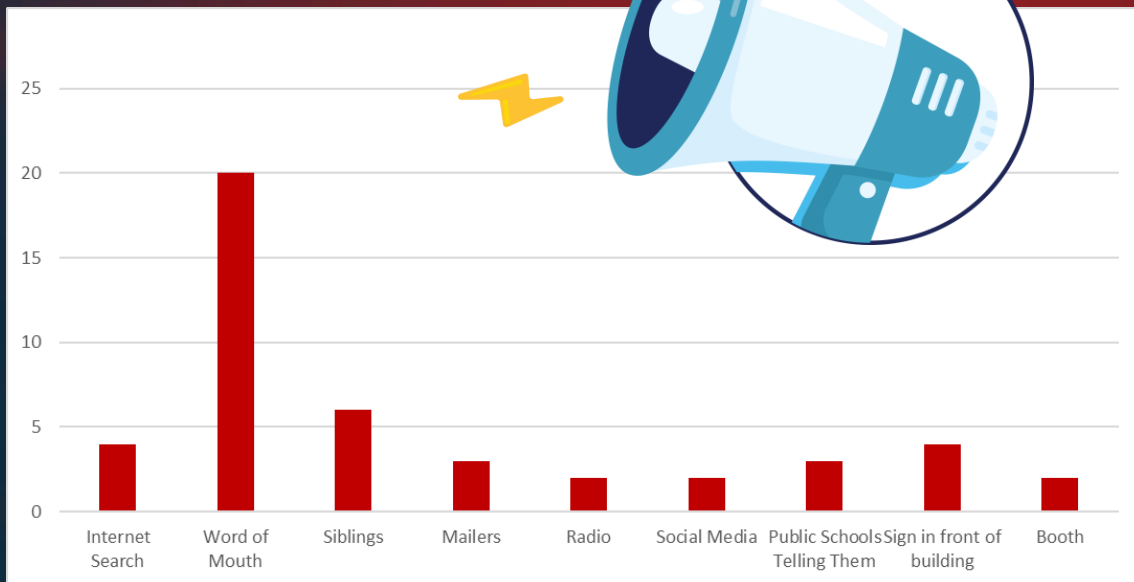
Enrollment Numbers for 2022-2023



Grade	Projected	Current	Spots Open
6th	55	22- 30	25
7th	55	33- 37	18
8th	45	39- 42	3
9th	40	26- 28	12
10th	30	19- 20	10
	225	139- 157	68 (29 new May) (46 new June) 84

How Parents Have Found Us:

- Internet Search (4)
- Word of Mouth (20)
- Siblings (6)
- Mailers (3)
- Radio (2)
- Social Media (2)
- Public School Telling Them (3)
- Sign in front of Building (4)
- Booth (2)

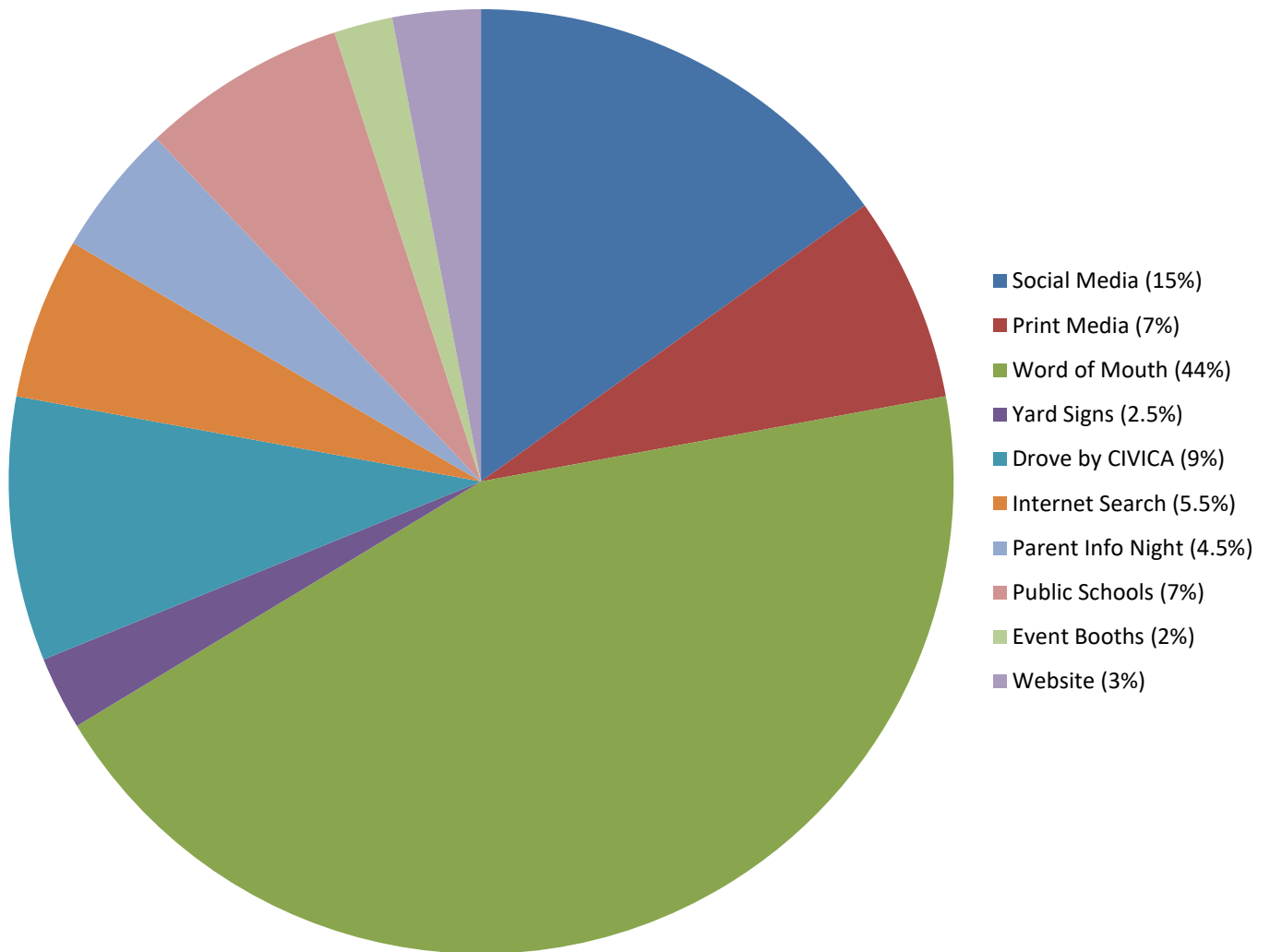


Upcoming Marketing

- Harvest Days Windsor – Parade
- Milliken Market booth each month
- Parent Information Nights
- Thursday Food Truck
- Beef and Bean Days – Parade



How Did Families Hear About CIVICA



CIVICA COLORADO

Support Summary

Meeting Date: July 7, 2022 Agenda Item: 4h – Facility Update Number of Enclosures: 0

SUBJECT: Facility Update

<input type="checkbox"/> Action
<input type="checkbox"/> Appointments
<input type="checkbox"/> Approval
<input type="checkbox"/> Consent Agenda
<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Regular Adoption

Presenter (s): Sheena McOuat

Recommendation:

Proposed wording for motion/action:
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Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-10 Minutes
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Background:

Submitted By: Staff

CIVICA COLORADO

Support Summary

Meeting Date: July 7, 2022

Agenda Item: 4i – EXECUTIVE SESSION: The CIVICA Colorado Board will meet in executive session to discuss a personnel matter for individual employee pursuant to C.R.S. §24-6-402(4)(f)(I&II)

Number of Enclosures: 0

SUBJECT: Executive Session

☐ Action
☐ Appointments
☐ Approval
☐ Consent Agenda
☒ Information
☐ Public Hearing
☐ Regular Adoption

Presenter (s): Carlos Alvarez/Board

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 5-30 Minutes

Background: The CIVICA Colorado Board will meet in executive session to discuss a Principal McOuat's evaluation pursuant to C.R.S. §24-6-402(4)(f)(I&II).

Submitted By: Staff

CIVICA COLORADO

Supporting Document

Meeting Date: July 7, 2022

Agenda Item: 5 – Announcements & Notifications

Number of Enclosures: 0

SUBJECT: Announcements and Notifications

☐ **Action**

☐ **Appointments**

☐ **Approval**

☐ **Consent Agenda**

☒ **Information**

☐ **Public Hearing**

☐ **Regular Adoption**

Presenter (s): Trevor Goodsell

Recommendation:

Proposed wording for motion/action:

Fiscal Impact: N/A

Estimated Length of time for consideration (in minutes): 1-3 Minutes

Background: The next regular governing board meeting is scheduled for Monday, August 1st at 6:00 p.m. MT.

Submitted By: Staff