

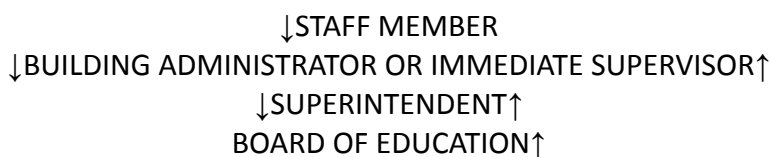
## Lamar RE-2 District Handbook

### **Cell Phones**

Personal cell phone use by staff members is not allowed during classroom instruction time with the exception of professional use (example: communication with building staff; timekeeping, medical necessity, etc.). Staff members are not allowed to have students use their cell phones to call home due to illness, etc. These types of student calls must be made through the school office. Communication with students needs to be conducted professionally.

### **Chain of Command - District**

Always take the most direct route to solve a problem. If you have a problem with a teacher, go to the teacher first. If the teacher can't solve the problem, go to the principal. If the principal can't solve the problem, see the superintendent, then address the school board if necessary.



### **Communication**

As in any business or relationship this is the key to a better understanding. Please communicate all information in a positive, yet efficient manner.

Efforts will be made to establish a universal communication portal, beyond the student information system (PowerSchool) for staff and student use. Exceptions are known to exist.

### **Complaints**

Complaints need to be handled in a professional manner. If you are in receipt of complaints from a parent or student, direct that person to the appropriate party who may handle that concern. (Example: if a parent has a complaint regarding the time the bus picked their child up, that parent should speak with the Transportation Coordinator).

If an employee has a complaint or grievance the chain of command needs to be followed:

### **Confidential Information**

As an employee for the public school district many employees will be privy to very confidential information regarding students, parents, families and sometimes employees. It is imperative that employees keep this information to themselves, in complete confidentiality. Confidential information is to be shared on a need-to-know basis. (See [FERPA](#) and [PII](#) for guidance)

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**Dress Code / Appearance**

Employees are asked to use their professional judgment in their attire. Staff should present themselves in a clean, organized, professional manner. If offensive dress is worn, the employee will be contacted by their immediate supervisor. Inappropriate attire is a judgment call by the supervisor and staff must abide by their decision. (See policy [GBEBA](#))

**Drug-Free Workplace**

The Lamar Re-2 School District is a drug free workplace. The District prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illegal drugs, inhalants, and alcohol, as those terms are defined in state and federal law, in the workplace or on school premises. Upon hiring all employees will need to sign a “Drug-Free Workplace Policy Statement”, which will be placed in their employee file. (See policy [GBEC](#))

**Employee Lists**

Employee contact information can be accessed at the school office.

**Leaves and Absences**

The Lamar Re-2 School District and the Board of Education shall provide a plan for leaves and absences designed to help members of the certificated and support staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations. (See policies [GBGG](#), [GBGH](#), and others).

Employees shall earn annual leave at the following rates:

Year-Round Employees	Administrators & HS Ag Teacher	Teachers/Paraprofessionals
12 days per year	10 days per year	9 days per year

A total of 45 annual leave days may be accumulated. Any days over 45 will be paid in July, at the current rate of sub pay for full-time employees.

If you know that you are going to miss a day, please tell the office as soon as possible and enter your absence in Frontline’s Absence Management. When you are sick, lesson plans are to be left for the substitute. Employees are assigned personal days for use and are not differentiated as sick.

Maternity / Paternity / Parental Leave shall be available to any employee to carefully prepare mentally and financially for adoption, or pregnancy and delivery, and early bonding. (See policy [GBGE](#), [GBGF](#)).

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Planning time is set aside to provide some time to create lesson plans or grade papers. If you must leave the building during planning time, please sign out at the office in case there is an emergency and you need to be contacted.

### **Lounge**

Staff who choose to utilize the staff lounges for meals, use the refrigerator or microwave, must clean up after themselves.

The lounge is for staff use only. Students should not be in the lounge.

### **Personal Items**

The Lamar Re-2 School District will not be responsible for personal items lost or stolen. Staff should take precautions by locking purses, personal items, etc. in a secure place.

### **Relationships in the Community**

People in the community recognize you as a staff person in the district. You cannot escape this title and responsibility. How we dress, talk, act, and behave has an impact on people's impressions of Lamar Re-2 School District and therefore, the type of education their children are receiving. Keep your public conversations cheerful and positive, no matter how you feel. Negative comments that hurt Lamar School District will turn the circle and end up hurting all of us.

### **Smoking and Tobacco Use**

It is a criminal offense and prohibited by law to smoke or possess a tobacco product in a school building. State law also prohibits smoking or using tobacco products at school-related, school-sanctioned, or school-sponsored activities on or off school property. Colorado revised statute § 25-14-103.5 prohibits the use of tobacco products and retail marijuana on school property. This includes all buildings, playground areas, parking facilities, athletic facilities, and while driving district-owned vehicles. Notes stating that smoking is prohibited by law and policy and punishable by a fine and disciplinary action are displayed in all school buildings.

### **Staff Conduct**

All staff members have a responsibility to make themselves familiar with and abide by the laws of the state as these affect their work, the policies of the Board and the regulation designed to implement them.

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of his employment to further substantially his personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his position or which he knows or should know is primarily for the purpose of rewarding him for action taken in which he exercised discretionary authority.

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3. Engage in a substantial financial transaction for his private business purposes with a person whom he supervises.
4. Perform any action in which he has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which he has a substantial financial interest or in which he is engaged as a counsel, consultant, or representative or agent.

**Staff Personal Security and Safety**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offence by a student directed towards a teacher or school employee. An act of a teacher or other employee shall not be considered child abuse if the act was an appropriate expression of affection or emotional support.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or his designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building. (See policy [GBGB](#))

**Telephone Use**

Telephones are for business use. Staff members are asked to limit personal calls.

# NON-DISCRIMINATION STATEMENT

1. Lamar School District Re-2 is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, veteran status, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, veteran status, ancestry or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

A lack of English language skills will not be a barrier to admission and participation in the District's career and technical education programs (CTE). Students have the opportunity to participate in a number of career pathways, including but not limited to the following areas: Agriculture, Business Education, and Marketing Education. Participation in the District's CTE programs is open for all students at no cost to the students/families, however some CTE programs have limited space or require successful completion of minimum prerequisite courses to be eligible. For participation information, please contact your child's high school counselor or the CTE program teacher. Additionally, please visit the District's CTE webpage [HERE](#) to learn more about the CTE programs Lamar Re-2 has to offer

Complaint procedures have been established for students, parents, employees, and members of the public. The name of the responsible employee who has been identified as the Compliance Officer and Title IX Coordinator for the District is as follows:

Title IX Coordinator & Compliance Officer: Lamar Re-2 Special Programs Coordinator

2. 210 W Pearl St
3. Lamar, CO 81052
  - o Phone: 719-336-3251
4. Email address: [central.office@lamarschools.org](mailto:central.office@lamarschools.org)
- 5.

Inquiries regarding compliance with equal educational opportunity, including but not limited to complaints of discrimination, may also be directed to the Compliance Officer or in writing to the outside agencies below.

#### Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204.

Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.