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District Overview

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  - District 6 Annual Report
  - Innovation 2020
Welcome to District 6!

I am happy to welcome you as part of our team. I know right now you are probably a bit overwhelmed with new information, paperwork and the excitement of getting ready to welcome your students. I have empathy for you - it’s my first year in District 6 as well! I want you to know there are many people here to support you and help you along this new path. It’s a journey we will take together.

You have picked a wonderful place to work. Our focus in District 6 is ensuring all students learn. It is why we all get up in the morning. We work together so that every child who graduates from a District 6 high school has the skills and knowledge they need to pursue higher education, a trade school, military service or enter directly into the workforce.

As an educator, you are on the frontline every day. Our students and families are counting on you to help their children learn, to overcome challenges and to stay engaged in their own education. I know this task won’t always be easy, but it is always meaningful. You truly will make a difference in the lives of the children you teach. That is an awesome responsibility, but it’s also an amazing opportunity. The rewards are immense. And remember, you are never alone. We are a team here in District 6. Anyone who seeks help, receives help.

I will be out in the schools as often as I can, visiting classrooms and getting to know our staff. I hope to meet many of you. In the meantime, feel free to email or call me if you need to. My office number is 348-6012 and my email is dpilch@greeleyschools.org.

This is an exciting time for all of us. I look forward to a great school year working with you.

Best wishes,

Deirdre Pilch, Ed.D.
Superintendent
MISSION: Engage, Empower, Inspire
District 6 provides every student with a personalized, well-rounded and excellent education in a safe, caring environment.

VISION: District 6 educates today’s students in partnership with families and communities to succeed in tomorrow’s world.

STUDENT LEARNING AND ACHIEVEMENT
Students will engage in a challenging, personalized, well-rounded education preparing every student to be college and career ready with the skills needed to be successful in the community and world.

STRENGTHENING PARTNERSHIPS
District 6 will increase engagement and interest in learning through community and school partnerships with our students, parents, and community to enhance student success.

CLIMATE AND CULTURE
We will cultivate a safe and supportive learning environment for all, embracing our diversity, honoring and engaging all stakeholders, and promoting safety.

OPERATIONAL AND ORGANIZATIONAL EFFECTIVENESS
We will be innovative and accountable to the community, through measurable outcomes and continuous improvement.

VALUES AND BELIEFS

Our students come first.

We know every child can achieve.

We commit to excellence, innovation and continuous improvement.

We ensure safe and healthy schools.

We view diversity as an asset.

We provide opportunity and choice.

We partner with families and communities.

The Board of Education and I are dedicated to ensuring we engage, empower and inspire our Greeley-Evans School District 6 students each and every day. Each District 6 staff member is working to provide an excellent education for our students, and give students the support and resources to be successful.

I am just finishing my first year as your Superintendent of schools, and what a year it has been! Along with the Board of Education, we have embarked on a journey to improve relationships both in and out of the district, to put systems in place to ensure every child graduates with a plan for the future, and continue programs that are helping our children achieve while leaving behind practices that aren’t netting results.

A big part of our work this year and next will be to implement Innovation2020, a strategic plan that will put into action the mission, vision, values and goals of our district. In this report, you will see evidence of how we are already putting this plan to work for our students. We are beginning to develop action plans to ensure the district goals are realized, and are fulfilled year after year. My staff and I are committed to leading this significant work.

I believe in the power of partnerships, building consensus and strengthening relationships. By working together, we will ensure our students succeed in new ways. And ensuring the success of our students is why we in District 6 get up every morning and come to work.

We want our communities of Greeley and Evans to join us on this journey. We implore you to help us help our children learn, thrive and reach their goals. Please learn about what is happening in our schools. Visit or volunteer. Talk with our teachers and staff about the great work they are doing for students every day.

I am happy and proud to be your Superintendent in Greeley-Evans School District 6. My role is to serve you, our students and our staff. Thank you for your ongoing support in this important work!

Dr. Deirdre Pilch
Superintendent
Mission

Engage, Empower, Inspire
District 6 provides every student with a personalized, well-rounded and excellent education in a safe, caring environment.

Vision

District 6 educates today’s students in partnership with families and communities to succeed in tomorrow’s world.

Values & Beliefs

Our students come first.
We put our students at the forefront of all we do. Our dedicated educators and staff work on behalf of each student so all students achieve excellence.

We know every child can achieve.
We believe every student should have access to resources and opportunities to support their learning success. Through learning, students develop the knowledge and skills to excel preparing them for an increasingly competitive world.

We commit to excellence, innovation and continuous improvement.
We value creative thinking, use of technology, collaborative problem solving, responsiveness and accountability, to increase student success and organizational effectiveness. In all of our work, and at every level, we commit to being an effective and efficient organization responsible to all stakeholders.

We ensure safe and healthy schools.
We believe a healthy and safe environment for students and staff is essential for learning; it is the cornerstone for student achievement.

We view diversity as an asset.
We embrace and celebrate our similarities and our differences with our students and our staff. Embracing diversity and understanding how our cultures influence and enrich learning is important for our organization.

We provide opportunity and choice.
We believe a comprehensive education provides strong academics with varied opportunities, such as music, the arts, athletics, and career and technical education. We commit to ensuring our students identify and access the learning path that best meets their needs, interests, and dreams.

We partner with families and communities.
We believe everyone has a role in educating future generations. Family and community involvement are critical for every student’s success.

Goals

Student Learning and Achievement
Students will engage in a challenging, personalized, well-rounded education preparing every student to be college and career ready with the skills needed to be successful in the community and world.

Strengthening Partnerships
District 6 will increase engagement and interest in learning through community and school partnerships with our students, parents, and community to enhance student success.

Climate and Culture
We will cultivate a safe and supportive learning environment for all, embracing our diversity, honoring and engaging all stakeholders, and promoting safety.

Operational and Organizational Effectiveness
We will be innovative and accountable to the community, through measurable outcomes and continuous improvement.
Safety and Security

- Safety and Discipline Q&A
- CART Training Procedures
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- Child Abuse Reporting Flow Chart
- Child Abuse Referral Form
- List of Mandatory Reporters
- Cultural Proficiency Procedures
How are disciplinary issues handled in the District?

- Disciplinary issues are addressed via a comprehensive discipline matrix. There is a matrix for each educational level and they operate on the premise of progressive discipline.

When is it appropriate for teachers to remove a student from the classroom?

- When a student is dangerous, unruly or disruptive or seriously interferes with the ability of the teacher to teach the class or of other students to learn.

What is the range of disciplinary measures that are applicable to students?

- Disciplinary measures may include in-house detention, revocation of privileges, exclusion from co-curricular activities, removal from a teacher’s classroom, suspension and expulsion.

Does the District have a bullying policy?

- Yes. Teachers who observe or become aware of bullying behavior should take appropriate steps to intervene and/or report such behavior to a school administrator.

Do our schools have lockdown plans?

- Each school in the District has a lockdown plan that is addressed with staff and practiced as appropriate.

Do our schools have procedures that prevent intruders from creating an unsafe environment for staff and students?

- Our schools have an active visitor management policy and entry control procedures to attempt to identify any individual(s) who enter our buildings.

Are safety components in and around schools regularly checked and addressed?

- At the beginning of each year, every school undergoes a comprehensive safety/security audit designed to be a strategic evaluation and vulnerability review.

Does School District 6 have a crisis plan?

- The District does have a crisis manual that is reviewed and updated annually.
Colorado law requires Child Abuse & Neglect Identification and Reporting Training (CART) for all employees of Greeley-Evans School District 6 on an annual basis. The 30-minute training is essential for the safety of our students and is required by Colorado law and Board of Education policy.

**WHEN do you need to have the training completed?**

Complete this training during the **months of July and August**. All new employees that are hired at a later date will need to take the training within 30 days of their first day of employment or no later than September 30. Principals and supervisors of those employees who have not taken the CART training will be notified.

**HOW do you take this training?**

To access the course:

1. Login to Schoology Learning Management System
   a. Open *Internet Explorer* or *Chrome* or *Safari*
   b. Navigate to the district website. [http://www.greeleyschools.org](http://www.greeleyschools.org) *Staff* menu, select *Schoology*
   OR
   c. Navigate directly to *Schoology*, [http://elearning.greeleyschools.org](http://elearning.greeleyschools.org)
   d. Your Username and Password are the same as your district login

2. On the top of the Home *Schoology* page, under *Courses*, you’ll find the
   **CART: Child Abuse & Neglect Training** course – click this course on the pulldown menu to enter the course.

All D6 employees have an email address and password. New employees sometimes have a delay for a few days before they have their email while their paperwork is approved through the district departments. **Note:** If you were hired after September 30, 2016, and the course is not listed under *Courses*, please email Kory Zulauf at [KZULAUF1@greeleyschools.org](mailto:KZULAUF1@greeleyschools.org) to be manually enrolled.

**Engage, Empower, Inspire**

*District 6 provides every student with a personalized, well-rounded and excellent education in a safe, caring environment.*
Department Directors and Athletic Directors will need to develop schedules for staff members and activity coaches/sponsors who do not have regular access to computers. All supervisors must request an in-person CART enrollment package from Kory Zulauf at KZULAUF1@greeleyschools.org

**Training Directions and Notes**

*This training has 2 major folders:*

**FOLDER #1—CART Training Materials and NEW Reporting Process**

This first folder contains the presentation slideshow and certification checkoff. First, view and/or download the presentation. After viewing the presentation, click the NEXT button (in the upper right corner) in Schoology to advance to the certification section.

*Schoology* will not allow the participant to advance without using the NEXT Button. **NOTE:** Downloaded files can be stored on your computer for access later, and know the course will remain active for reference and downloads at a later time.

On the final **Certification Checkoff**, the participant must complete and correctly answer a one-question assessment to certify completion of the course. To check your completion status, click on the Grades menu on the left Schoology navigation panel, and if you have competed the course, participants will see a course grade of 100%.

**FOLDER #2—CART Resources**

This second folder contains additional resources, including new Internet resources and a decision-making flowchart, for your knowledge and your use. Please take some time to explore these resources as tools now available to help you fully understand your legal and your ethical responsibility as a mandatory child abuse reporter. These resources can be accessed both within and outside the district Internet, and MUST be used when filling a report.

**Thank you for your time to ensure the safety of all our students.**

All employees, full and part-time, must take this training now to comply with Colorado law. Thank you for your quick attention to this critical training.
DEFINITIONS (Citation: Rev. Stat. § 19-1-103)

Physical Abuse:

*Abuse or child abuse or neglect* means an act or omission in one of the following categories that threatens the health or welfare of a child:

- Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death and either:
  - Such condition or death is not justifiably explained
  - The history given concerning such condition is at variance with the degree or type of such condition or death
  - The circumstances indicate that such condition may not be the product of an accidental occurrence

- Any case in which, in the presence of a child, on the premises where a child is found, or where a child resides, a controlled substance is manufactured.

- Any case in which a child tests positive at birth for either a schedule-I or schedule-II controlled substance, unless the child tests positive for a schedule-II controlled substance as a result of the mother's lawful intake of such substance as prescribed

Neglect:

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

A child is *neglected or dependent* if:

- A parent, guardian, or legal custodian has subjected the child to mistreatment or abuse or has allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.

- The child lacks proper parental care through the actions or omissions of the parent, guardian, or legal custodian.

- The child's environment is injurious to his or her welfare.

- A parent, guardian, or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care, or any other necessary care.
• The child is homeless, without proper care, or not domiciled with his or her parent, guardian, or legal custodian through no fault of such parent, guardian, or legal custodian.

• The child has run away from home or is otherwise beyond the control of his or her parent, guardian, or legal custodian.

• The child tests positive at birth for either a schedule-I or schedule-II controlled substance, unless the child tests positive for a schedule-II controlled substance as a result of the mother's lawful intake of such substance as prescribed.

**Sexual Abuse:**

*Abuse or child abuse or neglect* means any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution.

*Sexual conduct* means any of the following:

• Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals
• Penetration of the vagina or rectum by any object
• Masturbation
• Sexual sadomasochistic abuse

**Emotional Abuse:**

*Abuse or child abuse or neglect* means any case in which a child is subjected to emotional abuse. *Emotional abuse* means an identifiable and substantial impairment or a substantial risk of impairment of the child's intellectual or psychological functioning or development.

**Abandonment** *(Citation: Rev. Stat. § 19-3-102)*

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

**Standards for Reporting** *(Citation: Rev. Stat. § 19-1-103)*

A report is required when a responsible person's acts or omissions threaten the child's health or welfare.
Persons Responsible for the Child (Citation: Rev. Stat. § 19-1-103)

*Responsible person* means a child's parent, legal guardian, custodian, or any other person responsible for the child's health and welfare.

*Spousal equivalent* means a person who is in a family-type living arrangement with a parent and who would be a stepparent if married to that parent.

Exceptions (Citation: Rev. Stat. §§ 19-1-103; 19-3-103)

Those investigating cases of child abuse shall take into account child-rearing practices of the culture in which the child participates, including the work-related practices of agricultural communities.

The reasonable exercise of parental discipline is not considered abuse.

No child who, in lieu of medical treatment, is under treatment solely by spiritual means through prayer in accordance with a recognized method of religious healing shall, for that reason only, be considered neglected. The religious rights of the parent shall not limit the access of a child to medical care in a life-threatening situation.
Child Abuse and Neglect Reporting Flowchart

Abuse Suspected
- Notify CART member for support (building administrator, school psychologist, counselor, nurse)
- DO NOT investigate
- Review definitions of abuse in the Definitions of Abuse and Neglect provided in CART Training

Locate & Complete the CART Written Report

If suspected perpetrator is not a relative
- Contact Law Enforcement
- Call the Colorado Child Abuse and Neglect Hotline 1-844-CO-4-KIDS (1-844-264-5437)

If the suspected perpetrator is a relative
- Call the Colorado Child Abuse and Neglect Hotline 1-844-CO-4-KIDS (1-844-264-5437)
- Examples of “Within the family”: live-in girlfriend/boyfriend of the primary caregiver, aunts, uncles, cousins living in the home, grandparents, members of a stepfamily

IF YOU FEEL SOMEONE IS IN IMMEDIATE LIFE-THREATENING DANGER,
PLEASE CALL 911

Fax or Mail a Hard Copy of the Written Report to the Local DHS Office

Investigation Agency (Police or DHS)
- Can investigate at the school
- Will not have district employees present unless absolutely necessary and mutually agreed to by both parties

Law Enforcement – Dispatch
970-350-9600
Weld County Adult Protection Hotline (24/7)
970-346-7676

Colorado Child Abuse and Neglect Hotline
1-844-CO-4-KIDS (1-844-264-5437)
PERSONS REQUIRED TO REPORT (Citation: Rev. Stat. § 19-3-304)

Persons required to report include:

- Physicians, surgeons, physicians in training;
- Child health associate;
- Medical examiners or coroner;
- Dentist;
- Osteopath;
- Optometrist;
- Chiropractor;
- Chiropodist or podiatrist;
- Registered nurses or licensed practical nurse;
- Hospital personnel engaged in the admission, care or treatment of patients;
- Dental hygienist;
- Physical therapist;
- Pharmacist;
- Registered dietician;
- Public or private school official or employee;
- Social worker;
- Christian Science practitioner;
- Mental health professional;
- Psychologist;
- Professional counselor;
- Marriage and family therapist;
- Veterinarian;
- Peace officer;
- Firefighter;
- Victim's advocate;
- Commercial film and photographic print processor;
- Counselor;
- Psychotherapist;
- Clergy members, including priests, rabbis, duly ordained, commissioned, or licensed ministers of a church, members of religious orders, or recognized leaders of any religious bodies;
- Workers in the State Department of Human Services;
- Juvenile parole and probation officer;
- Child and family investigator; and
- Officers and agents of the State Bureau of Animal Protection and animal control officers.

Reporting by Other Persons (Citation: Rev. Stat. § 19-3-304)

Any other person may report known or suspected child abuse or neglect.
Standards for Making a Report (Citation: Rev. Stat. § 19-3-304)

A report is required when:

- A mandated reporter has reasonable cause to know or suspect child abuse or neglect.

- A reporter has observed a child being subjected to circumstances or conditions that would reasonably result in abuse or neglect.

- Commercial film and photographic print processors have knowledge of or observe any film, photograph, videotape, negative, or slide depicting a child engaged in an act of sexual conduct.

Privileged Communications (Citation: Rev. Stat. §§ 19-3-304; 19-3-311)

- The clergy-penitent privilege is permitted.

- The physician-patient, psychologist-client, and husband-wife privileges are not allowed as grounds for failing to report.

Inclusion of Reporter's Name in Report (Citation: Rev. Stat. § 19-3-307)

- The report shall include the name, address, and occupation of the person making the report.

Disclosure of Reporter Identity (Citation: Rev. Stat. § 19-1-307)

- The identity of the reporter shall be protected.
CONFIDENTIAL

WELD COUNTY CHILD PROTECTION REFERRAL FORM

IF THIS REPORT NEEDS IMMEDIATE ATTENTION PLEASE CALL OUR HOTLINE NUMBER LISTED BELOW.

Date: Time:

When reporting suspected child abuse/ neglect please fax or email this form to:
Fax: 970-346-7698 or Email: ss screening@co.weld.co.us or call our Child Protection Hotline: 970-346-7670

You may also mail your report to:
The Weld County Department Human Services/Attention: Screening Department/ 315 North 11th Avenue/ P.O. Box A, Greeley, Co 80632.

Please read carefully and take the time to fill out this form in its entirety and to the best of your ability.

Name of person who took report, if report was called in:

**Reporting Party:**
Name: Phone: (   ) -
Agency: Position:
Address:
Additional Information:

**REFERRAL CONCERN:**
Abuse: Neglect:
☐ Sexual Abuse ☐ Abandonment
☐ Physical Abuse ☐ Drug Exposed
☐ Mark ☐ Educational
☐ Emotional Abuse ☐ Injurious Environment
☐ Other:
☐ Medical
☐ Other:

Description of injury if Visible (size, shape, color, etc.):

**Person responsible for Abuse/Neglect:**
Name: DOB:
Relationship to Child Victim:
Location of Abuse/Neglect:
Specific Address: Phone: (   ) -

**Name of Child/ Victim:**
DOB: Gender: ☐ Male ☐ Female
Address:
School: Grade:
School Hours: Phone: (   ) -

**Ethnicity/Culture:** (Please list anything that would be important for us to know about this family's ethnicity/culture)

Will there be a need for a translator? ☐ Yes ☐ No Language:

List of Siblings/other victims and DOB/ Ages/ School & Grade/ Daycare:
Parent/ Guardian:  
DOB:  
Address:  
Phone: ( ) -  

Parent/ Guardian:  
DOB:  
Address:  
Phone: ( ) -  

Custody Arrangement:  

Is custody established through court?  
☐ Yes  ☐ No  

Other Children in the home (non-siblings)/ Ages:  

Other Adults in the home (please provide ages if known and relationship to the family):  

Description of child's/victim account of how the incident occurred (Please attach any photos, videos or any other documentation that might be relevant to this report):  

Reporter's concerns for child/victim:  

List any previous concerns of suspected abuse/neglect regarding child/victim:  

Is this report for Physical Abuse?  
☐ Yes  ☐ No  
If Yes, please answer the following questions.  

Did the reporting party see an injury? What does it look like? Where on the child's body is the injury? Is medical intervention necessary? When/where did it occur and by whom? Have any siblings ever suffered similar abuse? Has this happened before? Does the non-offending parent know about the incident, if so what was their response?  

Is this report for Sexual Abuse?  
☐ Yes  ☐ No  
If Yes, please answer the following questions.  

What, when, who, where and how often? Did anyone else witness the incident? If the perpetrator is over age 10, has law enforcement been notified? Have the parents been notified? Are there any physical indicators? Has the child made a direct outcry? What was said? Is the child reporting they have been inappropriately touched before? What is the relationship of the perpetrator? Is the perpetrator currently in the home? When will the child/victim have contact with the alleged perpetrator again?  

Is this report for Emotional Abuse?  
☐ Yes  ☐ No  
If Yes, please answer the following questions.  

What is being said or done to the child or what did they witness? When, where and how often does it occur? How is the child affected?
Is this report for **Drug Allegations**?  □ Yes  □ No  If Yes, please answer the following questions.

How do you know the parent is using drugs? What substance is the parent using? What is the impact on the Child? Is the substance accessible to the child? Does the parent have a medical marijuana prescription?

| Is this report for **Drug-Exposed Child**?  □ Yes  □ No  If Yes, please answer the following questions. |
| Is the mother still at the hospital? Who else is at the hospital? Has mecstat been ordered? Types and level of drugs present; (AP-GAR Scores)? Does mom have a place to go? Do they have a car seat and other supplies? How long will the child remain in the hospital? Will the mother be breastfeeding? Are there any concerns with how the parents are bonding with the child? |

| Is this report for **Neglect**?  □ Yes  □ No  If Yes, please answer the following questions. |
| What specifically did the reporter see? Description of the environment and who saw it? When did they see it? Age of the children and what have they been exposed to? Regarding the appearance of the child, what did the reported see (clothing not appropriate for season, in poor condition, etc.)? |

| Is this report for **Lack of Supervision**?  □ Yes  □ No  If Yes, please answer the following questions. |
| How often and what time of the day does it occur? How long is the child(ren) left alone? Are they alone now? Do they know where the parent goes at these times? Has law enforcement been contacted? |

| Is this report for **Domestic Violence**?  □ Yes  □ No  If Yes, please answer the following questions. |
| Where were the child(ren) during the incident? Were the police called? Who called 9-1-1 and at what time? Were any charges filed or was either parent incarcerated? Was the child(ren) physically injured? Did child(ren) make any statements about how they "feel" regarding what occurred? |

| Is the child/victim afraid to go home? If yes, has reporting party contacted law enforcement? |

| Does the child/victim have any developmental delays or handicaps; mental health issues? |

| Is there suspicion of any substance abuse in the home?  □ Yes  □ No  If yes, please explain: |

| Is there suspicion of Domestic Violence in the home?  □ Yes  □ No  If yes, please explain: |
If this situation remained unchanged how you would rate the level of safety in the home on a scale of 0 to 10, 10 being very safe with no concerns and 0 being very dangerous?

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Please explain why you have rated the safety of the child/victim this number and what do you believe needs to happen in order to improve the safety of the child/victim:

What has been done to prevent or address the situation?

Family/ Community Supports:
Does the family call on others to help solve problems? Who do they call upon? Are you familiar with any of the extended family? Who are they and how is their relationship with the family? What do they say? Are there aspects of your relationship with the family that, in conjunction with our intervention, might help to influence them for the better?

Family Coping/ Strengths:
What are some positive things with in the family? Are the parents concerned about these problems? How is the family coping with the situation?

Does the reporter have any suggestions of what social services involvement should look like for this report?

Thank you for this information. A team will review your report and determine whether or not the agency has the legal authority to contact the family.
As part of the Greeley-Evans School District 6 Strategic Plan, we are pleased to offer all our employees a one-hour online course in cultural proficiency and communication. All our returning employees, who completed the course in 2013 through 2016, are not required to repeat the course. This course is required of all new 2017 and 2018 District 6 employees and must be completed online, via Schoology, our e-learning management system. The deadline is September 30, 2017, for completion of the course.

Supervisors will receive reports of employees who have not completed this course by the deadline. Thanks again for the district-wide commitment to student achievement by building a welcoming and an inviting culture for our families and our students.

Why This Course?

This course will familiarize each employee with cultural proficiency and why it is important. Furthermore, it offers our employees a better sense of the diversity in our district’s students. We also know this course can provide some general best practices that can immediately be used to help students be successful and then communicate with the many families and stakeholders in our communities. The most exciting part of this course is that it features our students, our employees, and our data.

Let’s Get Started!

Learners do not have to take the course in one session, as the course will allow the person to resume at the point where he/she left off, but the learner must completely view every slide, watch every video, participate in activities, and complete the check box on the last slide of the course to complete the course requirements. As the course has extensive audio, please use headphones or adjust the volume on the computer to respect the workplace of others.

1. Login to Schoology (the course can be completed at a district computer or on a computer outside the district).

2. Open Internet Explorer, Chrome, FireFox, Safari, or another web browser.

3a. Navigate to the D6 website http://www.greeleyschools.org in the Staff Tab, select Schoology  

OR

3b. Navigate directly to Schoology http://elearning.greeleyschools.org

4. The Schoology Username and Password are the same as your district login.

5. On the top home screen, under Courses, in Schoology, find Cultural Proficiency, and click to enter.
6. To enter the course materials, click the folder Cultural Proficiency and then the link: WCSD6: Cultural Proficiency link.

7. Take the course, being careful to view all the videos and complete the activities. The learning management system tracks both your completion status in step #8 below and the time you spend interacting with the materials.

8. The final slide of the course requires you to verify your course completion. Be sure to check the box and click the SUBMIT button in the lower right corner.

9. To check your completion status, click on the Grades menu on the left Schoology navigation pane. If you have completed the course, participants will see a course grade of 100%.

Oops, I Have a Problem...

• If an employee is not enrolled in the course when logged-in to Schoology or the participant encounters other technical issues with the course, please email Kory Zulauf at KZULAUF1@greeleyschools.org

• If you feel you have already completed the course and/or have received this email in error, please email Kory Zulauf at KZULAUF1@greeleyschools.org explaining your individual circumstances.

• OIT Help Desk will be unable to help learners take the course.

Thanks for Reminding Me

Please remember, the course will only show complete if the learner:

• Views and listens to every slide

• Watches every video

• Participates in each activity

• Checks the certification box on the last slide and clicks the SUBMIT button

The deadline is September 30, 2017, for completion of the course.

Welcome to our team!
• How to locate complete list of Board Policy
• Staff Dress Code (Policy GBEBA)
• School Closings and Cancellations (Policy EBCE)
• Alcohol and Drug Free Workplace (Policy GBEC-R)
• Sexual Discrimination and Harassment (Policy GBAA)
• Staff Use of the Internet & Electronic Communications (Policy GBEE*)
• Staff Use of the Internet & Electronic Communications Agreement (GBEE*-E)
• Teacher Resignation and Colorado Law
• District 6 Miscellaneous Internal Controls
• Written and Verbal Confidentiality Protecting Student Privacy
• Confidentiality for Educators
• Statement of Assurance of Confidentiality
• Greeley-Evans District 6 Master Contract
Board of Education Table of Contents

Please be aware this document does not contain every policy approved by the Greeley-Evans Board of Education. For a complete list of policies please visit the Greeley-Evans District Website and use the described pathway or click on the link below.

Pathway to Board of Education Policies
1- Go to www.greeleyschools.org
2- Locate, “Our District” along the top of the home page
3- On the “Our District” drop down, select, “Out Board of Education”
4- On the left hand side of the “Board of Education” page, click on the link that is titled “Policy Manual” a new window will open allowing you to view all of the Board Policies.

Board of Education Policies Link:
http://www.boarddocs.com/co/wcsd6/Board.nsf/Public?open&id=policies
Staff Dress Code

Teachers and other staff members project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, ties, dresses and coordinated separates. The principal has the final authority to decide what is professional attire.

Unacceptable items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length

2. Sunglasses and/or hats worn inside the building

3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts

4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width

5. Beach footwear (such as flip-flops)

6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
   - Refer to drugs, tobacco, alcohol, or weapons
   - Are of a sexual nature
   - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
   - Are obscene, profane, vulgar, lewd, or legally libelous
   - Threaten the safety or welfare of any person
   - Promote any activity prohibited by the student code of conduct
   - Contain partisan or political information
   - Otherwise disrupt the teaching-learning process
Exceptions

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities. If applicable, uniformed workers (e.g. food preparers, custodians, etc.) shall wear the required uniform instead of professional dress. Building principals in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

The superintendent may make exceptions to this policy.

Adopted:       March 28, 2001
Revised:       June 22, 2009

LEGAL REF.:   C.R.S. 22-32-109 (1)(cc) \textit{(districts required to have staff dress code)}

CROSS REFS.:  GBE,B, Staff Conduct (and Responsibilities)
               JICA, Student Dress Code

Weld County School District 6, Greeley, Colorado
School Closings and Cancellations

The superintendent is empowered to close the schools, delay the start of schools or to dismiss them early in event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that the superintendent will take such action only after consultation with appropriate authorities. The Board shall ratify the closing at its next regular meeting.

Parents, students and staff members shall be informed early in each school year as to how they shall be notified in event of emergency closings or early dismissals.

In the event of a closure of all schools, 12-month employees are expected to report to their school or site unless otherwise notified. If the school time lost due to the closure needs to be made up, as determined by the superintendent, the makeup day(s) will be designated on the annual school calendar. In such an event, all employees will be expected to work on the rescheduled day. Any employees required to work on a day when the district is closed will be paid for the extra day(s) in accordance with their regular compensation.

Adopted: April 27, 1988
Revised: March 11, 2002
Revised: September 9, 2002
Revised: June 22, 2009
Revised: March 28, 2011

LEGAL REFS.: C.R.S. 22-1-112 (school year and national holidays)
C.R.S. 22-32-109 (1)(n) (Board’s duty to determine number of instructional/ contact hours/days)
C.R.S. 22-33-101 et seq. (school attendance law)
1 CCR 301-39, Rules 2254-R-2.06 (Board may reduce teacher-pupil instructional/contact time; closings deemed by Board necessary for health, safety or welfare of pupils)

CROSS REFS.: IC/ICA, School Year/School Calendar
JLIB, Student Dismissal Precautions

Weld County School District 6, Greeley, Colorado
Alcohol and Drug-Free Workplace

Introduction

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, illegal drugs as deemed by federal and/or state law, and illicit drugs are prohibited on the premises or as part of any school activity of the Greeley-Evans Weld County School District 6. Illicit drug use is the use of illegal drugs and the abuse of alcohol and other drugs, including prescription drugs. Illegal drugs are those drugs whose manufacture, distribution, dispensing, possession or use are prohibited under federal and/or state law. Accordingly, it shall be a violation of Board policy for any district employee to possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school sponsored or district-sponsored activity or event, or off district property when the employee is on duty. Violation of this policy shall constitute insubordination and shall be cause for disciplinary action up to and including termination of employment and referral for prosecution.

Prohibited Conduct

The following conduct involving alcohol is prohibited:

1. Reporting for or remaining on duty while under the influence of alcohol;

2. Possessing alcohol while on duty. This includes medication, either prescribed or “over the counter,” that contains alcohol. The prohibition on alcohol is based upon authority in school district policy GBEC - Alcohol and Drug-Free Workplace;

3. Alcohol use means the consumption of any beverage, mixture or preparation, including medication that contains alcohol.

Prohibited Conduct Related to Drugs

The following conduct involving illegal drugs is prohibited:

Reporting for or remaining on duty when the employee is under the influence of illegal drugs as decreed under federal and/or state law unless medical exception applies. An employee who uses a prescribed drug pursuant to the instructions of a physician and who has advised the employer that the drug, as prescribed, will not adversely affect the employee’s ability to safely perform the functions of their job.

Reasonable Suspicion Determination and Workplace Testing

Employees must submit to an alcohol and/or drug test when the district has reasonable suspicion to believe that an employee is under the influence of drugs and/or
alcohol. The district will provide transportation to and from the testing site to all employees required to take a reasonable suspicion controlled substance or alcohol test. A reasonable suspicion alcohol test may not be performed if the only prohibited conduct engaged in by the employee was the possession of alcohol.

A reasonable suspicion may be found where a supervisor or district employee detects indicators of drug use and/or alcohol abuse and has made observations regarding an employee that are specific, contemporaneous, and articulable, and relate to the employee’s appearance, behavior, speech, and/or body odors. The district also may use a portable breath testing (PBT) device or other physical testing, for example, nystagmus testing, to determine reasonable suspicion for alcohol/drug use or abuse.

The observations relating to the drug and/or alcohol testing must be made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the “prohibited conduct,” as outlined above.

An employee may be directed to take a reasonable suspicion controlled substance test only while the employee is performing, just before performing or just after performing their employment.

Circumstances which may indicate reasonable suspicion include, but are not limited to the following:

1. Involvement in a work related accident, injury, motor vehicle accident or incident which may have endangered the employee or others which results in damage to property accompanied by observable behaviors or symptoms which might reasonably be suspected to relate to drug and/or alcohol use;

2. Poor work performance or attendance problems accompanied by observable behaviors or symptoms which might reasonably be suspected to relate to drug and/or alcohol use;

3. An act which causes harm to a student or an employee or other individual or is likely to cause harm, which might reasonably be suspected to be related to drug, and/or alcohol use.

To help determine reasonable suspicion, contact immediately: Human Resources at 970-348-6070 and Safety and Security at 970-348-7777. After a determination of reasonable suspicion is established, call the alcohol and drug testing services, Medical Services, Inc., at 970-351-7447.

If an employee refuses to take any drug/alcohol test, the supervisor, in the presence of at least one witness, shall give the employee a direct verbal order, careful to document the time and date, to take the alcohol and drug test. Disobedience of this order shall be
considered insubordination and may result in immediate discharge or a recommendation for dismissal, provided that all district regulations have been followed.

Approved: October 2013

Weld County School District 6, Greeley, Colorado
Sexual Discrimination and Harassment

The district is committed to a learning and working environment that is free from sexual discrimination and harassment. It shall be a violation of policy for any member of the district staff or any student to discriminate against another on the basis of sex or harass staff members or students through conduct or communications of a sexual nature.

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

Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies shall be presumed to be unwelcome.

Sexual harassment prohibited

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual'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.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

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 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.

Reporting, investigation, and sanctions

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, it is the express desire of the Board to encourage victims of sexual harassment to report such claims. Employees believing they have been, or are being, subjected to harassing conduct should bring such complaints to the attention of the appropriate administrator/supervisor. The administration shall promptly investigate and take appropriate action on complaints regarding violations of this policy (See the district’s complaint process AC-R).

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the district’s compliance officer. If the employee’s direct administrator or supervisor is the offending person, the report shall be made to the next higher level of authority.

No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing future harassment.

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 employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

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

Notice of policy

Notice of this policy shall be circulated to all district schools and departments and incorporated in employee and student handbooks.
LEGAL REFS.:
20 U.S.C. §1681 et seq. (Title IX of the Education Amendments of 1972)
42 U.S.C. §2000e et seq. (Title VII of the Civil Rights Act of 1964)
C.R.S. 24-34-401 et seq. (discrimination or unfair employment practices)
C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division procedures)

CROSS REFS.:
AC, Nondiscrimination/Equal Opportunity
JLF, Reporting Child Abuse/Child Protection
Teacher Resignation and Colorado Law

All teachers who enter an employment contract and need to resign must give a written notice 30 days prior to the date the position is to be vacated. Should personnel wish to resign before the first day of school, a written notice must be submitted 30 days prior to the first day to report. Please note this practice is not present in the Master Contract, however it is in compliance with Colorado Statute § 22-63-202, Board Policy GCBA-Instructional Staff Contracts/Compensation/Salary Schedules, and is also stated in the Greeley-Evans School District 6 Teacher Contract (accepted via Infinite Visions). Failure to give 30 days of prior notice before resigning is breach of contract and is cause for withholding up to 1/12 of wages, specified in the contract, or collection of the costs necessary to fill the position.
CONTRACTS
Only the Superintendent or appropriate designees are authorized to enter into binding contracts for the District. With the exception of referees, athletic officials and athletic assignors, contracts with financially bind the District must be approved by Finance/ Legal Counsel. This includes, but is not limited to, forensic judges, accompanists, assemblies, authors, choreographers, DJs, researchers, speakers or fundraising vendors.

GRANTS
In order to better control the financial aspects of grants and to ensure that the Finance Department will be able to support the reporting requirements of the grant, applications, budget and other relevant information must be forwarded to the Finance Department prior to submission to the grantor. All grant applications MUST BE signed by the Superintendent or appropriate designee. Grants are contracts that legally bind the District.

SIGNATURE AUTHORITY
Each location/department has a signature authority who is the person responsible for the location’s budget. These are the people authorized to sign or make financial commitments for that location, except for contracts (please see paragraph above). All checks to or on behalf of the signature authority require the signature of the authority’s supervisor. For example, if a principal requests reimbursement for expenses or payment for a seminar to be taken by that principal, then the signature of the Superintendent or appropriate designee is required.

STRUCTURAL CHANGES TO BUILDINGS
All structural changes must be pre-approved through facilities before being undertaken. This includes but is not limited to the installation of kilns, boilers, wiring, air conditioning units, walls, doors, etc. It also includes painting walls & doors, modifying ceilings and installing shelves. Facilities should be contacted if further clarification is needed regarding what qualifies as a structural change.

PETTY CASH
Petty Cash may be available at your site. See your Office Manager for requirements on how expenditures are made from Petty Cash. Prior approval of any expenditure is always required. All purchases are limited to items under $100 and no fixed asset, grant or SPED purchases. No sales tax amounts will be reimbursed. An invoice or other proof of purchase must be attached to all Petty Cash Slips. Cash register tapes are not acceptable unless they are itemized (i.e., Hobby Lobby). You should always sign the Petty Cash Slip indicating you have received funds. The proper account number to be charged should be listed on each Petty Cash Slip (your Office Manager can help you with this). Checks will not be cashed and change will not be made out of Petty Cash.

PHONE CONTROL
Phone and fax equipment within the District is generally available for business related use. Personal long distance calls and personal use of the fax machine is not permitted. Attempts should be made to limit personal phone calls during business hours. Personal long distance calls should not be made and charged to the District. If it is necessary for an employee to make a long distance call from a District phone, then they should use a personal phone card, credit card or reverse the charges. If it is an emergency situation and the individual does not have any of the above options available to them, then the call may be made at the discretion of the site Administrator.

MILEAGE REIMBURSEMENT
Approved mileage within the District will be reimbursed at the rate set by the Board of Education and the budget, per District 6 policy. If mileage will be paid by Grant dollars, requests must be submitted to Accounts Payable on the District’s Mileage Reimbursement Form with the proper account number and signatures. If mileage will be paid by Non-Grant dollars, mileage will be submitted as follows:

Under $50 (Quarterly) The District form needs to be submitted by the 10th day following the end of each quarter. The mileage report for the fourth quarter must be submitted by June 30th to be paid in the correct budget year.

Over $50 (Monthly) The District form needs to be submitted by the 10th day following the end of each month. Mileage for June must be submitted by June 30th to be paid in the correct budget year.
Staff Use of the Internet and Electronic Communications

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The Board believes they should be used in schools as a learning resource to educate and to inform.

The Board supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that violates this policy.

Blocking or filtering obscene, pornographic and harmful information

To protect students from material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, software that blocks or filters such material and information has been installed on all district computers having Internet or electronic communications access. Blocking or filtering software may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

No expectation of privacy

District computers and computer systems are owned by the district and are intended for educational purposes and district business at all times. Staff members shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

Public records

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications are retained, archived and destroyed in accordance with applicable law.
Unauthorized and unacceptable uses

Staff members shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No staff member shall access, create, transmit, retransmit, or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability
- for personal profit, financial gain, advertising, commercial transaction, or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to, copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual’s Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
that accesses fee services without specific permission from the building technology specialist or site administrator

Security

Security on district computer systems is a high priority. Staff members who identify a security problem while using the Internet or electronic communications must immediately notify an administrator/supervisor. Staff members should not demonstrate the problem to other users. Logging onto the Internet or electronic communications falsely acting as a system administrator is prohibited.

Staff members shall not:

- use another person’s password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computers systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any staff member identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications for any reason considered appropriate by the administrator/supervisor.

Confidentiality

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians or district employees that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a “need to know” are allowed access to the material. Staff members shall handle all employee, student and district records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students) and EGAEA (Public Electronic Mail Records).

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA). (See policy JRA/JRC, Student Records/Release of Information on Students for detailed information on student records).

It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff
members who use e-mail to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

**Vandalism**

Vandalism shall result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

**Unauthorized software**

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

**Staff member use is a privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action and/or legal action. The school district may deny, revoke, or suspend access to district technology or close accounts at any time for any reason considered appropriate by the administrator/supervisor or for regular maintenance or improvement of the district’s system.

Staff members shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

**School district makes no warranties**

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The school district shall not be responsible for any damages, losses or costs a district staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member’s own risk.
Adopted: June 28, 2004
Revised: June 22, 2009

LEGAL REFS.:
47 U.S.C. 254(h) (Children’s Internet Protection Act of 2000)
20 U.S.C. 6801 et seq. (Elementary and Secondary Education Act)
C.R.S. 22-87-101 et seq. (Children’s Internet Protection Act)
C.R.S. 24-72-204.5 (monitoring electronic communications)

Weld County School District 6, Greeley, Colorado
Staff Use of the Internet and Electronic Communications

(Annual Acceptable Use Agreement)

Staff Member

I have read, understand and shall abide by the district's policy on Staff Member Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's computers or computer system, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

I hereby release the school district from all costs, claims, damages or losses resulting from my use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Staff Member Use of the Internet and Electronic Communications and understand its significance.

______________________________
Staff member's Name (printed)

______________________________  ________________
Staff member's Signature                  Date

Weld County School District 6, Greeley, Colorado
WRITTEN AND VERBAL CONFIDENTIALITY

PROTECTING

STUDENT PRIVACY AND STUDENT EDUCATIONAL RECORDS

EDUCATION RECORDS
1. Directly identify a student
2. Are maintained by the education institution or education agency or by a party acting for the institution or education agency

SCHOOL OR EDUCATION OFFICIAL
1. Employed by the institution in an administrative, supervisory, academic or research, or other support staff position
2. Serves on the institution’s governing body
3. Employed by, or under contract to, the institution to perform a special task, such as an attorney or auditor

PROTECTION OF RIGHTS
1. No record keeping system that compiles and stores personally identifiable information about individuals may be kept secret.
2. Individuals whose personally identifiable information is being collected and stored have the right to know what information is being kept and how it is being used.
3. Individuals must be able to prevent record keepers from disclosing personally identifiable information about themselves without their consent.
4. Individuals must be able to correct or amend personally identifiable information that is being stored about them.
5. Organizations that collect and store personally identifiable information about individuals must ensure that the data will only be available for internal use and must take precautions to prevent the misuse of that data.

DISCLOSURE OF STUDENT INFORMATION
Questions to consider when a request is being made:
1. What kind of record is being requested?
2. Who is requesting the record?
3. What are the regulations that govern the privacy of the record in question?
4. What are the requirements for disclosure of information from the record in question?

PRIOR WRITTEN CONSENT
Prior written consent is not required when the disclosure of information from education records is made under certain conditions. When the disclosure is made:
1. to the student identified in the record
2. to other education officials who have a legitimate educational interest
3. to the parents of a “dependent” student
4. to comply with a judicial order or subpoena
5. to federal, state or local authorities involved in the audit or evaluation of an educational program
6. to accrediting organizations
7. in connection with financial aid
8. to authorities in a health or safety emergency

RECORDS MANAGEMENT
1. Establish and maintain written records management policies and procedures
2. Ensure that records retention policies exist and are followed
3. Provide appropriate access, retrieval, and destruction security for different kinds of records
4. Train staff in all applicable regulations, policies and procedures
Confidentiality for Educators – Legal Obligations at All Times

Goals
- Know the two Confidentiality Laws
- Understand the basic confidentiality requirements specified in law
- Demonstrate awareness of confidentiality

FERPA – Family Educational Rights and Privacy Act

IDEIA 2004 – Individuals with Disabilities Education Improvement Act of 2004

Personally Identifiable Information
- Name of student or parent, address, social security #
- Personal characteristics that identity a student
- Email only first name and last initial to protect identity
- Email becomes public property once sent and violates confidentiality if safeguards are not in place

Definition of Educational Records
- Records related to student and are maintained by school
- Cumulative files, grade books
- Special education eligibility folders

Directory and Photographic Information
- Parent consent for publication of full name, address, phone number, DOB, place of birth, attendance, etc
- Parent consent for pictures of student for publication/display

Right to Inspect and Review Records
- Parents/adult students have the right to review within a reasonable period of time
- Review must be by a person qualified to interpret the results
- Parents/adult student may have a representative review records
- Court order may deny some parents from reviewing records
- Right to obtain copies of records generated by local district unless subject to copyright laws (Do Not Copy Records from Private Agencies)

Sole Possession Records
- Personal records may be exempt from parent access if not revealed to anyone
- Caution is to be used in your e-mails about students

Conditions Where Proper Consent Not Required
- Disclosure within local agency
- Transfer records between schools
- Audit purposes
- Subpoenas or court orders (All such requests must be faxed to the Director of Exceptional Student Services at 970-348-6232 to be reviewed by the district’s attorney for legal guidance.)
- Disciplinary action, financial aid, health and safety emergencies

Confidentiality Protected at 4 Stages
- Collection
- Storage
- Disclosure
- Destruction

Confidentiality May Be Violated
- When staff discusses student information in inappropriate places
- When staff repeats gossip or rumors about students

Best Practice for Confidentiality
- Be aware of the confidentiality laws
- Comply with written educational records
- Be sensitive to violations of confidentiality in verbal exchanges with others
This certifies that I have read and understand “Written and Verbal
Confidentiality Protecting Student Privacy and Student Educational Records”
and “Confidentiality for Educators – Legal Obligations at All Times” and
agree to follow the privacy laws outlined within them.

Specifically,

☐ I understand that organizations that collect and store personally
identifiable information about individuals must ensure that the data
will only be available for internal use and must take precautions to
prevent the misuse of that data.

☐ I understand that I may not share personally identifiable information
about students. These include the full name of the student or parent,
address, social security number, or personal characteristics that could
identify a student.

☐ I understand that if I refer to a student in internal e-mail
communication that I must use first name and last initial only in order
to protect the student’s identity. I also understand that any e-mail I
send becomes public property once it is sent and violates
confidentiality if safeguards are not in place.

☐ I agree not to discuss individual students with anyone outside of
school and to be professional in my conversations about individual
students within the school setting.

☐ I understand that parent consent is needed for publication of full
name, address, phone number, date of birth, place of birth,
attendance, etc.

☐ I understand that parent consent is required for pictures of students to
be used for publication or display.

_____________________________________  _____________
Name         Date

_____________________________  _______________________
Position       School(s)

Signature
Compensation

- Estimated Benefit Coverage
- General Liability Insurance
- Payroll Information
- Worker’s Compensation and Reporting Work Related Injuries
- Horizontal Advancement
Estimated Benefit Coverage for Individual Employee

<table>
<thead>
<tr>
<th>Salary &amp; Benefits</th>
<th>Rate</th>
<th>Beginning Teacher (BA-D)</th>
<th>Mid-Career Teacher (MA12-M)</th>
<th>Late-Career Teacher (MA60-U)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>Based on experience &amp; education</td>
<td>$37,260.00</td>
<td>$59,000.00</td>
<td>$87,774.00</td>
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<tr>
<td>Health Benefits</td>
<td>$556.56 per month</td>
<td>$6,678.72</td>
<td>$6,678.72</td>
<td>$6,678.72</td>
</tr>
<tr>
<td>Dental</td>
<td>$28.49 per month</td>
<td>$341.88</td>
<td>$341.88</td>
<td>$341.88</td>
</tr>
<tr>
<td>Vision</td>
<td>$5.18 per month</td>
<td>$62.16</td>
<td>$62.16</td>
<td>$62.16</td>
</tr>
<tr>
<td>PERA</td>
<td>19.65% of salary (eff 1.1.17)</td>
<td>$7,259.49</td>
<td>$11,495.17</td>
<td>$17,101.30</td>
</tr>
<tr>
<td>PERA 19.15% of salary (eff 1.1.16)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicare</td>
<td>1.45% of salary</td>
<td>$540.27</td>
<td>$855.50</td>
<td>$1,272.72</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>$.09/$1,000 of coverage</td>
<td>$78.90</td>
<td>$108.00</td>
<td>$108.00</td>
</tr>
<tr>
<td>Life Insurance 2x salary up to $50k</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL VALUE</td>
<td></td>
<td><strong>$52,221.42</strong></td>
<td><strong>$78,541.43</strong></td>
<td><strong>$113,338.78</strong></td>
</tr>
</tbody>
</table>

Please refer to the current publication of the Benefits Summary Booklet for more information regarding the District-offered Benefits Program.

Certified Teacher Liability District Coverage

All certified staff members in the school district are automatically provided the District’s teacher liability coverage. This coverage includes immediate assignment of legal counsel to any teacher that encounters a need for legal counsel for acts within the scope of their employment.
General Liability Insurance
Coverage Summary

Commercial General Liability

This coverage is issued to the School District to protect them against liability claims for bodily injury and property damage arising out of their normal business activities.

Coverage is provided for teachers and student teachers for –

- Acts within the scope of their employment
- Duties performed that are related to their employment
- Bodily injury, sickness or disease sustained by a third party
- Property damage – physical injury to tangible property of a third party (excluding auto)

Errors & Omissions

This coverage is to protect the School District should they become legally obligated to pay damages as a result of any wrongful act.

Coverage is provided for teachers and student teachers for –

- Acts within the scope of their employment
- Duties performed that are related to their employment
- Damages of a monetary judgment or a settlement
- As a results of a wrongful act –
  - Alleged breach of duty, neglect, or error
  - Alleged misstatement or misleading statement or omission

As an employee of the District, the insurance company will appoint an attorney to represent you in the event a lawsuit should be filed AT NO COST TO YOU.
Payroll Information

What’s Due When?

ANY PAYROLL INFORMATION NOT TURNED IN BY THE RESPECTIVE DUE DATE WILL GO INTO EFFECT THE FOLLOWING MONTH.

Address Change
Accepted at any time. All address changes must be in writing or completed thru Infinite Visions.

W4 Change
Due by the 1st working day of the month. All changes can be made through Infinite Visions.

Direct Deposit – Payroll & Expense Reimbursements
1st working day of the month
If you close your bank account, PLEASE let Payroll know immediately in writing ASAP, regardless of date. A voided check must be provided with direct deposit authorization or the form will be returned to you.

Weld School Credit Union
(new / change / stop)
You must contact the Weld Schools Credit Union and they will send us the appropriate documentation for your payroll deduction.

Other Payroll Deductions
(new / change / stop)
1st working day of the month

One Time Pays
1st Friday of the month

Sick Leave Bank Usage Forms
Certified Employees
After HR approval, forms are due to the GEA Office by the 14th of the month.
**Payroll Dates**

Payday for all employees is the last District working day of the month.

### 2017-2018 Paydays

<table>
<thead>
<tr>
<th>Thursday, July 28</th>
<th>Tuesday, January 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, August 31</td>
<td>Tuesday, February 28</td>
</tr>
<tr>
<td>Friday, September 30</td>
<td>Friday, March 31</td>
</tr>
<tr>
<td>Monday, October 31</td>
<td>Friday, April 28</td>
</tr>
<tr>
<td>Wednesday, November 30</td>
<td>Wednesday, May 31</td>
</tr>
<tr>
<td>Thursday, December 29</td>
<td>Thursday, June 29</td>
</tr>
</tbody>
</table>

**Pay Advices**

All employees can access their Pay Advices through Infinite Visions. Please refer to the Infinite Visions Handbook for instructions.

**Rates of Pay**

Certified employees working additional hours, with administration approval, will be paid at the standard “one-time” pay rate for occasional work, currently $27.00/hour.

**Discretionary Leaves / Sick Leaves**

All leave requests must be made through Aesop software. Please see instructions in the document titled “Procedures for Requesting an Absence in Aesop,” which is included in this packet.

All leave balances will be available in Infinite Visions under Employee Resources/Attendance. Please track your time closely to be sure you have leave available for any absences to avoid your pay being docked. Please note that there is a lag time when leave in Aesop transfers to “hours used” in Infinite Visions. If you know you have a pending absence that has not posted to Infinite Visions yet, you must take that into account when calculating your leave balances.

**Fees**

$20 fee for reprint / copy of W2

*Please note – W2s may be reprinted via logging on to your Infinite Visions Account. Should you need Payroll to reprint, the processing fee would apply.*

*Fees are subject to change. A 24-hour notice is required on all requests!*

Revised July, 2016
Workers’ Compensation

Procedures for Reporting Work-Related Injuries

WARNING - “If you are injured on the job, written notice of the injury must be given to the employer within four working days after the accident, pursuant to Section 8-43-102(1), Colorado Revised Statutes. If the injury results from use of alcohol or controlled substances, or violation of a Safety Rule, workers’ compensation disability benefits will be reduced by one-half in accordance with Section 8-42-112.5, Colorado Revised Statues.” (Poster ZAUCCIPOST2 – Pinnacol Assurance)

Reporting the Injury

• An injured worker must report the injury or illness immediately to their supervisor (same day if possible).
• The injured worker must also contact the Risk Management Specialist, at the Administration Building, at 970-348-6113, to file a First Report of Injury.
• A Workers’ Compensation Employee’s Report of a Work-Related Injury must be completed at the employee’s building site and signed off by their supervisor then sent to the Risk Management Specialist at the Administration Building, Workers’ Compensation.
  o Workers’ Compensation Employee’s Report of a Work-Related Injury can be obtained from the school nurse, health clerk, office manager, kitchen manager, custodial building manager, supervisor, I-Visions, or the District Risk Management Specialist.

Medical Treatment

• Employees have the right of choosing one of the following designated workers’ compensation health care providers. Our designated health care providers for any work-related injury or illness are:

  Dr. Charbonneau
  CHAMPS
  1900 16th Street
  Greeley, CO  80631
  Phone: 970-350-2471

  Dr. James Rafferty
  CHAMPS
  1900 16th Street
  Greeley, CO  80631
  Phone: 970-350-2471

  Dr. Kevin Keefe
  Workwell Occupational Medicine, Greeley
  2528 W 16th Street
  Greeley, CO 80634
  Phone: 970-356-9800

  Dr. Robert Dupper
  Workwell Occupational Medicine, Loveland
  1608 Topaz Dr.
  Loveland, CO  80537
  Phone: 970-593-0127

The Employee Choice of Designated Work comp Medical Provider form must be completed and faxed to the Risk Management Specialist even if the injured worker does not wish to be seen by the physician (per State Law).
• If medical attention is needed, contact the Risk Management Specialist at 970-348-6113, an appointment will be scheduled for the employee by the Risk Management Specialist with the designated health care provider chosen by the employee (please see Medical Treatment section on previous page with chart of designated health care providers). The employee will then be notified of the scheduled appointment time. Please note that every employee seeking medical treatment must have a scheduled appointment. No one will be seen on a walk-in basis.

After Hours or Weekend Injuries

• If injured after 4:30 p.m. or on weekends and URGENT or EMERGENCY medical treatment is required, report to the Urgent Care at Greeley Medical Clinic, 1900 16th Street, Greeley, or the Emergency Department at North Colorado Medical Center, 1801 16th Street, Greeley.

• In a life or limb threatening emergency, go to the Emergency Department at North Colorado Medical Center, 1801 16th Street for treatment.

Urgent Care or Emergency Room Treatment

• After Urgent Care or Emergency Room treatment the injured worker must contact the Risk Management Specialist on the next business day following the Emergency Department visit to report the injury and to complete the appropriate paperwork.

• If an urgent care or emergency room physician refers the injured worker to a specialist, the injured worker is still required to follow up with our designated workers’ compensation physician to obtain a referral (please see Medical Treatment section on previous page with chart of designated health care providers). Please inform the Risk Management Specialist of this when reporting your injury and the emergency room visit.

Physicians Report

• The injured worker must provide a copy of the Physician’s Report to their supervisor anytime they receive workers compensation related medical treatment.

• It is also the responsibility of the injured worker to ensure that a copy of the Physician’s Report for medical treatment is sent to the Risk Management Specialist, at the Administration Building, each time they are seen by our workers’ compensation physician.

• The workers’ compensation physician may recommend a follow up appointment. This appointment should be made by the injured worker before leaving the medical office. It is important that all follow up appointments are kept. Failure to keep these appointments may subject the injured worker to reduced workers’ compensation benefits.

Absences From Work Due to Injury

• If the doctor notes on the report that the injured worker should not return to work, the injured worker must contact the Risk Management Specialist at 970-348-6113 immediately.

• Absences from work because of a scheduled workers’ compensation medical or therapy appointment will not be charged against the injured worker’s sick leave. The injured
worker will receive their salary for any absence during the normally scheduled work day due to a scheduled workers’ compensation medical or therapy appointment.

- Absences from work which are not authorized by our workers’ compensation designated provider will be charged against the injured worker’s sick or discretionary leave.

**Injury Occurring Out of Town**

- An emergency regarding a work related injury occurring outside Greeley should be treated at the nearest urgent or emergency care facility by a licensed medical physician. The injured worker is still responsible for contacting the Risk Management Specialist in the District’s workers’ compensation office at 970-348-6113 to report the injury and to complete the paperwork as soon as possible. Any follow up treatment must be provided by the injured worker’s choice of designated workers’ compensation medical provider (please see Medical Treatment section on page 1 with chart of designated health care providers).

**Prescriptions**

- Prescriptions written by our workers’ compensation physicians should be taken to any pharmacy listed below and located in Greeley or Evans - Greeley Medical Clinic Pharmacy, King Soopers, Rite Aid, Safeway, Summit View Pharmacy, Target, Walgreens, or Wal-Mart. The injured worker should inform the pharmacist that this is a workers’ compensation injury so that they do not have to pay for the prescription(s).

**WARNING**

- Employees should be aware that they must use the District’s designated health care provider for any work-related injury or illness if the costs are to be paid by Workers’ Compensation. If an employee does not use one of our workers’ compensation designated health care providers, the employee will be responsible for all medical costs incurred. Regular health insurance will not provide benefits for a work-related injury or illness.

Direct all questions or concerns to the Risk Management Specialist at 970-348-6113.

*Remember to encourage good safety habits and make safety a force of habit!*
Horizontal Advancement

Please be aware there have been *significant* changes to the horizontal advancement process, please take a few moments to make note of the changes and read the revised process below. If you have any questions regarding the new horizontal advancement process, please refer to the [Master Contract](#) under Horizontal Advancement or contact Human Resources at: 970-348-6070.

**Significant Changes Include:**

- We are pleased to announce two windows for horizontal advancement
- Application Deadlines - New deadlines for Forms 1 and 3
- Form Submission - As stated in the Master Contract, forms will no longer be accepted in hard copy (paper) and must be submitted electronically using the links and procedures below.
- As a result of changing to an electronic system as well as providing two windows, Human Resources will not be conducting one-on-one horizontal advancement meetings. Please refer to the [Master Contract](#) for more information.

**Step by Step Instructions**

Please Note: All forms must be submitted electronically through the links below. All links are secure and no information will be shared outside of the form submission system. Once you have submitted a form, within ten minutes an email verifying your submission will be delivered to the email address entered on the form.

**Form #1 - Application for Advancement - Due Sunday, March 1, 2017, by 11:59 p.m.**
The annual deadline for applying for horizontal salary advancement for the next fiscal year is March 1. Late applications will not be accepted. Use the link above to fill out and submit Form #1.

**Form #2 - Optional Coursework Approval Form for College/University Classes**
This form should be submitted before taking college or university classes. Form #2 is reviewed by the Office of Human Resources. An email indicating denial or approval status will be sent to the applicant.

**Form #3 - Verification of Coursework Completion**
This form must be fully completed and submitted by either September 1 with transcripts no later than October 1 OR January 1 with transcripts no later than February 1. Please make sure your form is filled out completely. Turning in an incomplete Form #3 will disqualify your application. List each class (including Professional Development classes) separately. Incomplete applications or applications not reviewed by the September 1 or January 1 deadline, will not qualify for advancement.

**Transcript Upload Portal**
You must provide official transcripts for all coursework you have completed, this includes professional development through Greeley-Evans District 6. Human Resources is not able to print professional development transcripts, so please upload all transcripts using the link above. If you fail to submit any transcripts, your application is considered incomplete and will not be considered. Educators also have the option of mailing/delivering official transcripts to Human Resources and/or having the college/university send official transcripts directly to Human Resources.

In order to receive credit for out-of-district conferences, workshops, etc. you must submit appropriate form to the [Professional Development Department](#) (970.348.6280) for pre-approval for the credits to be added to your district transcripts. If out-of-district classes do not appear on your district transcripts, they will not be applied toward your application for advancement. *Certificates are not accepted.*

**Form Submission Verification**
You will receive a time stamped email confirming submission of all forms to Human Resources. Please retain these emails and/or print a copy of the verification email for your own records.
How to Guides

- Infinite Visions/AESOP Handbook
  - CourseWhere Instructions
- Science Distribution Center Information
INFINITE VISIONS HANDBOOK

This set of guidelines has been created to assist District staff in navigating through Infinite Visions. While it is not intended to touch on every single aspect of the software, we have included functions that all District staff will access.

There are a couple of notes that you should keep in mind when using Infinite Visions and this document –

- The screen shots will not always be identical to what you see on your screen. The different options and layout will be the same. However, Finance has the ability to modify the “home” screen with various information and announcements. This is changed on a periodic basis.
- Not all employees will have the same “options” available to them. Administrative staff, Office Managers, and Finance Secretaries will have more options and functions available to them, due to their job responsibilities. The “Employee Resources” option is available to all employees.
- **TIP - Do not use your browser “back” and “forward” buttons in Infinite Visions.** The software does not function well using these as navigation devices. If you would like to go to a different area of Infinite Visions, click on the item you would like to navigate to.

**Infinite Visions Support**

If you need assistance, please contact Mary Mitchell in the Finance Department at 348-6126 or mmitchell1@greeleyschools.org.
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<td>7</td>
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<td>Profile</td>
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<td>Employee W2</td>
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<tr>
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<td>19</td>
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<tr>
<td>Method #2 – Attendance Entered &amp; Approved through Infinite Visions</td>
<td>25</td>
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<td>Viewing Leave Balances</td>
<td>29</td>
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<td><strong>Logging Out</strong></td>
<td>30</td>
</tr>
<tr>
<td><strong>Infinite Visions Support</strong></td>
<td>30</td>
</tr>
</tbody>
</table>
LOGGING IN

1. Open Internet Explorer.
2. Go to the Weld County School District 6’s website. Type > www.greeleyschools.org
3. Press > Enter
4. The following screen will appear

5. Click on > Staff.
6. The following screen will appear. Click on > Infinite Visions.
7. When the following screen appears, Click> **Login**

![Login Screen](image)

8. In the User Name box, Type> **The first portion of your District e-mail address.**

9. Press> **Tab**

10. In the Password box, Type> **password** *(this is case sensitive).*

11. Click> **Login**

![Password Input](image)

**Note** – using the word “password” for your password will only happen the first time you log into Infinite Visions. When you log in for the first time, the system will ask you to change your password to something you would prefer. For all subsequent log in’s, you’ll use your new password that you’ve selected.
12. The first time you login as a new user, you will have to enter some verification information. **NOTE – The following steps are only for employees that are logging into Infinite Visions for the first time.**

Enter the Last Four Digits of your Social Security Number.
Enter your Home Zip Code.
Enter your Date of Birth *(format of mm/dd/yyyy)*

Click> Register

13. The following screen will ask you, “Is this your information?”

- If it is, Click> **Link**
- If it is not, please correct by clicking in the appropriate box and typing the appropriate information. When the information is correct, Click> **Link**
14. You are now logged in to Infinite Visions.
SELF SERVICE

To access the Self Service section of the Portal, hover your mouse > Self Service item on the menu. A dropdown menu will appear with the following options -

- Employee Resources Information Center
- Profile
- Time Off
- Contract Acceptance
- Documents
- Trainings
- HR Information
- Substitute Tracking
- User Defined Forms

Employee Resources Information Center

This section of the portal houses all forms and resource materials regarding Payroll, TimeClock Plus, Aesop, Benefits Information and Worker’s Compensation.
Profile

The Profile section will contain all of your personal logistical information like address, phones, etc.

Time Off

The Time Off section is where you will view leave balances, etc. Please see pages 25 - 37 for instructions on how to request time off in both Infinite Visions & AESOP.
Contract Acceptance

Your employee position and/or assignment for Greeley-Evans School District 6 is noted here. You have the choice of “I accept this contract” or “I do NOT accept this contract” option.

The Human Resources department will contact you via e-mail when your document(s) is available for review.

Documents

The Documents portion of the Portal lists all documents, current and past, that have been accepted or denied in the Contract Acceptance section.
**Coursework**

This area will allow you to request a course pre-approval or house information on all Coursework that you have completed.

**Trainings**

*As of July, 2017, this module is not enabled.*

**HR Information**

The Human Resources department will use this portion of the Portal to track your certificates, endorsements, education, coursework, languages, etc.

**Substitute Tracking**

*As of July, 2017, this module is not enabled. Substitute information is processed thru AESOP software.*

**User Defined Forms**

*As of July, 2017, this module is not enabled.*
PAY / TAX INFORMATION

The Pay/Tax Information dropdown will give you access to –

- Employee Pay
- Calendar Year Pay History
- Total Compensation
- Employee Tax Forms
- Employee W2
- Direct Deposit
Employee Pay

You will find information regarding your pay. When entering the module, the most current monthly pay advice will be displayed. You may view previous pay periods by using the Pay Date drop-down menu in the upper right-hand corner of the pay advice.

Calendar Year Pay History

Similar to the Employee Pay screen, you will find information regarding your pay for a full calendar year. When entering the module, the most current year-to-date pay history will be displayed. You may view previous years by typing in the year and clicking on > Show Statement.
**Total Compensation**

This module will list your Total Compensation with the District including your Salary & Wages and Employer Paid Benefits.

![Total Compensation Image](image)

**Employee Tax Forms**

This section will allow you to view your current tax elections. You can also fill out Tax Forms to modify your elections.

![Employee Tax Forms Image](image)
Employee W2

When W2s have been generated by the Payroll Office in January for the previous pay year, this is where you will be able to view and print your W2. The Payroll Office will also mail your W2 in snail mail by January 31 each year.

![Image of W2 screen]

Direct Deposit

This screen identifies your direct deposit bank and the type of account being deposited to. By Clicking > Make Changes, you’re able to change your direct deposit information.

![Image of Direct Deposit screen]
The Benefits dropdown will give you access to –

- HR Benefits Enrollment
- HR Enrollment Detail
- HR Employee Beneficiaries

**HR Benefits Enrollment**

During the annual Benefits Open Enrollment period, this screen is made active so that employees can register for their benefits. Notifications regarding the Benefits Open Enrollment period are sent out to all District personnel.
HR Enrollment Detail

At any time, you may view or print out a statement detailing all of your benefits. Click on > **View/Print Statement** to receive a report in pdf format listing all of your current benefits.

HR Employee Beneficiaries

You will be able to view, modify or delete your current beneficiaries. You can also add new beneficiaries on this screen.
Attendance

There are two different methods of managing Attendance –

Method #1 – Attendance entered & approved through Aesop
Please see instructions on pages 19-24 for instructions on how to manage your leave in Aesop.

Method #2 – Attendance entered & approved through Infinite Visions
Please see instructions on pages 25-28 for instructions on how to manage your leave in Infinite Visions.

Please refer to the following charts to determine the method you will use to manage your attendance requests.

<table>
<thead>
<tr>
<th>METHOD #1 - Attendance entered &amp; approved through Aesop</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSISTANT PRINCIPAL</td>
</tr>
<tr>
<td>AVID TEACHER/COORDINATOR</td>
</tr>
<tr>
<td>CAMPUS MONITOR</td>
</tr>
<tr>
<td>COUNSELOR</td>
</tr>
<tr>
<td>DEAN OF STUDENTS</td>
</tr>
<tr>
<td>EDUCATIONAL INTERPRETER TUTOR-DHH</td>
</tr>
<tr>
<td>ESS ASSISTANT</td>
</tr>
<tr>
<td>ESS TEACHER (not Adaptive PE, Vision, Hearing)</td>
</tr>
<tr>
<td>HEALTH CLERK</td>
</tr>
</tbody>
</table>

7/1/15
<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>21ST CENTURY SPECIALIST</td>
<td>Executive Director of Learning Svcs</td>
<td>Occupational Therapist</td>
</tr>
<tr>
<td>ACCOUNTANT</td>
<td>Executive Dir of Student Support Svcs</td>
<td>Occupational Therapist Assistant</td>
</tr>
<tr>
<td>ACCOUNTING MANAGER</td>
<td>Facilitator, CTE</td>
<td>Operations Manager</td>
</tr>
<tr>
<td>ADMINISTRATIVE ASSISTANT</td>
<td>Facilitator, GT</td>
<td>Painter</td>
</tr>
<tr>
<td>ASSESSMENT SPECIALIST</td>
<td>Facilities Foreman</td>
<td>Parent Involvement Facilitator</td>
</tr>
<tr>
<td>ASSESSMENT TECHNICIAN</td>
<td>Facility Use Specialist</td>
<td>Parent Liaison</td>
</tr>
<tr>
<td>ASSISTANT BUILDING MANAGER</td>
<td>Federal Program Coordinator</td>
<td>Payroll Manager</td>
</tr>
<tr>
<td>ASSISTANT DIRECTOR OF LEARNING SERVICES</td>
<td>Finance Secretary</td>
<td>Payroll Specialist</td>
</tr>
<tr>
<td>ASSISTANT TO CHIEF ACADEMIC OFFICER</td>
<td>Fleet Foreman</td>
<td>Physical Therapist</td>
</tr>
<tr>
<td>AUDIOLOGIST</td>
<td>Food Production Assistant</td>
<td>Preventative Maintenance Tech-Mechanical Principal</td>
</tr>
<tr>
<td>BILINGUAL INTERPRETER</td>
<td>Food Production Manager</td>
<td>Professional Development Specialist</td>
</tr>
<tr>
<td>BOARD OF EDUCATION SECRETARY</td>
<td>Food Production Specialist</td>
<td>Program Manager</td>
</tr>
<tr>
<td>BRAILIST</td>
<td>GAP Tutor</td>
<td>Project Accounting Specialist</td>
</tr>
<tr>
<td>BUILDING MAINTENANCE TECHNICIAN</td>
<td>General Custodian</td>
<td>Purchasing Card Specialist</td>
</tr>
<tr>
<td>BUILDING MANAGER</td>
<td>Grant Accountant</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>BUS DRIVER</td>
<td>Grounds Technician</td>
<td>Purchasing Specialist</td>
</tr>
<tr>
<td>BUS MONITOR</td>
<td>GT Specialist</td>
<td>Records Technician</td>
</tr>
<tr>
<td>BUSINESS APPLICATIONS SPECIALIST</td>
<td>Human Resources Coordinator</td>
<td>Risk Management Specialist</td>
</tr>
<tr>
<td>CARPENTER-ROOFER</td>
<td>Human Resources Specialist</td>
<td>Route Manager</td>
</tr>
<tr>
<td>CHIEF ACADEMIC OFFICER</td>
<td>HVAC Journeyman</td>
<td>School Psychologist</td>
</tr>
<tr>
<td>CHIEF FINANCIAL OFFICER</td>
<td>Instructional Coach</td>
<td>School Psychologist Intern</td>
</tr>
<tr>
<td>CHIEF HUMAN RESOURCES OFFICER</td>
<td>Internal Auditor</td>
<td>Senior Systems Engineer</td>
</tr>
<tr>
<td>CHIEF OPERATIONS OFFICER</td>
<td>Intervention Facilitator</td>
<td>Sous Chef</td>
</tr>
<tr>
<td>COACH</td>
<td>Inventory Control Specialist</td>
<td>Speech Language Pathologist</td>
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<tr>
<td>COMMUNICATIONS SPECIALIST</td>
<td>IS Customer Service Manager</td>
<td>Speech Language Pathologist Assistant</td>
</tr>
<tr>
<td>COMMUNITY LIAISON</td>
<td>IS Customer Service Tech</td>
<td>Student Count Specialist</td>
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<tr>
<td>COORDINATOR</td>
<td>IT Customer Service Manager</td>
<td>Success Coach</td>
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<tr>
<td>CUSTODIAL FOREMAN</td>
<td>IT Customer Service Tech</td>
<td>Superintendent</td>
</tr>
<tr>
<td>DEPARTMENT MANAGER</td>
<td>Journeyman Electrician</td>
<td>Superintendent Secretary</td>
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<tr>
<td>DIRECTOR</td>
<td>Lead Duplicating Technician</td>
<td>SWAACC Clerk</td>
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<tr>
<td>DISPATCHER</td>
<td>Lead Mechanic</td>
<td>Swap Specialist</td>
</tr>
<tr>
<td>DISTRICT ENGINEER</td>
<td>Locksmith</td>
<td>Sweeper</td>
</tr>
<tr>
<td>EARLY READING FIRST FACILITATOR</td>
<td>Master Plumber</td>
<td>Switchboard/Receptionist</td>
</tr>
<tr>
<td>ELEARNING SPECIALIST</td>
<td>Mechanic</td>
<td>Systems Engineer</td>
</tr>
<tr>
<td>EQUIPMENT MAINTENANCE</td>
<td>Media Specialist</td>
<td>Transportation Foreman</td>
</tr>
<tr>
<td>ESS ACCOUNTANT</td>
<td>Medicaid Specialist</td>
<td>Warehouse Assistant Manager</td>
</tr>
<tr>
<td>ESS COACH</td>
<td>Migrant Youth Advocate</td>
<td>Warehouse Manager</td>
</tr>
<tr>
<td>ESS DEAN</td>
<td>MIS Analyst</td>
<td>Warehouse Worker</td>
</tr>
<tr>
<td>ESS PARENT LIAISON/ADMINISTRATIVE ASSISTANT</td>
<td>MIS Programmer Analyst</td>
<td>Welcome Center Facilitator</td>
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<tr>
<td>ESS SOFTWARE SPECIALIST</td>
<td>Nurse</td>
<td>Wellness Specialist</td>
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<tr>
<td>ESS TEACHER – ADAPTIVE PE</td>
<td>Nutrition Finance Specialist</td>
<td></td>
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<tr>
<td>ESS TEACHER – VISION</td>
<td>Nutrition Foreman</td>
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<tr>
<td>ESS TEACHER - HEARING</td>
<td>Nutrition Program Specialist</td>
<td></td>
</tr>
<tr>
<td>ESS TRANSPORTATION SPECIALIST</td>
<td>Nutrition Warehouse Delivery</td>
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</tr>
<tr>
<td>EXECUTIVE CHEF</td>
<td></td>
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</tr>
</tbody>
</table>

7/1/15
Method #1 – Attendance entered and approved through Aesop

All Certified employee absences are entered through Aesop, the District’s automated substitute placement and absence management system. There are many things you can do and see on your Aesop website (www.frontlinek12.com/aesop).

As a new employee, you should start with the Employee Web Basic Training video. This video will walk you through the basics of your Aesop Employee website. Here’s what you will learn:

- How to log into Aesop
- The Home Page
- Creating an absence
- Viewing and editing personal information
- Changing your PIN
- Where to find help resources

To access the Employee Web Basic Training video, please cut & paste (or type) the following address into your Internet browser –


In addition to the basic video, there is an Employee Web Advanced Training video. In this video you will learn:

- Creating an absence in Advanced Mode
- Assigning a substitute to an absence
- Cancelling absences
- Viewing the approval status of an absence
- Viewing absence history
- Attaching a file to an absence
- Checking your Absence Reason Balances
- Viewing the Substitute Directory

To access the Employee Web Advanced Training video, please cut & paste (or type) the following address into your Internet browser –

**Creating a Basic Absence**

As an employee, one of the most important things is the ability to create an absence. In most cases, you can create an absence right from the home page under the "Create Absence" tab.

![Create Absence Interface]

For more advanced absence scenarios, you’ll want to click the Advanced Mode button.

To learn more about Creating and Advanced Absence, please cut & paste *(or type)* the following address into your Internet browser –


Select the Date (or Dates)

When selecting your absence date, simply click on the single day and it will be highlighted in blue.

You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive.

If you’ve got a larger number of consecutive days you’d like to select, simply click and drag your cursor to select the days.
**Entering Absence Details**

Once you’ve chosen the date(s) of the absence, it’s time to enter the rest of the absence details.

**Substitute Required**

This option may already be predetermined for you, but you may have the option to choose if a substitute is needed for this absence. To change the option from Yes to No, just click to move the slider.

**Absence Reason**

Choose your absence reason from the drop-down list.

**Time**

Please enter a valid time range using the HH:MM AM format.

**Notes to Administrator**

(not viewable by Substitute)

**Notes to Substitute**

(not viewable by Substitute)
**Time:** Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well.

If you do need to enter custom times, choose **Custom** from the drop-down and then enter the custom times in the boxes provided.

*Operational Details*

There are a couple of optional things you can do as well before saving the absence.

**Notes:** You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the administrator **will not** be visible to the substitute. The notes you leave for the substitute **will** be visible to the administrator.

**Attach a File:** Aesop gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.
To attach a file, click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari, you may also be able to drag the file right into the drop area.

Once you have added a file, you will see the name of the file in the File Attachments area. To delete, the file use the **trash can icon**.

**Saving the Absence**

Once you have filled in all the required fields, click the **Create Absence** button at the bottom right corner.

Once the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.

Congratulations! You're done entering your absence into Aesop.
**Method #2 – Attendance entered and approved through Infinite Visions**

To manage time off, follow the path below –

- Self Service
- Time Off

When you click **Time Off** the following screen will appear.

This is the Attendance Administration screen that you will use to either –
- Request Time Off
- or view My Requests

On the bottom half of this screen, you will also see a summary of “pending” and “denied” Absence Requests.
Follow the steps across the top...

**Select Date(s)** for the requested leave by clicking the day(s) on the calendar.

Click **Next**

Select **Type**, Click **Next**
If your request is for **8 hours**, enter the correct **From** and **To** time.

Click **Next**

**NOTE** - IF you are scheduled to work an 8 hour day, 7:30 am to 4:30 pm including one hour for lunch, you will enter **8 Hours**. The system will "subtract" the 1 hour lunch from the time and default to show **From** as 8 am and **To** as 4 pm, or 8 hours.

**Example** – Leave request for 3, 8 hour days—
Double check the information, complete the **REASON** (Required), and the other boxes if necessary.

Click **Submit Request**

**NOTE** - The system will account for leave hours based on the hours you are scheduled to work. It does not, however, take into account any unpaid lunch time.
Viewing Leave Balances

ALL EMPLOYEES will view their current leave balances in Infinite Visions.

To access your leave balances –
- Login to Infinite Visions Portal at the following url - https://fmsweb.greeleyschools.org/iVisions/
- Login using the first part of your email and your password
- Follow the path below –
  - Self Service
  - Time Off
LOGGING OUT

When you’re finished working in Infinite Visions, Click> Logout

Or, if you’re in the Infinite Visions Workflow, Click> the File Drop Down Tab and Click> Log Off.

INFINITE VISIONS SUPPORT

If you need assistance, please contact Mary Mitchell in the Finance Department at 348-6126 or mmitchell1@greeleyschools.org.
To create a CourseWhere account:

- From your Internet Browser, open the District 6 website www.greeleyschools.org.

- Select the Pro Dev’t online registration link from the Staff drop down menu.

- Click Logon as shown below

You must LOGON before you can register for any session. Complete instructions can be found below.
Logon here –>logon

Once you have successfully Logged On, your Logon ID will appear just below the Icons at the top of the screen.

- **IF** this is your first time to this site, you will need to create an ID and Password to register for classes you are interested in taking. Click on the “Create Account” button to create an ID and Password. Please follow the instructions as they appear on the screen.

For assistance contact Professional Development @ 970-348-6280
To register for a CourseWhere class:

- From your Internet Browser, open the District 6 website [www.greeleyschools.org](http://www.greeleyschools.org).

- Select the Pro Dev’t online registration link from the Staff drop down menu (District 6 home page).

- Once CourseWhere page has loaded, select the Logon link.

- Locate the class by clicking on one of the icons at the top of the page, following the direction for the link and scrolling down. “View by Alpha” will give you the entire list of classes currently offered (in alphabetical order). “View by Month” will give you the list of classes within the month you select (by Category or Date).

- Select desired class link.

- Select the start date link.

- Select the credit option (if applicable).

- Scroll to the bottom of the page and click on the “Registration” button.

- Complete any missing or correct any personal information.

- Complete the form and click “Submit Registration” button.

For assistance contact Professional Development @ 970-348-6280
Hello...

From your “Science Distribution Center!”

Take a look and see what the center has to offer...
For more information see the Science Distribution Center, under “Staff”, on the District’s website.

Phyllis M. Benavidez
Science Distribution Center
2508 4th Ave
Greeley, CO 80631
Phone: 970-348-6655
Fax: 970-348-6631
E-mail: pbenavidez@greeleyschools.org
Induction

- Accessing Induction Information
Induction for New Teachers

To access Induction information for new teachers, please visit the Professional Development website using the instructions or link below.

1- Go to www.greeleyschools.org
2- Click on “Departments”
3- Locate “Professional Development & Instruction”
4- Locate the appropriate Induction information by clicking the Induction links on the left.

Direct Link to Professional Development:

http://www.greeleyschools.org/Domain/658

If you have any additional questions about Induction, please contact Sandra McClurre at: 970-348-6280