

2026-27 LAS ANIMAS SCHOOL DISTRICT EMPLOYEE HANDBOOK



Las Animas School District Re-1
1021 Second Street
Telephone: 456-0161
Fax: 456-1117

District Office Hours
Monday thru Thursday- 7:00 a.m. to 5:00 p.m.

Board of Education

Mr. Alex Netherton.....	President
Mrs. Kimberly Reyher.....	Vice-President
Ms. April Arrona.....	Secretary
Mr. Cosme Gallegos	Treasurer
Mr. Jake Six.....	BOCES Representative
Ms. Susan Waring.....	Recording Secretary/Non-voting Member

Board of Education meetings are the 2nd Wednesday of each month at 6 pm in the Junior High commons area.

BOARD OF EDUCATION POLICY

The Board of Education is governed by local, state and federal policies. Las Animas School District Policies can be found on the website at la-schools.com.

DISTRICT VISION STATEMENT

Las Animas School District will provide every student the opportunity to develop a solid foundation for social, emotional, mental and physical health through implementation of the WSCC (Whole School, Whole Community, and Whole Child) model.

DISTRICT MISSION STATEMENT

At Las Animas Schools we will ensure that our students are equipped to achieve their future academic goals through healthy, safe, engaged, supported and challenged learning environments that tends to mental, emotional and physical health which leads to positive behaviors and outcomes for a lifetime.

District Administration and Staff

Mrs. Lana Gardner.....	Superintendent
Mrs. Melissa Vigil.....	Finance Director
Mrs. Laura Garcia.....	Accounts Payable/Receivables
Ms. Kimberly Palomino.....	Human Resources/Payroll
Ms. Susan Waring	District Communications
Mr. Bob Beebe.....	District Maintenance Director
Mr.Kale Reyher.....	District Technology Director
Mr.Greg Bullock.....	District Transportation Director
Mrs. Ronda Bucholz.....	Grant Writer
Ms. Chasity Duran.....	Food Service Director

NOTICE OF NON DISCRIMINATION

Las Animas School District is committed to a policy of nondiscrimination in relation to disability, race, creed, color, sex, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, and protected activity in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, will not be tolerated and must be brought to the immediate attention of the school principal, compliance/grievance officer Superintendent.

NONDISCRIMINATION COMPLIANCE COORDINATOR:

Lana Gardner, Superintendent, has been designated to coordinate compliance with:

- 1) Equal Pay Act of 1963,
- 2) Civil Rights Act of 1964, as Amended,
- 3) Age Discrimination in Employment Act of 1967,
- 4) Title IX – Education Amendments Act of 1972,
- 5) Section 504 of Rehabilitation Act of 1973,
- 6) Pregnancy Discrimination Act of 1978, and
- 7) Americans with Disabilities Act of 1990

For additional information, please contact Lana Gardner, Superintendent at Las Animas School District Office, 1021 2nd Street, Las Animas, Colorado 81054. E-MAIL: lane.gardner@la-schools.net. Phone: 719-456-0161, FAX: 456-0117.

****Reasonable Accommodations:** The district shall provide reasonable accommodations for persons who have a qualifying handicap condition. Inquiries can be made to the Superintendent of Schools at 719-456-0161 or by email: lane.gardner@la-schools.net.

EMPLOYEE PORTAL

Each employee will receive a login to the SDS system where they will have access to the employee portal. Within the employee portal, staff will be able to change basic information, access payroll information and leave balances, download direct deposit notices, and request leave time. For additional support with accessing the employee portal, staff can contact HR@la-schools.net.

DISTRICT ANNOUNCEMENTS

District announcements will be conducted through email and building level communication systems. It is vital for district employees to regularly check emails to stay informed. Employees can expect communications about payroll, health care benefits, calendar events, state and federal information along with other relevant information from District level staff.

DUTY SCHEDULE

CERTIFIED TEACHING STAFF

The contract work year for certified teaching staff shall be determined by the school schedule. Brick and mortar teaching staff have one hundred sixty-five (165) workdays based on the official adopted school calendar for the brick and mortar. Online teaching staff will have one hundred seventy four (174) workdays based on the adopted school calendar for the online school. All teachers new to the District shall be required to attend additional orientation meetings prior to the beginning contract date, not to exceed three (3) days.

CLASSIFIED STAFF

The contract work year for classified staff shall be determined by the building principal and or Supervisor. Each classified staff member will receive an annual notice of assignment that will outline their salary. Start and end times may vary depending on building needs. Classified staff may be assigned lunch duty as deemed necessary by Administration. Staff shall have the right to leave the campus during their lunch period, provided they are not assigned lunch duty, and the principal's office is notified prior to such absence from the building or location. Additional duties may be required, if necessary, in addition to the workday. The following positions are assigned as classified: Finance Director/ Technology Director/ Maintenance/ Administrative Assistants/ Custodians/ Transportation Director/ Food Service/ Instructional Aide/ Jumpstart Aide/ Jumpstart Group Leader. All classified staff that are not exempt according to FLSA will be required to utilize the time clock to verify their work day.

HEALTH CARE BENEFITS

During the school year 2026-27, the District shall contribute the single high premium up to a maximum of eight hundred ninety-nine dollars and four cents (\$899.04) per month for group health insurance coverage for full-time staff members who voluntarily request participation in the District approved group health and life insurance plan. Employees working 32 hours or more per week are eligible for district insurance coverage. New insurance plans and rates are effective July 1st of each year. Employees will access individual health benefits information through the EASE Portal.

Staff members who do not wish to participate in the District approved group health are required to enroll in the group life insurance plan and the District shall contribute three dollars (\$3.00) per month to cover the premium cost.

The District will administer a premium only Plan in accordance with the Internal Revenue Code and applicable Internal Revenue Service Regulations. To the extent permitted by law, the plan will permit an employee to elect to reduce his or her salary by an amount sufficient to pay that portion of the employee's health, dental, life, cancer and/or disability insurance premiums and/or dependent child care which are not covered by the District's contributions.

The Superintendent shall share information concerning the renewal of district insurance plans annually. Employees shall review plans and recommend appropriate action to the Superintendent and Board.

Any questions regarding health care benefits can contact Human Resources at HR@la-schools.net.

EMPLOYEE LEAVE

Annual leave may be accumulated at the rate of 11 days per year for 9 month professional staff, 13 Days per year for 10 month professional staff and 15 days per year for full time classified staff (starting in July and ending in June). Exempt employees will be assumed to be working 40 hours per week, except if the employee's normal workweek consists of fewer than forty hours, the employee's annual leave based upon the number of hours that comprise the employee's normal workweek.

The earned balance of annual paid leave will carryover from one fiscal year to the next, subject to the maximum limit of 40 days. Employees are eligible to accumulate up to 40 days of annual leave. An employee who has met the 40 day limit and has excess annual leave at the end of the school year will be compensated for excess leave at sub-rate pay. An employee who has at least 3 years of service and separates from the district will be eligible for compensation for unused leave per policy GBGG.

Annual leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family. For leave purposes, the term "immediate family" shall be defined as spouse, partner in a civil union, children and parents. Exceptions may be made by the superintendent.

Any questions regarding leave can contact Human Resources at HR@la-schools.net.

12 MONTH EMPLOYEE VACATION

All 12 month employees shall have vacation time approved by their immediate supervisor prior to any vacation leave. Vacation days are issued on July 1 of each year.

- Twelve month employees shall receive 10 days' vacation with pay after one full year of employment. May accrue 5 days. Cap of 15 days.
- Twelve month employees shall receive 15 days annual vacation after five years of continuous employment. May accrue 5 days. Cap of 20 days
- Twelve month employees shall receive 20 days annual vacation after twenty years of continuous employment. May accrue 10 days. Cap of 30 days.

Unless otherwise declared by the superintendent of schools, the District Office shall be closed and twelve month employees shall not be expected to report to work on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Day

SICK LEAVE BANK

To become a member of the sick leave bank, eligible staff must donate two (2) days into the bank. Annually, at the beginning of the year, the district will provide the opportunity for all staff to join the sick leave bank and all forms are to be filed in the district office on or before October 1st. New staff shall have the opportunity to join the sick leave bank within thirty (30) days of employment.

An application to draw days from the sick leave bank may be requested once the participants' sick leave days have been exhausted and the participant has had four (4) days of salary deducted for illness, accident or medical disability. A participant may request to draw up to a maximum of thirty (30) sick leave days per year from the sick leave bank.

Request a copy of the sick leave bank policy (GBGH) which contains additional information that is important to interested staff members.

FAMILY AND MEDICAL LEAVE ACT

It is important for staff members who are interested in the Family and Medical Leave Act (FMLA) to request a copy of the policy (GBGF) for additional information.

In accordance with the Family and Medical Leave Act (FMLA), up to twelve (12) weeks of unpaid leave in a twelve (12) month period are available for eligible employees who suffer from a serious health condition, to care for a spouse, parent or child who suffers from a serious health condition, or to care for a child within twelve (12) months of the birth or adoption of such child.

Applications for family and medical leave must be submitted in writing to the building principal and must be signed by the employee. Applications should be submitted as early as possible, but in no event less than thirty (30) days before the requested leave is to begin. Employees applying for leave for a serious health condition or to care for a child, parent or spouse with a serious health condition, must provide the Principal with a physician's certification of such serious health condition.

During this leave, the District will continue to provide all health benefits provided prior to the taking of FMLA leave. In other words, the District will continue to pay the same portion of health insurance premiums, deductions and co-payments that it did prior to an employee's absence.

All accrued sick days and other paid leave as set forth in this Agreement must be used at the start of the leave period. Employees will receive compensation for this time as provided by District policies. However, such time shall be counted against the twelve (12) weeks of available unpaid leave under this section.

Written notice of intent to return from family or medical leave shall be given to the principal thirty (30) days prior to the date the employee's requests to return to work. Upon return, the employee will be reinstated to his or her previous position or to an equivalent position and shall be reinstated on the salary schedule.

Any questions regarding FMLA can contact Human Resources at HR@la-schools.net.

WORKERS' COMPENSATION

Any employee injured at work must report the incident to their immediate supervisor right away. An accident report will be filed by the injured staff member with the Human Resources Manager (HR@la-schools.net).

An employee is eligible for workers' compensation leave from the district during the period of time the employee is temporarily disabled as the result of any injury arising out of and in the course of employment which qualifies for an indemnity payment from the workers' compensation division of the Colorado Department of Labor and Employment

Workers' compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the district while disabled. Staff members may request a copy of board policy GBGD – Workers' Compensation for additional information.

EXTENDED LEAVE

An extended leave of absence without pay from the District not to exceed one (1) school year may be approved by the Board upon receipt of the application by the employee requesting such leave. Requests for additional time beyond one year must be applied for and will be considered on a case by case basis. An employee must notify the district of his/her intent to return as early as possible, no later than May 1.

CONFERENCE LEAVE

An employee may be granted conference leave subject to approval of the building level principal for the purpose of attending educational meetings and conferences that are directly related to the professional growth of the employee. Conference leave may be approved with or without salary and per diem expenses.

CIVIC LEAVE

An employee shall be granted leave for jury duty as provided for by law and shall also be granted leave under subpoena to testify at a legal proceeding that is not of a personal nature. An employee, if successful as a respondent or defendant in a legal proceeding that is job related, shall not be charged with absence from the District for attendance at a legal proceeding. Any witness or jury duty fees paid to the employee shall be promptly remitted to the District. Civic leave shall not be charged against sick leave.

PROFESSIONAL DEVELOPMENT LEAVE

Employees may request to attend professional development that would require registration, lodging and travel. Prior approval is required by the direct supervisor. Employees will submit a professional development leave form to the district office 7 days prior to the meeting date. Proper documentation is required for the use of state and federal funds. We require staff to turn in all receipts while using school district funds.

BUDGET

The Las Animas School Board adopts the annual appropriations for each year's budget. The budget provides the framework for expenditures for district level administration. Budgets will be communicated to building level principals and support staff. Expenditures that will exceed prescribed budgets must be approved by the superintendent. Identified personnel at each building will be taught how to use the SDS system to create requests for purchase orders. All staff are required to operate within their prescribed budgets

- **FEDERAL FUNDS**

The district receives and expends federal funds in a number of areas; food service, professional development, supplies and equipment, and instructional support staff salaries and benefits. Staff who use federal funds for purchase services and/or supplies and equipment must follow procurement procedures and receipt requirements that govern the usage of federal dollars.

- **TRAVEL AND REIMBURSEMENTS**

From time to time staff are required to travel for district/school business. School transportation is requested through the district office. In the event that a district vehicle is not available, staff will receive mileage reimbursement. Additionally, if a staff member requests to use their personal car in lieu of a district vehicle, they must have prior approval from the superintendent in order to have the district pay for mileage. Reimbursement for food and travel cost must be accompanied with an ITEMIZED receipt and must be turned into the District office within one week of the trip.

PURCHASING AND REQUISITION

LASD implements an electronic purchase request process. Employees will access the tool to fill out their request for a purchase. Upon submission of request, authorizing personnel will complete the purchase order process. Notification will be sent to employees about the approval or denial of the request. Prior authorization for reimbursements will be required for payment. **The district will NOT pay taxes on employee expenditure reimbursements.**

SALARIES

BASE PAY SALARY RANGES

The District implemented the base salary model, which is a series of salary ranges. Base salaries are established for all District employees. Base salaries are dependent upon job description, duties and leadership responsibilities. It is inclusive of compensation for extra duty activities not otherwise compensated for by the Extra Performance Salary Schedule. Base salaries are established by the Las Animas Board of Education and implemented by the Superintendent.

The Superintendent will establish base pay salary for all new employees based on specific job description along with experience levels. New employees may request in writing that they receive a paycheck at the end of their first month of beginning to teach by electing to have their salary evenly divided by the number of pay periods remaining in the current academic year pay period. This request must be received, in writing, not less than ten (10) working days before the date of the next regular payday. The district shall notify new hires of this option at the time of employment. When the written request is timely, the district shall grant this request.

BASE PAY INCREASE

Base pay increase for District employees will be decided annually by the Las Animas Board of Education. The Board will take into consideration a number of factors that impact funding streams from year to year. In general, the Board may make the following decisions concerning raises but are not limited to;

- 1) Base increase for all District employees, such as a cost of living increase.
- 2) Base increase for District employees based on the PERFORMANCE PAY model.
- 3) No base increases for District employees.
- 4) The District increases benefits coverage such as health insurance.

PAYROLL

All employees on an assigned regular basis will be paid their annual salary amount over a twelve month period. The new pay period will run September 1st through August 31st each year respectively with the exception of 11 or 12 month employees. All payroll will be completed via Direct Deposit and will be deposited on the 15th day of the month. If the 15th falls on a weekend or holiday, the payroll will be deposited on the preceding weekday.

BONUSES

The Board may decide to provide bonuses for district staff. Bonuses are not considered as a base pay increase for District employees, it is considered a one-time payment.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES AND TUITION REIMBURSEMENT GRANT

The District utilizes the Grow Your Own Tuition Support program. Documents may be requested through the building principals.

EXTRA PERFORMANCE SALARY SCHEDULE

The Extra Performance Salary Schedule shall include duties for student based extra-curricular activities beyond the regular school day for which compensation is granted. All coaches and sponsors shall move to the step on the schedule consistent with district experience in that position. Coaching contracts will be issued on an annual basis. If mutually agreed upon and approved by the building principal and superintendent, individuals may choose to split the responsibilities and compensation

for positions.

EXTRA DUTY PAY

The Extra Duty pay shall include duties for activities beyond the regular school day for which compensation is granted. Extra duties must be approved in advance by the supervisor and communicated in advance. Purchase order documentation and timesheets must accompany the request for extra duty pay.

DUES DEDUCTION

The Board agrees to deduct from an employee's salary an amount to cover dues for the local association, the Colorado Education Association and the National Education Association as the employees individually and voluntarily authorize the Board to deduct and to transmit the amount so authorized to the treasurer of the Association each month. The District will be notified of any change in the rate of membership dues thirty (30) days prior to the effective date of such change.

TRANSPORTATION REQUEST

Employees may request a school vehicle when conducting school business. Prior approval is required by the direct supervisor. Employees must use the FMX system to request transportation a minimum of 3 days prior to the desired date. Employees who need to certify for driving can reach out to Greg Bullock at greg.bullock@la-schools.net.

TRANSFER

The parties recognize the need for teacher transfers for the purposes of filling declared vacancies, new positions, administrative operation, or to improve the instructional process. Currently employed teachers shall be given first opportunity to fill such positions. Transfers may be requested by the teacher or Administration.

Teachers may be reassigned from a grade level or area of instruction within the building so long as they are assigned to a position for which they are qualified in accordance with C.R.S. 1973, 22-63-114. Reassignments to different grade levels or areas of instruction within a building or school are not transfers. Teachers who desire a change of assignment within a building shall discuss the matter with their principal and will submit a reassignment request form.

VOLUNTARY TRANSFERS

Teachers may request a transfer within (5) days of the posting of a declared vacancy. Transfer requests shall be submitted to both building level principals. The transfer request shall remain active until the following July, at which time all requests for transfer not completed shall become inactive. The Superintendent shall review all transfer requests on file as vacancies occur and shall invite qualified teachers who have active transfer requests on file to interview with the receiving principal.

INVOLUNTARY TRANSFERS

When an involuntary transfer is requested by Administration, the teacher shall be notified in writing, Stating the purpose and reasons for the transfer. A meeting shall then be arranged with the teacher, the teacher's representative if desired, the principal, and the Superintendent, at which time the purpose and reasons for the transfer shall be discussed.

The decision of the Superintendent regarding the involuntary transfer shall be final and binding and not subject to review through the grievance procedure. The Superintendent shall be responsible for the placement of all involuntary transfers. Teachers shall not be involuntarily transferred to positions for which they are not qualified pursuant to C.R.S. 1973, 22-63-114.

DECLARED VACANCIES

During the school year, all declared full-time licensed vacancies shall be posted through staff email.

CENTRAL OFFICE PERSONNEL FILES

Except for confidential references given prior to employment, an employee, upon request, shall have the right to review the contents of the employee's permanent personnel file maintained at the district's central office and to make copies of any documents contained in such file at the employee's own expense.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in such file unless the employee has been given the opportunity to read such material. The employee shall acknowledge that such material has been read by signing the material to be placed in such file. The parties understand and agree that the signature merely means that the employee has read such material and does not mean that the employee necessarily agrees with the statements contained in such material. The employee shall have the right to file a written reply to such materials within ten (10) days of the date on which the employee was given the opportunity to review such material. Such reply shall be attached to the material to which it pertains.

If an employee refuses to sign the material to be placed in such file within ten (10) days after notice has been given to the employee, the material may be filed with the notation thereon that the employee was given the opportunity to read and sign such material, but failed to or refused to do so.

If a parent submits a formal written complaint to an administrator or Board member regarding an employee, the employee shall be informed of the complaint.

CERTIFIED AND CLASSIFIED EMPLOYEE EVALUATIONS

This district has adopted an evaluation policy for both certified (GCO) and classified employees (GDO). The evaluation system is designed to serve as a basis to promote excellence within the school district by aligning the District's vision, mission, and goals through performance planning, mentoring, training and management. This process creates a mentorship between rating supervisor and employee as they work together to define expectations, plan objectives and measure performance outcomes.

PERFORMANCE RATING

Level 3 – Exceeds - This rating represents consistently exceptional and documented performance or consistently superior achievement beyond the regular assignment. The staff members make exceptional contribution(s) that have a significant impact on performance of the building and the district. This staff member provides a model for excellence and helps others to do their job better.

Level 2 - Meets - This rating level encompasses a range of expected performance. It includes staff members who are successfully developing in their job performance, to include demonstrated competency in work behaviors and assignments. They are accomplished performers who consistently display competencies effectively and independently. They are meeting all expectations and objectives on their performance plan and on occasion, exceed them.

Level 1- Needs Improvement - This rating level encompasses those employees whose performance does not consistently and independently meet expectations set forth in the performance plan. Their performance is clearly unsatisfactory and consistently fails to meet requirements and expectations.

EVALUATION PROCESS

Certified staff will follow the nine steps that are consistent with the state model which is conducted annually; training, orientation, self-evaluation, annual professional goals, mid-year review, evaluator assessment, end of year, final effectiveness rating and performance planning and goal setting. Classified staff will follow a similar cycle with three primary steps; evaluation planning, midyear review and final evaluation.

- **Annual Professional Goals and Evaluation Planning**
- **Mid-year Performance Review**
- **Supervisors Assessment**
- **Final Evaluation Rating**

RANDA

All Certified staff must meet statutory requirements of Educator Evaluations in Colorado, which includes Professional Practice rubrics within the RANDA system. Though this is a large part of the educator evaluation process, there are other indicators and/or goals that building level principals and supervisors use when making a determination for performance pay.

CORE COMPETENCIES

All classified staff employees will be evaluated on five core competencies; accountability/organizational commitment; job knowledge; communication; interpersonal skills and customer service. Supervisors will have a sixth competency, Supervision.

PERFORMANCE IMPROVEMENT PLAN

A performance improvement plan is available and strongly encouraged for supervisors to document and address areas of needing improvement regarding an employee's performance. A performance improvement plan shall be completed by the supervisor upon an overall rating of Level I rating on a performance review and/or performance evaluation. The performance plan shall be conducted within 15 days.

DISPUTE RESOLUTION

If an employee does not agree with the performance evaluation, they shall consult with their supervisor to discuss concerns and discuss possible modifications. The dispute resolution process is an open, impartial process that is not a grievance or appeal. The purpose of this process is to resolve disputes between the employee and supervisor, as soon as possible, and at the lowest level. The dispute process is a problem solving approach and is not intended to be legalistic or adversarial. The employee and the supervisor shall have the opportunity to be heard and have the issue reviewed objectively. An employee may file a written request for review by the Superintendent within five working days from the date of the final evaluation. The employee must clearly define the concern with their evaluation. The Superintendent will collect all documentation from the employee and supervisor. A decision will be rendered in writing and communicated to the classified employee and supervisor within eight working days.

DISTRICT TECHNOLOGY

Contact Information

- Kale Reyher dial extension 161, email: kale.reyher@la-schools.net, room MS132, mailboxes in the district office and high school.
- Carlos Garcia dial extension 163.

Network Log-on

- Username: firstname.lastname. (no spaces, all lower case)
- Password: Will be sent via email after the account is set up and email has been activated.
- Computers should be locked (press control+alt+delete and choose lock computer) or logged off when you leave your room.

Wireless Network

- The wireless network at Las Animas School District is for district-owned devices only. Personal devices are not permitted to connect to any network infrastructure.

Network Drives

- X Drive will be a secure personal folder for each teacher. A shortcut to the drive will be created if requested. This drive is the only user data folder that is backed up on a regular basis. **Your individual desktops are NOT backed up.**

Tech Support

- Submit tech support requests online at <https://laschools.gofmx.com/>
- Requests will be processed in the order that they are received, except in cases of emergency.
- No sticky notes please.

Usernames & Passwords		
Service	Username	Default Password
Computer Login	firstname.lastname	Obtain from IT
NWEA	email address	Check email
Alma	email address	Obtain from IT
Google Account	email address	Obtain from IT
RANDA	email address	Obtain from IT

Content Filter

- Our Internet is filtered for content in compliance with CIPA regulations.
- Some legitimate sites may be blocked. Submit requests through FMX for sites that need to be unblocked. Screenshots may be helpful.

Software

- Do not load personal software onto the computers. (Policy GBEE)

Instruction

- If teachers are interested in having basic technology instruction delivered to their individual classes, please contact Kale Reyher to schedule a day and time.

Technology committee

- If you are interested in being on the technology committee for the 26-27 school year, see Kale Reyher.

Check-out

- There are projectors and laptop computers that can be checked out from Mr. Reyher in room MS132.

Responsibilities

- Teachers and students are expected to abide by district Internet use policy. (Policy GBEE)
- Teachers and students are expected to keep computer areas free of food and drink.
- Teachers and students are expected to report any inappropriate use of equipment. (Policy GBEE)
- Do not allow students on teacher designated computers when a teacher is logged in. **Students on teacher computers have access to teacher files, emails, etc.**

STAFF CONDUCT AND RESPONSIBILITIES

District employees have a responsibility to make themselves familiar with and abide by federal and state laws and local policies. The policies listed below are designed to provide provisions of protection and guidance for employees and administration. Employees will be held to all provisions and responsibilities of the mandatory policies. Employees are required to read and sign off on the mandatory policies and turn in the signed sign off sheet to the district office.

- AC – Non Discrimination/Equal Opportunity
- ADA Reasonable accommodations
- ADC and GBEC – Alcohol, Drug and Tobacco Free Schools
- ADD and EBAB – Safe Schools and Hazardous Materials
- GBAA – Sexual Harassment
- GBGD Worker’s Compensation
- GBEB – Staff Conduct
- GBEC-E – Employee Acknowledgement Form Drug Free Workplace
- GBEE – Staff Use of the Internet and Electronic Communication
- GBK – Staff Concerns/Complaints Grievances
- JLF – Reporting Child Abuse / Child Protection

**If an employee is arrested, they are required to inform their building principal within 24 hours. The superintendent will meet with the individual employee to allow the staff member due process. The district will follow rules as dictated by school policies and Colorado State Statutes.

VISITORS AT LAS ANIMAS SCHOOL DISTRICT- Policy KI

The district will make reasonable efforts to accommodate requests to visit the district’s schools, yet also recognizes concerns for the welfare of staff and students. To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school. Authorized visitors may be:

1. required to sign in and out;
2. given a name tag to wear identifying themselves as visitors;
3. accompanied by a district employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

EMERGENCY MANAGEMENT AND SAFE SCHOOLS **C.R.S 22-32-109.1**

Each building will conduct evacuation/fire drills and lockout, lock down, shelter emergency drills as required by the state and in accordance with Standard Response Protocols (SRP). These drills are intended to familiarize staff with emergency protocols, ensuring greater safety should a real emergency arise for staff and students. Each building will establish procedures to address mental, emotional and social needs of students.

SCHOOL CLOSING

In the event of inclement weather and/or other situations that warrant the closing of school for the day, notice will be sent out via ALMA messaging and/or Parent Square. Staff need to ensure the building office and district office have the most current phone number.

Revised 7.15.26