



HAYDEN SCHOOL DISTRICT
“HOME OF THE TIGERS”

EMPLOYEE HANDBOOK

Excellence! Integrity! Innovation!

2026-27

Revised July 6, 2026

Welcome to Hayden School District	4
Mission, Vision, and Core Values	4
School Board and Administration Contact Information	5
District Organizational Chart	5
Awareness of Policies, Laws, and Regulations	5
Employment Information	6
Equal Employment Opportunity	6
Employee Classifications	6
Personnel Files	6
Background Checks/Criminal History Record	7
Nondiscrimination/Equal Opportunity	7
Sexual Harassment	7
Tobacco-Free Schools	8
Compensation and Benefits	9
Salary Placement and Advancement	9
Employee Benefits	9
Health Insurance Information	10
Payroll – Pay Dates and Pay Access	10
Employee Leave	12
Employee Leave	12
12-Month Employee Staff - Vacations and Holidays	12
Transportation Department Expectations	14
Bus Routes, Stops, and Student Transportation Procedures	14
Employee Only Travel and District Vehicle Use	14
Transportation of Students	15
Field Trips	15
Safety and Security	17
Emergency Operations Plan and School Security	17
Building Access and Exterior Door Security Procedure	17
Hayden School District Safety Team Contact Information	18
Badge Access and Responsibility Procedure	21
Press Releases, Conferences, and Interviews	21
Facilities Use Request/Building Usage	22
Community Use of District Facilities	23
Reporting, Safety, and Incident Procedures	23
Workplace Health and Safety Protection	24
Prevention of Disease and Infection Transmission	25
First Aid and CPR Coverage	26
Student Health and Medical Emergencies	26
Use of Video and Audio Monitoring	28
Work Expectations	29
Professional Conduct	29
Alcohol and Drug-Free Workplace	29
Attendance and Punctuality	30

Plan Time Guidelines	30
Break Periods (Timesheet Employees / Non-Exempt Staff)	31
Employee Dress and Appearance	32
Student Interaction and Professional Boundaries	33
Student Code of Conduct	33
Student Discipline Procedures	34
Bus/Lunch/Recess Duty and Student Supervision Expectations	35
Physical Intervention and Restraint	36
Confidentiality	36
Supporting Transgender and Gender Nonconforming Students and Employees	37
Annual Required Trainings	38
Bullying Responsibilities and Procedures	38
Mandatory Reporting Procedures	39
Grading and Assignment Expectations	40
Technology, Internet, and Social Media	41
Artificial Intelligence (AI) Use	42
Student Use of Cell Phones and Other Personal Electronic Devices	43
Student Privacy and Media Permissions	44
Email Communication Norms for Clear & Efficient Communication	45
Communication Checklist for Staff Regarding Events or Upcoming Activities	46
Distribution and Posting of Community Information	46
Purchasing and Purchase Requisitions	48
Fundraising Procedures	48
Athletics and Activities	49
Student Organizations	50
Staff Evaluations and Professional Growth	51
Discipline and Grievance Procedures	51
Board Policies	53
Employee Handbook Acknowledgment	54

Welcome to Hayden School District

Dear Hayden School District Staff,

Welcome to the 2026–2027 school year!

Whether you are returning to Hayden School District or joining us for the first time, we are excited to have you as part of our team. Each year brings new opportunities to learn, grow, and make a positive impact on the lives of our students, and we are grateful for the dedication and commitment you bring to our schools and community.

At Hayden School District, we believe that every employee plays an important role in creating a safe, supportive, and engaging learning environment. From our teachers and paraprofessionals to our transportation, maintenance, food service, administrative, and support staff, each member of our team contributes to the success of our students and the strength of our district.

This Employee Handbook has been developed to serve as a resource for understanding district expectations, procedures, benefits, and policies. While it does not replace Board policies or applicable laws, it provides important information to help you navigate your responsibilities and access available resources. We encourage you to review the handbook carefully and refer to it throughout the year as questions arise.

As we begin this school year, we remain committed to fostering a culture of collaboration, professionalism, respect, and continuous improvement. We value open communication, strong relationships, and a shared commitment to providing exceptional educational opportunities for every student.

Thank you for the work you do each day to support our students, families, and community. Your dedication makes a difference, and we appreciate the talents, energy, and care you bring to Hayden School District.

We look forward to a successful and rewarding school year together.

Sincerely,

Eric Owen
Superintendent

Mission, Vision, and Core Values

Mission: Hayden School District promotes excellence in student achievement by providing opportunities and support creating a safe, inspiring, and enriching environment which meets the diverse educational needs of every student.

Vision: The Hayden School District fosters excellence, integrity, and innovation to ensure students have the values, skills, and knowledge to excel and persevere in their local and global communities.

Tagline

Excellence - The Hayden School district exhibits excellence through proactive planning, follow through, timely collaboration, and research-based decision making.

Integrity - Hayden students, district staff, and board of education exhibit integrity by holding themselves and each other accountable and supporting one another to succeed.

Innovation - Hayden School District prepares its students for the future by teaching and modeling adaptability, problem solving, and resilience.

School Board and Administration Contact Information

 Name	 Email	 Phone	 Position
Jody Camilletti	jcamilletti@haydenschools.org		Board President
Katie Boyle	kboyle@haydenschools.org		Board Vice President
Ericka Lucas	elucas@haydenschools.org		Board Treasurer
Evan Fleming	efleming@haydenschools.org		Board Secretary
Tharles Da Silva	tdasilva@haydenschools.org		Board Member
Eric Owen	eowen@haydenschools.org	970-276-4100	Superintendent
Danielle Campbell	dcampbell@haydenschools.org	970-276-7234	District Administrative Assistant/Board Clerk/Transportation
Ed Anderson	eanderson@haydenschools.org	970-276-2033	Finance/IT Director
Joe Long	jlong@haydenschools.org	970-276-7290	Facilities/Maintenance/Transportation Director
Lanc Sellden	lsellden@haydenschools.org	970-276-4483	High School Principal/Secondary Athletic/Activities Director
Kalee Voegtle	kvoegtle@haydenschools.org	970-276-4482	K-8 Principal

District Organizational Chart

Full Policy: [CCA - Organization Chart](#)

Awareness of Policies, Laws, and Regulations

It is the responsibility of each employee to be familiar with and comply with the laws, board policies, and building or department procedures related to the job assignment. The district has the responsibility to make these documents available to you, but the employee should read and seek answers to any questions about any law, policy, or procedure. One of the main purposes of this handbook is to begin to provide you with the information you will need to be a productive employee. Being aware of the laws, policies, and procedures governing your employment will help avoid problems for you and the district.

Board and district policies are available on the district website: www.haydenschools.org Click on **District** > **Board of Education** > **Board Policies**.

Employment Information

Equal Employment Opportunity

[GBA - Open Hiring/Equal Employment Opportunity](#)

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school district's staff.

Therefore, the district promotes and provides for equal opportunity in the recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity applies to all people without regard to, race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition, need for special education services, and genetic information of an employee or applicant for employment.

The district will ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

Employment At-Will Statement

Employment with Hayden School District is governed by applicable state and federal laws, Board policies, employment contracts, and district procedures.

Nothing contained in this handbook creates or is intended to create a contract of employment, express or implied, or guarantees employment for any specific duration. The provisions of this handbook are intended to serve as general guidelines and may be modified by the district at any time, subject to applicable law and Board policy.

Licensed employees are employed pursuant to the terms and conditions of their individual employment contracts and applicable Colorado law. Classified and other non-contracted employees may be employed on an at-will basis unless otherwise provided by law, Board policy, or a written agreement approved by the district.

Employee Classifications

- **Professional/Licensed**
[Full Policy: GC - Professional Staff](#)
- **Support/Classified**
[Full Policy: GD - Support/Classified Staff](#)
- **Part-Time and Substitute Support Staff**
[Full Policy: GDG - Part-Time and Substitute Staff Employment](#)

Contracts and Employment Status

Employment terms are governed by individual contracts/assignments and district policies in compliance with Colorado Department of Education regulations.

Personnel Files

Hayden School District maintains confidential personnel records for all employees in accordance with state and federal law. Employees may request to review their own personnel files, with limited exceptions for confidential references and recommendations.

Certain employment-related records, such as applications, employment agreements, compensation information, and some performance ratings, may be subject to public inspection under Colorado law. Licensed employee evaluations and medical records are maintained separately and remain confidential as required by law.

The district safeguards employee information and does not release home addresses or telephone numbers for general public or commercial use. For complete details, please refer to Board Policy [GBJ – Personnel Records and Files](#).

Background Checks/Criminal History Record

Hayden School District is committed to protecting confidential criminal history and background check information obtained through the Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI). Access to Criminal History Record Information (CHRI) is limited to authorized personnel who have completed required security training and have a legitimate need to access the information as part of their job responsibilities.

Employees who have access to CHRI are responsible for maintaining confidentiality, following all security and record retention requirements, and promptly reporting any security concerns or breaches. Unauthorized access, disclosure, misuse, or mishandling of criminal history information may result in disciplinary action, loss of access privileges, termination of employment, and/or legal consequences. For complete requirements and procedures, please refer to Board Policy [GBI – Criminal History Record Information](#).

Nondiscrimination/Equal Opportunity

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition, need for special education services, and genetic information.

Any employee who believes they have been a target of unlawful discrimination, harassment or sexual harassment is encouraged to immediately file a complaint with either an immediate supervisor or the district's compliance officer, and any employee who has witnessed such unlawful discrimination or harassment must immediately file a complaint with either an immediate supervisor or the district's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, an alternate compliance officer will be designated to investigate the matter in accordance with this policy's accompanying regulation.

Title IX Coordinator

Eric Owen,
Superintendent of Schools
300 Breeze Basin Blvd
Hayden, CO, 81639
(970) 276-3864
eowen@haydenschools.org

Sexual Harassment

The district is committed to maintaining a safe, respectful, and professional environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is prohibited by district policy and law.

Employee Expectations

- Maintain professional and appropriate boundaries at all times
- Treat all students, staff, and community members with respect
- Refrain from any conduct or communication of a sexual nature that is unwelcome or inappropriate
- Immediately report any suspected or reported sexual harassment
- Follow all district procedures for reporting and responding to concerns

Sexual harassment toward students or staff is strictly prohibited and will not be tolerated.

Reporting

Employees must promptly report any concerns, observations, or complaints of sexual harassment to:

- A building administrator, or
- The district compliance officer

All reports must be handled through official district reporting procedures. Employees should not attempt to investigate or resolve complaints independently.

This summary is provided for employee guidance only. All employees are responsible for following full district requirements outlined in: [Board Policy GBAA – Sexual Harassment](#)

Tobacco-Free Schools

The district is committed to promoting the health, safety, and well-being of students, staff, and the community by maintaining tobacco-free school environments.

Prohibited Items and Use

“Tobacco products” include, but are not limited to:

- Cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco
- Vaping devices and electronic cigarettes
- Liquid nicotine or e-liquids
- Any device used to deliver nicotine or tobacco products

Where This Applies

This policy applies to all district-controlled environments, including:

- School buildings and indoor facilities
- School grounds, athletic fields, playgrounds, and parking areas
- District vehicles used for transportation
- School-sponsored events and activities, on or off campus

Employee Expectations

Employees are expected to:

- Comply fully with tobacco-free requirements at all times on district property and during school-related activities
- Model appropriate behavior for students and the public
- Address or report violations when observed
- Support enforcement of tobacco-free expectations in all school settings

This summary is provided for employee guidance only. All employees are responsible for following full district requirements outlined in:

[Board Policy ADC – Tobacco-Free Schools](#)

Compensation and Benefits

Salary Placement and Advancement

Hayden School District maintains Board-approved salary schedules for licensed and classified staff. Salary placement is determined by factors including education, experience, position responsibilities, certifications, and qualifications applicable to the employee's role.

Licensed staff may advance on the salary schedule through a combination of years of service and approved graduate-level coursework. Horizontal advancement is achieved through the completion of qualifying graduate credits beyond an earned degree, while vertical advancement is based on completed years of experience and satisfactory service. Official transcripts and required documentation must be submitted by established district deadlines for salary adjustments to take effect.

The district recognizes up to ten years of verified experience in accredited schools and districts for initial salary placement. Additional consideration may be given for hard-to-fill positions, specialized certifications, industry credentials, or other critical qualifications as determined by the Superintendent.

Advancement on salary schedules is contingent upon satisfactory job performance and compliance with district and state requirements, including maintaining all required licenses and certifications. Employees are responsible for ensuring that professional licenses and teaching credentials remain current and valid.

The Board reserves the right to modify salary schedules, work calendars, and compensation practices in accordance with state law, Board policy, and district financial conditions. Salary schedules are reviewed and approved annually by the Board of Education and can be found at [Salary Schedules | Hayden School District](#)

If a teacher fails to keep his/her teaching certificate in force, his/her contract will automatically be forfeited in accordance with C.R.S. (Colorado Revised Statutes).

No teacher will be paid more than the maximum listed in each column on the salary schedule for Steps 1 through 16, where applicable, with the exception of Extra-Duty assignments.

[GCBA - Instructional Staff Contracts/Compensation/Salary Schedules](#)

[GDBA - Support Staff Salary Schedules](#)

Employee Benefits

Hayden School District recognizes employee benefits as an important part of the total compensation package. Eligible employees may receive a variety of benefits designed to support their health, financial security, and retirement planning.

Employees who are regularly scheduled to work at least 75% of a full-time equivalent (FTE) position are generally eligible for district-sponsored benefits, which may include:

- Health insurance
- Life insurance
- Long-term disability insurance
- Tax-sheltered annuity (403(b)) participation opportunities

Eligible employees also participate in the Colorado Public Employees' Retirement Association (PERA). Both the employee and the district contribute to PERA in accordance with state law. Benefit eligibility, coverage levels, employee contributions, enrollment periods, and plan details are subject to the terms of the district's benefit plans and applicable Board policies.

Additional benefit information and enrollment materials are available through the Human Resources Office.

Policies - [GCBD – Professional Staff Fringe Benefits](#) and [GDBD – Support Staff Fringe Benefits](#)

Health Insurance Information

Hayden School District provides eligible employees with access to health insurance benefits through the Colorado Employers Benefit Trust (CEBT). CEBT is a self-funded governmental multiple-employer trust that serves public entities throughout Colorado and offers a variety of employee benefit plans, including:

- Medical insurance
- Dental insurance
- Vision insurance
- Life insurance

Eligible employees may enroll in district-sponsored benefit plans in accordance with plan requirements and district procedures. Benefit coverage generally becomes effective on the first day of the month following the employee's active employment date, subject to plan eligibility requirements and enrollment deadlines.

Detailed information regarding available plans, premiums, coverage options, and enrollment procedures is available through the Human Resources Office and during the annual benefits enrollment period.

Payroll – Pay Dates and Pay Access

Pay Schedule

The pay date for all employees is the **20th of each month**. If the 20th falls on a Saturday, Sunday, or federal holiday, the pay date will be the preceding business day (typically the Friday before) or the earliest business day prior to the 20th.

Direct Deposit

Direct deposit is **required for all employees**. Paper checks are not issued. Employees are responsible for ensuring that accurate banking information is provided to the District Office and for notifying the District Office immediately of any changes to banking information to prevent delays in payment.

Pay Stub Access

Employees may view pay information through the [Employee Self-Service \(ESS\) Portal](#).

- The Human Resources Department will provide login setup information upon hire
- Employees are responsible for accessing the ESS Portal to view pay stubs and payroll information
- The district does not routinely distribute paper pay stubs

Employee Responsibility

It is the employee's responsibility to:

- Monitor pay information through the ESS Portal
- Ensure banking and personal information is kept current with the District Office
- Report any payroll discrepancies promptly to the Payroll or HR Department
- Completing timesheets accurately and on time
- Obtaining required supervisor approval prior to submission
- Submit timesheets due to the District Office no later than the 3rd of each month
- Ensuring all reported time is accurate and properly documented for actual arrival and departure times.

Late or Incomplete Submissions

- Late or incomplete timesheets may result in delayed payment until the next payroll cycle.
- Repeated failure to follow submission procedures may result in administrative follow-up.

Paydays for the Hayden School District 2026-2027 school year are listed below:

<i>Friday, September 18th, 2026</i>	<i>Friday, March 19th, 2027</i>
<i>Tuesday, October 20th, 2026</i>	<i>Tuesday, April 20th, 2027</i>
<i>Friday, November 20th, 2026</i>	<i>Thursday, May 20th, 2027</i>
<i>Friday, December 18th, 2026</i>	<i>Friday, June 18th, 2027</i>
<i>Wednesday, January 20th, 2027</i>	<i>Tuesday, July 20th, 2027</i>
<i>Friday, February 19th, 2027</i>	<i>Friday, August 20th, 2027</i>

Year-round classified and most administrative staff are paid August through July. Certified staff are paid September through August.

Employee Leave

Employee Leave

Hayden School District provides a variety of leave benefits to eligible employees in accordance with Board policy, state law, federal law, and applicable employment agreements. Annual leave is awarded based on an employee's position and length of contract. Employees are responsible for monitoring their available leave balances through their AptaFund portal.

Employees requesting leave should submit the appropriate leave request form to their immediate supervisor as far in advance as possible, preferably at least ten (10) workdays prior to the requested leave date. All leave requests are subject to supervisor approval. While leave requests will be considered fairly and consistently, approval may depend on operational needs, staffing levels, and the availability of substitute coverage.

Employees should refer to the [Employee Portal](#) for leave request forms and [AptaFund](#) for current leave balances.

For complete information regarding employee leave benefits and requirements, please refer to:

- [GBGG – Staff Leave](#)
- [GBGI - Staff Military Leave](#)
- [GBGJ - Staff Bereavement Leave](#)
- [GBGK - Staff Legal Leave](#) (ex. Jury Duty)
- [GBGM - Professional Leave](#)

Federally Mandated Family and Medical Leave (FMLA)

The Hayden School District complies with the **Family and Medical Leave Act (FMLA)** and provides eligible employees with unpaid, job-protected leave for qualifying family and medical reasons in accordance with federal law.

Eligibility

- Have been employed by the district for at least **12 months**, and
- Have worked at least **1,250 hours** during the 12 months immediately preceding the start of the leave.

Employees requesting FMLA leave are responsible for:

- Providing required notice when the need for leave is foreseeable
- Completing all required leave request forms and documentation
- Providing medical certification or other supporting documentation when required
- Maintaining communication with Human Resources regarding leave status and anticipated return-to-work dates

Questions regarding eligibility or FMLA procedures should be directed to the **Human Resources Department**.

This summary is provided for employee guidance only. Employees requesting family or medical leave should review the complete policy and administrative procedures [Board Policy GBGF – Federally Mandated Family and Medical Leave \(FMLA\)](#)

12-Month Employee Staff - Vacations and Holidays

Vacation Eligibility and Accrual

Vacation leave is provided to eligible 12-month employees scheduled to work approximately 200 days per fiscal year (208 days less 8 holidays). Vacation leave is awarded at the beginning of each fiscal year (July 1–June 30) based on estimated days worked. Newly hired or part-time employees will receive a prorated amount based on their work schedule.

Vacation Request Procedure

- Vacation leave requests must be submitted at least **five (5) workdays in advance**
- All requests must be approved by the employee's supervisor prior to use
- Vacation requests may be denied if the absence creates an operational or staffing hardship, including coverage of critical district functions or events
- Employees should not assume approval until confirmation is received.

Holidays

The following days are recognized paid holidays for eligible employees:

- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Any additional days designated by the Board or included in the approved school calendar

Holiday Observance

- If a holiday falls on a Friday or Saturday, the holiday will be observed on the preceding Thursday
- If a holiday falls on a Sunday, it will be observed on the following Monday
-

Employee Responsibility

- Submitting vacation requests in accordance with required timelines
- Ensuring supervisory approval prior to taking leave
- Monitoring personal vacation balances and accrual limits
- Planning leave in a manner that minimizes disruption to district operations.

This procedure is a summary for employee guidance only. All vacation and holiday provisions must comply with Board Policy [GCD/GDD – Staff Vacations and Holidays](#)

Transportation Department Expectations

Bus Routes, Stops, and Student Transportation Procedures

To ensure the safe, efficient, and consistent transportation of students, all bus routes, stops, and riding procedures must follow district approval processes and safety standards.

Bus Route Approval and Changes

- Once school bus routes are established and approved, no changes or variations may be made without approval from the Superintendent and the Board of Education.
- Parents/guardians must be notified prior to any approved changes to established routes.
- Transportation routes must remain consistent unless formally revised through district approval processes.

Student Loading and Unloading

- Students must be picked up and dropped off at their assigned stop only
- Students must ride their assigned bus unless written permission for a change is provided by a parent/guardian and approved by the principal of the student's school
- Students are expected to be at bus stops on time; drivers will wait only briefly according to schedule expectations

Student Registration and Riding Permission

- All students must be pre-registered with the Transportation Department prior to riding a school bus
- Occasional changes (e.g., a student riding home with another student) may be permitted only when:
 - Written parent/guardian permission is provided for both students involved
 - Approval is granted by the appropriate building principal
- Transportation staff must be notified of approved exceptions prior to the ride occurring whenever possible

Employee Only Travel and District Vehicle Use

District vehicles are available for approved school-related travel. Employees who wish to operate a district vehicle must:

- Successfully completed the district's Small Vehicle Driver Training and Assessment.
- Provide a valid driver's license to the Transportation Department.
- Authorize the Transportation Department to obtain and review their Motor Vehicle Record (MVR) through the Department of Motor Vehicles.

Travel Authorization

Employees must complete and submit the Hayden School District Travel Request Form to their supervisor for approval at least twelve (12) workdays prior to the departure date. A copy of the conference agenda and hotel reservation confirmation must be attached to the travel request. All travel forms and related documents are available in the [Employee Portal](#) on the district website.

Vehicle Use and Mileage Reimbursement

Employees are expected to use a district vehicle when one is available for approved travel.

If a district vehicle is unavailable, employees may use a personal vehicle and will be reimbursed at the current IRS mileage reimbursement rate for the round-trip distance traveled. If an employee chooses to use a personal vehicle when a district vehicle is available, reimbursement will be limited to one-way mileage at the current IRS mileage reimbursement rate. If space is available in a district vehicle and an employee elects to drive a personal vehicle, mileage reimbursement will not be provided.

Lodging

The district will reimburse approved lodging expenses. Employees are responsible for ensuring all tax-exempt documentation is completed and provided to the lodging establishment prior to check-in. Lodging taxes will not be reimbursed when tax-exempt status could have been applied.

Meal Reimbursement

Meal reimbursements for approved travel are limited to the following amounts:

- Breakfast: \$13.00
- Lunch: \$15.00
- Dinner: \$26.00

Receipts are required in accordance with district business office procedures.

District Credit Cards

District credit cards may be issued for approved travel expenses with a signed leave request or approved purchase order from the employee's supervisor or administrator. All receipts and supporting documentation related to travel expenses must be submitted to the Business Office immediately upon return from travel.

Transportation of Students

The transportation of students is a significant responsibility and must comply with Colorado Department of Education regulations and district procedures. Students should be transported in district-owned vehicles operated by approved district drivers. Employees may not transport students in a personal vehicle unless prior authorization has been granted by the Superintendent, Principal, Activities Director, Transportation Director, or their designee.

Prior to transporting students, employees must:

- Possess a valid driver's license.
- Successfully complete district-required training and testing.
- Have a satisfactory Motor Vehicle Record (MVR) on file with the district.
- Meet all applicable Colorado Department of Education requirements for the type of vehicle being operated.

The district reserves the right to deny or revoke authorization for any employee to transport students when it determines that doing so is in the best interest of student safety or district operations. Additional requirements, forms, and procedures for student transportation can be obtained through the Transportation Department.

Field Trips

Field trips are recognized as valuable, first-hand learning experiences that support and extend classroom instruction. All field trips must be planned, approved, and supervised in a manner that ensures student safety and alignment with instructional goals.

[Elementary/Middle School Request Form](#)

[High School Request Form](#)

Approval Requirements

All field trips must receive appropriate approvals prior to implementation:

- Principal Approval is required for all field trips
- Superintendent Approval is required for transportation when applicable and for any trips requiring district-level authorization per administrative procedures
- Board Notification will occur through monthly Superintendent and Principal reports for approved field trips
- Overnight or extended trips must receive prior Superintendent and Board approval

No field trip may be communicated, scheduled, or conducted without required approvals in place.

Planning and Administrative Procedures

Employees organizing field trips must:

- Follow all district procedures for trip planning, screening, and approval

- Ensure all safety, supervision, and transportation requirements are met
- Coordinate transportation only through approved district processes when applicable
- Submit required documentation within established timelines
- Ensure all reasonable safety measures are in place for participants

Student Safety and Supervision

- Adequate adult supervision must be provided at all times during field trips
- Staff must ensure students are properly accounted for throughout the trip
- All district safety expectations and procedures must be followed

Employees supervising or coordinating field trips are responsible for:

- Ensuring required approvals are obtained before any trip activities occur
- Providing accurate trip information and documentation
- Supervising students at all times during the trip
- Following all district safety and transportation procedures
- Communicating trip expectations clearly to students and families

This procedure is a summary for employee guidance only. All field trips must comply with Board Policy [IJOA – Field Trips](#), district administrative regulations, and applicable safety and transportation guidelines.

Safety and Security

Emergency Operations Plan and School Security

The safety and security of students, staff, and visitors is a top priority of Hayden School District.

The district maintains a comprehensive [Emergency Operations Plan \(EOP\)](#) designed to prepare for, respond to, and recover from a variety of emergency situations. All employees are expected to become familiar with emergency procedures and participate in required safety training and drills.

Hayden School District utilizes the [Standard Response Protocol \(SRP\)](#) as the foundation of its emergency response procedures. The SRP includes the following response actions:

- **Hold**
- **Secure**
- **Lockdown**
- **Evacuate**
- **Shelter**

Employees are expected to follow all directions provided during drills and actual emergencies and to assist in maintaining a safe and orderly environment for students and staff.

All staff members are required to participate in crisis prevention, emergency management, and school safety training as directed by the district.

For additional information, please refer to:

- [GBGAA – Staff Training in Crisis Prevention and Management](#)
- [ADD – Safe Schools](#)

Building Access and Exterior Door Security Procedure

The purpose of this procedure is to ensure the safety and security of all students, staff, and visitors by maintaining controlled access to district buildings. Exterior doors must remain secured at all times unless scheduled through the district access control system and actively monitored.

This procedure supports Board Policy [ECA/ECAB - Security/Access to Buildings](#), which states that access to school buildings shall be limited as deemed appropriate for each building in order to protect the safety and well-being of students, staff, and district facilities.

Why This Matters

Controlled access to school buildings is one of the most important and widely recognized school safety practices. Maintaining secured entrances helps prevent unauthorized individuals from entering school buildings and protects students, staff, and school property. School safety experts consistently identify locked exterior doors and monitored entry points as one of the most effective foundational safety measures schools can implement.

Unfortunately, investigations of several school incidents across the United States have identified unsecured or propped exterior doors as a point of unauthorized entry into school buildings and a common variable in school tragedies. When exterior doors are propped open, anyone can enter the building without supervision, screening, or staff awareness.

Even when the intent is convenience, propped doors create significant risks including:

- Unauthorized visitors entering the building
- Theft or vandalism
- Disruption to school operations
- Safety threats to students and staff

For these reasons, maintaining secured exterior doors and monitoring building access are simple but critical steps in protecting everyone inside the building.

Hayden School District Safety Team Contact Information

- **District Safety Director:** Joseph Long (970) 973-9193; jlong@haydenschools.org
- **Superintendent of Schools:** Eric Owen (970) 973-9189; eowen@haydenschools.org
- **K-8 Principal:** Kalee Voegtle (970) 276-1118; kvoegtle@haydenschools.org
- **High School Principal:** Lanc Sellden (970) 276-3147; lsellden@haydenschools.org
- **Dean of Students:** Sarah Hepworth (970) 276-2148; shepworth@haydenschools.org
- **Preschool Director:** Tami Foth (970) 276-1126 ; tfoth@haydenschools.org
- **Hayden Police Department Non-Emergency Dispatch:** (970) 276-2535

**In the event of a true emergency, always call 911.*

Procedure

1. Exterior Door Security and Access Control

- Exterior doors may **never be propped open** at any time during the school day or after hours.
- Propping exterior doors creates an unsecured entry point and **places the safety of all students and staff at risk**. This action is considered a **serious violation** of district safety procedures and a direct violation of district security protocols.

Convenience should never override safety. Even a momentarily propped door can allow unauthorized access to the building.

- When buildings host events that require additional access points, exterior doors may be **scheduled to unlock through the district door access system**. This may only occur when multiple responsible adults are present in the building and actively monitoring who is entering and exiting.
- Exterior doors should **never be unlocked or left accessible when only one or two staff members are present in the building**. In these situations, maintaining secured access is critical to protecting the safety of the staff members working in the building. Controlled entry ensures that individuals entering the building are known and monitored. Doors should never be blocked open, bypass security systems, or otherwise circumvent established access controls.
- **All employees** and students share responsibility for maintaining secure buildings and protecting the safety of the school community.

2. Visitor Access Procedures

All visitors must enter the building through the main school entrance on Breeze Basin during school hours. School hours for visitor access are **7:30 a.m. to 4:30 p.m** on days that school is in session. Visitors are not permitted to enter through any other exterior door, including parents, guardians, or known community members.

All visitors must check in through the front office.

- Visitors must present a valid government-issued ID
- Visitors will be processed through the district's visitor management system
- Visitors will be issued a visible nametag indicating they have been approved to be in the building along with the location they are visiting
- Visitors must wear their nametag at all times while inside the building
- Visitors also must check back out at the front desk at the conclusion of their visit and exit the building through the main entrance

3. Responding to Unidentified Individuals

Maintaining awareness of who is in the building is a shared responsibility of all staff. If a staff member observes an individual in the building without a visible nametag, the following actions should be taken:

- Politely ask the individual
 - Their name

- Their purpose in the building
- Whether they have checked in at the front office
- If appropriate and the staff member feels comfortable, escort the individual to the office to check in.

If a staff member does not feel comfortable approaching the individual, or the individual does not respond appropriately, the staff member should:

- Immediately contact a member of the school safety team to investigate and respond

If the individual **does not appear to be safe to approach**, call a member of the safety team immediately and follow the district safety protocols outlined in our emergency response plan.

Any unauthorized individual in the building at any time (even if the individual is known) may warrant initiating a "Hold" or "Secure" procedure, in alignment with district safety protocols for maintaining a safe and controlled environment.

4. If You Discover a Propped Exterior Door

If any employee or student discovers a propped exterior door, they must take the following actions immediately:

- **Remove the obstruction and allow the door to close and latch immediately. Ensure that the door is securely closed.**
- **Report the propped door to the District Safety Director immediately.**

When reporting, provide the following information if possible:

- Building name
- Door location
- Approximate time the door was discovered
- Any known individuals involved

Prompt reporting allows the district to quickly investigate and address potential safety concerns, including, but not limited to, sweeping the immediate area and the entire building for unknown threats.

5. Investigation of Security Violations

When a propped exterior door or access concern is reported:

- The District Safety Director will investigate the incident.
- Investigation may include reviewing:
 - School security camera footage
 - Door access control logs
 - Witness statements or staff reports

All exterior doors are visible on school surveillance systems, and the district door access program records entry and door activity. These systems allow the district to identify individuals responsible for propping doors and investigate incidents thoroughly.

6. After-Hours Building Access Concerns

If a propped exterior door or unauthorized access concern is discovered after normal school hours, the following steps must occur:

- Do not enter the building
- Contact the **Hayden Police Department** via the non-emergency dispatch number (970-276-2535) immediately so officers can safely clear the building
- Notify the **District Safety Director and Superintendent of Schools** as soon as possible
- An investigation of the propped door will occur to determine the responsible person(s).

Law enforcement must confirm the building is secure before staff re-enter. The Hayden Police Department

frequently checks the perimeter of the building after hours. If they find a propped door, they will immediately sweep and clear the building and notify the District Safety Director, who will investigate the situation.

7. Disciplinary Consequences

Violations of building access and security procedures- including propping exterior doors or bypassing visitor protocols- are considered serious offenses. Individuals responsible will be subject to disciplinary action.

Possible consequences* may include, but are not limited to:

**Consequences listed are not necessarily in order of severity or sequence of delivery.*

Staff

- Verbal warning
- Written documentation
- Written letter placed in personnel file
- Additional disciplinary action consistent with district policy for repeat offenses

Students

- Verbal warning
- Detention
- In-School Suspension (ISS)
- Additional disciplinary measures as outlined in the student handbook

Repeated violations may result in escalating consequences.

8. Staff Responsibilities

- Ensure exterior doors close and latch behind them
- Never allow unauthorized individuals to enter secured doors
- Never bypass security systems by propping doors or circumventing visitor protocols
- Monitor for unidentified individuals
- Immediately report security concerns
- Maintain possession of staff key card badge at all times
 - Key cards should **never be loaned to anyone** for any reason
 - If a staff key card is lost or stolen, this must be reported to the District Safety Director immediately in order for access to be terminated and a new key card to be issued
- Inform students of their role in maintaining a safe and secure school environment

Staff play a critical role in maintaining a safe school environment.

9. Student Responsibilities

- Use only approved entrances and exits
- Never prop open exterior doors
- Never open exterior doors for individuals outside of the building who have not checked in through the front office
- Never be in possession of a staff key card badge
 - If a staff key card badge is found, students must return the badge to the front office immediately
- Report security concerns to a staff member immediately

Students who help maintain secure buildings contribute directly to the safety of their classmates and teachers.

Safety Reminder

School safety depends on the consistent actions of every member of the school community. Unsecured access—whether through propped doors or failure to follow visitor procedures—compromises security protocols designed to protect students and staff. Maintaining controlled building access is one of the simplest and most effective ways to protect everyone inside the building. Please do not allow small oversights to compromise the safety of every individual in our school community.

Badge Access and Responsibility Procedure

District-issued identification badges are used to support building security, student safety, and controlled access to school facilities. All employees are responsible for appropriate use, safeguarding, and compliance with badge access procedures.

General Requirements

- All employees are issued a district identification badge for building access and identification purposes
- Badges must be worn and visible at all times while on district property during the workday, unless job duties make this impractical
- Badges are required for entry into secure or controlled-access areas of district facilities

Access Responsibility

Employees are responsible for:

- Using their assigned badge for personal access only
- Not sharing, loaning, or allowing others to use their badge
- Ensuring doors are not propped open or bypassed for unauthorized entry
- Following all building security protocols when entering or exiting secure areas
- Immediately reporting suspicious individuals, lost badges, or security concerns to administration

Lost, Stolen, or Damaged Badges

- Lost, stolen, or damaged badges must be reported to the building office or district office immediately
- Replacement badges will be issued following district procedures
- Employees may be responsible for replacement costs as determined by district guidelines

Visitor and Access Control

- Employees must not allow “tailgating” (unauthorized individuals entering behind them)
- All visitors must follow district visitor management procedures and check in at the main office
- Employees should direct unauthorized individuals to the main office immediately

Misuse of Badge Access

Improper use of badge access includes, but is not limited to:

- Sharing badges with other individuals
- Allowing unauthorized entry into secure areas
- Attempting to bypass security systems or procedures
- Using badge access in violation of district safety expectations

Misuse of badge access may result in disciplinary action.

Press Releases, Conferences, and Interviews

To ensure accurate, consistent, and professional communication with the public and media, all district information shared externally must follow established communication protocols. This helps maintain a dignified and unified representation of the school district. This procedure applies to all employees when communicating with news media regarding district or school-related information, events, programs, or activities.

Media Communication Authority

- The Board President serves as the official spokesperson for the Board of Education unless this responsibility is delegated.
- The Superintendent serves as the official spokesperson for the district.
- Only authorized district administrators or designees may issue official district-wide communications.

Press Releases and District Information

- The Superintendent is responsible for approving and distributing all district-wide press releases and

communications related to district policy or major district initiatives.

- Employees must not issue official district statements to the media without prior approval from district administration.

School-Level Communication

- Communications related to individual schools, programs, or athletics must follow district-established procedures and be approved by the appropriate administrator.
- Building principals or designees may coordinate school-level media responses only within approved guidelines.

Employee Expectations

- Direct all media inquiries to the building administrator or Superintendent
- Refrain from providing official statements to the media unless authorized
- Maintain professionalism when discussing district-related matters publicly or on social media
- Ensure confidentiality of student and staff information in accordance with district policy and law

Interviews and Media Requests

If contacted by the media:

- Employees must refer the request to their building administrator or district office immediately
- Employees should not agree to interviews or provide comments on behalf of the district without approval

This procedure is a summary for employee guidance only. All media communication must comply with Board [Policy KDDA – Press Releases, Conferences and Interviews](#) and any related district communication regulations.

Facilities Use Request/Building Usage

To ensure school facilities are available, properly prepared, and staffed, all employees must reserve district buildings, rooms, and common spaces for meetings, activities, or events.

Employees must also use the **Events Checklist located on the [Employee Portal](#)** when scheduling or preparing any facility use during **non-school hours** to ensure all safety, access, and operational requirements are met.

Procedures

Requests for building or room use must be submitted at least 10 business days in advance by email to:

- District Office
- Building Supervisor/Principal
- Maintenance Director

The request must include the following information:

- Requestor's name
- Activity or event
- Date(s) of use
- Start and end times (including setup and cleanup)
- Room(s) or space requested
- Estimated number of attendees
- Equipment or furniture needed (tables, chairs, podium, technology, etc.)
- Whether exterior doors need to be unlocked and, if so, the specific times they should be unlocked and secured
- Any special setup or custodial requests

Once approved, the event will be added to the District Building Use Calendar.

Advance Notice

Submitting requests at least **10 business days in advance** allows adequate time for scheduling, custodial services, maintenance support, room setup, and any necessary building access. Requests received with less than 10 business days' notice will be accommodated when possible; however, the District cannot guarantee that custodial staff, maintenance personnel, room setup, equipment, or building access requests can be fulfilled.

School-sponsored instructional programs, student activities, athletics, and district functions receive priority for facility use. Building reservations are subject to approval based on facility availability, staffing, and operational needs.

Community Use of District Facilities

All community organizations and outside groups must complete the District's [Use of School Facilities Application](#) and follow Board policy regarding facility use. Depending on the organization and event, additional requirements may include proof of liability insurance, rental fees, supervision requirements, and approval by the Superintendent or designee.

The District reserves the right to approve, modify, or deny any facility use request that conflicts with school activities, creates safety or security concerns, violates Board policy or law, or may result in damage to district property.

Reporting, Safety, and Incident Procedures

Maintaining a safe learning and working environment is a shared responsibility of all employees. Staff members are expected to promptly report safety concerns, security issues, accidents, injuries, and other incidents that may impact the health, safety, or well-being of students, staff, or visitors. All forms can be found on the [Employee Portal](#) or through the District Office.

Reporting Accidents and Injuries

Any work-related injury, student injury, accident, or incident occurring on district property, during school activities, or while conducting district business must be reported immediately to the employee's supervisor. In addition, an incident report must be completed with the District Nurse as soon as possible following the event. Prompt reporting ensures appropriate medical care, documentation, insurance processing, and compliance with district procedures and workers' compensation requirements.

Workplace Safety

Employees are expected to follow all district safety procedures, use equipment appropriately, and immediately report unsafe conditions, hazards, or potential risks to their supervisor. Staff should take reasonable precautions to prevent accidents and injuries and cooperate fully with investigations related to workplace incidents.

Reporting School Property Damage

Employees are responsible for helping maintain a safe, clean, and well-maintained learning environment. Any damage to district buildings, grounds, equipment, furniture, or other school property should be reported as soon as it is discovered, regardless of how the damage occurred.

Examples of reportable damage include:

- Broken doors, windows, or locks
- Damaged furniture or classroom equipment
- Plumbing, electrical, or HVAC issues
- Playground or athletic equipment damage
- Technology or communication equipment damage
- Vandalism or graffiti
- Any condition that may pose a safety hazard

Employees should complete a **School Property Damage Report** located on the [Employee Portal](#) and submit it promptly. Reports are reviewed by district administration and the Maintenance Department to ensure appropriate repairs are scheduled and completed. If the damage presents an immediate safety concern, notify the main office or your supervisor immediately in addition to submitting the report.

Workers' Compensation

Employees who sustain a work-related injury or illness may be eligible for benefits under the district's workers' compensation program. Injuries must be reported immediately to ensure timely processing of claims and access to available benefits. See Board Policy [GBGD - Worker's Compensation](#) for more information

Building Security and Access

To help maintain a secure school environment, employees are responsible for following district procedures regarding building access, visitor management, and security protocols. Staff should not permit unauthorized individuals to enter secured areas and should report suspicious activity or security concerns immediately.

Employees will not prop open, disable, or otherwise prevent exterior or secured doors from properly latching and locking. Propped doors create a significant safety and security risk by allowing unauthorized access to school facilities.

Any employee who discovers a propped or unsecured door must immediately close and secure the door and report the issue to administration or the appropriate supervisor. Employees should never assume that someone else has reported the concern.

Failure to follow district security procedures, including intentionally propping doors open or failing to address known security concerns, may result in disciplinary action up to and including termination of employment. Repeated violations may also result in the loss of building access privileges or other corrective actions deemed appropriate by the district.

Visitors to Schools (Includes volunteers)

All visitors are required to follow district visitor procedures, including checking in through the designated visitor management system and receiving authorization before accessing school facilities. Employees should direct unregistered visitors to the main office and notify administration of any concerns regarding unauthorized individuals on campus.

Mandatory Reporting of Child Abuse or Neglect

All school employees are mandatory reporters under Colorado law. Any employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect must immediately make a report to the appropriate authorities as required by law and district policy. Employees should also notify their supervisor or principal after making the required report; however, notifying a supervisor does not fulfill the employee's legal reporting obligation.

Workplace Health and Safety Protection

The district is committed to maintaining a safe and healthy workplace for all employees. Employees are encouraged to report any reasonable concerns related to workplace safety, health hazards, or violations of applicable health and safety regulations.

Employees should report concerns regarding:

- Violations of health or safety laws or regulations
- Unsafe working conditions
- Significant workplace hazards or threats to health or safety

Reports should be made through the district's established concerns, complaints, or grievance procedures.

Personal Protective Equipment (PPE)

Employees may not be discriminated against or retaliated against for voluntarily wearing their own personal protective equipment (PPE), such as masks, face shields, or gloves, when:

- The PPE provides a higher level of protection than district-provided equipment
- It is recommended by a public health authority with jurisdiction
- It does not interfere with job performance or responsibilities

Employee Responsibility

- Maintaining a safe working environment
- Reporting safety concerns promptly
- Following district safety procedures and guidance
- Using appropriate PPE when required or authorized

This summary is provided for employee guidance only. All employees are responsible for following full district requirements outlined in: Board Policy [GBAB – Workplace Health and Safety Protection](#)

Prevention of Disease and Infection Transmission

Hayden School District is committed to maintaining a safe and healthy environment for students, staff, and visitors. Employees will follow **Universal Precautions** by treating all blood and body fluids as potentially infectious, regardless of the known health status of the individual.

Universal Precautions

All employees are expected to:

- Treat all blood and body fluids as potentially infectious.
- Avoid direct contact with blood or other body fluids whenever possible.
- Wear disposable gloves whenever contact with blood, vomit, urine, feces, saliva, respiratory secretions, or other body fluids is anticipated.
- Cover any open cuts, sores, or broken skin before providing assistance.
- Wash hands thoroughly with soap and water for at least 20 seconds immediately after removing gloves or after any contact with body fluids.
- Use alcohol-based hand sanitizer when soap and water are not immediately available, followed by handwashing as soon as possible.

Responding to Injuries and Illness

The school nurse is the primary medical resource for the district. **Students who become ill or are injured during the school day should be referred to the school nurse whenever possible.** If the nurse is unavailable, employees should contact the main office or an administrator for assistance.

When assisting an injured or ill student or employee:

- Notify the school nurse of all student injuries or illnesses requiring evaluation.
- Wear appropriate personal protective equipment (PPE), including disposable gloves.
- Encourage students, when appropriate, to care for minor cuts, abrasions, or nosebleeds themselves under staff supervision.
- Provide only the level of first aid for which you have been trained.
- Dispose of contaminated materials in accordance with district procedures.
- Clean and disinfect contaminated surfaces using district-approved disinfectants as soon as possible.
- Notify administration immediately in the event of a serious injury, medical emergency, or exposure to blood or other potentially infectious materials.

Pocket masks or other approved barrier devices should be used when rescue breathing or CPR is necessary, when available.

Cleaning and Disposal

Employees will:

- Clean contaminated surfaces promptly using district-approved disinfectants.
- Place contaminated disposable materials in sealed plastic bags before disposal.
- Wash contaminated clothing or linens using detergent and hot water.
- Report any exposure to blood or other potentially infectious materials to their supervisor and the school nurse immediately.

Prevention of Communicable Diseases

Employees can help reduce the spread of communicable diseases by:

- Practicing frequent handwashing.
- Staying home when ill in accordance with district leave procedures.
- Covering coughs and sneezes.
- Cleaning and disinfecting frequently touched surfaces.
- Following guidance from public health agencies and the district regarding communicable disease prevention.

Employee Responsibilities

Every employee shares responsibility for maintaining a healthy learning environment by following infection-control procedures, using appropriate personal protective equipment, reporting injuries and illnesses promptly, directing students to the school nurse for evaluation, reporting potential exposures immediately, and participating in required health and safety training.

First Aid and CPR Coverage

- During the school day and at all school-sponsored events (including off-site activities), at least one staff member must be present who holds current certification in standard first aid and CPR from a nationally recognized training program.
- Each school office will maintain a current list of staff members who hold valid first aid and CPR certification.

Employee Responsibilities

- Maintain current certification in first aid and CPR if assigned or designated for coverage
- Follow district procedures for responding to medical emergencies
- Immediately notify the school office of any changes in certification status
- Support safe supervision of students during school and school-sponsored activities

Employees should respond to emergencies within the scope of their training and immediately contact emergency services and school administration as appropriate.

This procedure is a summary for employee guidance only. All requirements must comply with district policy and applicable state regulations regarding first aid, CPR, and emergency preparedness. [Board Policy - GBGAB - First Aid Training](#)

Student Health and Medical Emergencies

The health and safety of students is a shared responsibility of all employees. Staff members should respond promptly to injuries and illnesses while recognizing that the school nurse is the district's primary medical resource.

School Nurse

The school nurse is responsible for student health services, medication administration, emergency health care planning, and medical guidance.

Employees should:

- Refer students who become ill or injured to the school nurse whenever possible.
- Contact the school nurse immediately regarding injuries, illnesses, allergic reactions, or medical concerns.
- Notify the main office or an administrator if the school nurse is unavailable.
- Follow all student health plans, emergency action plans, and accommodations as directed.

Medical Emergencies (In a life-threatening emergency:)

1. Call **911** immediately.
2. Notify the school nurse and school administration.
3. Begin appropriate emergency care within the scope of your training.
4. Do not leave the student unattended unless necessary to summon help.
5. Ensure a staff member is available to direct emergency responders to the location.

Examples of medical emergencies include, but are not limited to:

- Difficulty breathing
- Severe allergic reactions (anaphylaxis)
- Chest pain
- Uncontrolled bleeding
- Seizures
- Loss of consciousness
- Suspected head, neck, or spinal injuries
- Serious fractures
- Suspected opioid overdose

First Aid

Employees should provide only the level of first aid for which they have been trained.

Whenever possible:

- Use Universal Precautions and appropriate personal protective equipment (PPE).
- Wear disposable gloves when contact with blood or body fluids is anticipated.
- Wash hands thoroughly after providing care.
- Report injuries and complete any required incident documentation.

Emergency Medical Equipment

Hayden School District maintains emergency medical equipment to assist during life-threatening emergencies, including:

- Automated External Defibrillators (AEDs)
- Epinephrine Auto-Injectors (EpiPens)
- Naloxone (Narcan)

Only employees who have received the required training and authorization may administer emergency medications, except as otherwise permitted by law during an emergency. Employees should know the locations of emergency medical equipment within their building and participate in all required health and emergency response training.

Student Health Plans

Some students have Individual Health Care Plans (IHCPs), Emergency Action Plans (EAPs), Section 504 Plans, or Individualized Education Programs (IEPs) that include medical accommodations. Employees working with these students are expected to become familiar with applicable accommodations and follow the directions provided by the school nurse and administration.

Detailed procedures regarding medications, communicable diseases, emergency medical response, student health

plans, concussion protocols, AED use, epinephrine, naloxone, and first aid are available through the **District Office** and the school nurse. Employees are expected to follow all district procedures and complete required annual health and safety training.

Use of Video and Audio Monitoring

The district uses video and audio monitoring systems to support the safety, security, and welfare of students, staff, and visitors. These systems are intended to help maintain a secure learning and working environment and may be used as part of district safety and investigative procedures.

Placement and Notification

- Video surveillance is installed in and around district buildings, grounds, and vehicles
- Cameras operate continuously (24/7), whether or not school is in session
- Cameras will not be placed in areas where individuals have a reasonable expectation of privacy (e.g., restrooms or locker rooms)
- Video/audio recording will occur in publicly accessible areas such as hallways, buses, and athletic facilities
- The district will notify students, staff, and the public of surveillance through signage and inclusion in handbooks
- Specific notice will not be provided when cameras are present in individual buildings or vehicles

Employee Expectations

- Respect and comply with all video/audio monitoring systems in district facilities and vehicles
- Refrain from any unauthorized use, tampering, or interference with surveillance equipment or recordings
- Understand that conduct and communications in public areas of district property may be recorded
- Report any damage, tampering, or malfunction of surveillance equipment to administration immediately.

Unauthorized interference with surveillance systems may result in disciplinary action.

Use of Recordings

- School safety and security purposes
- Investigations of policy violations or misconduct
- Evidence in disciplinary actions involving students, staff, or visitors
- Law enforcement requests when appropriate

Storage and Security

- Recordings are stored securely with restricted access and password-protected systems
- Recordings are retained for a minimum of **7 school days** unless needed for investigation or legal purposes
- Access to recordings is limited to authorized district personnel only
- Recordings may be retained longer if related to an incident or required by law or policy

Employee Responsibility

- Understanding that surveillance may occur at any time in district-controlled areas
- Conducting themselves professionally at all times in monitored spaces
- Supporting district safety efforts by not obstructing or interfering with monitoring systems

This summary is provided for employee guidance only. All employees are responsible for following full district requirements outlined in: [Board Policy ECAF-R – Use of Video and Audio Monitoring](#)

Work Expectations

Professional Conduct

Employees are expected to uphold the highest standards of professional conduct at all times, both during the workday and when representing the district in any capacity.

Professional conduct includes, but is not limited to, the following expectations:

- Maintain a professional demeanor in interactions with students, parents/guardians, colleagues, and community members.
- Demonstrate respect, fairness, and courtesy in all communications and relationships.
- Serve as positive role models for students through language, behavior, and actions.
- Follow all applicable federal and state laws, district policies, and administrative procedures.
- Complete all required district, state, and job-specific training within assigned timelines.
- Exercise sound judgment and avoid conduct that could negatively impact the learning environment, student safety, or public trust in the district.
- Avoid conflicts of interest or situations that may create the appearance of impropriety.

Employees are expected to understand that their conduct reflects on both the individual and the district. Failure to meet professional expectations may result in corrective action, up to and including disciplinary measures as outlined in district policy.

For additional guidance, employees should refer to:

- [GBEA – Staff Ethics/Conflict of Interest](#)
- [GBEB – Staff Conduct](#)

Alcohol and Drug-Free Workplace

Hayden School District is committed to providing a safe, healthy, and productive work environment for employees, students, and visitors. Maintaining an alcohol and drug-free workplace is a condition of employment.

Employee Expectations

Employees are prohibited from:

- Possessing, using, distributing, manufacturing, or being under the influence of alcohol or illicit drugs while on district property.
- Reporting to work or remaining on duty while impaired by alcohol, illegal drugs, or the misuse of prescription or over-the-counter medications.
- Possessing or using alcohol or illicit drugs in district vehicles, at school-sponsored or district-sponsored activities, or while performing district duties.

Although Colorado law permits certain uses of marijuana, marijuana remains prohibited in the workplace due to federal law and the district's obligation to maintain a drug-free workplace. Employees who are prescribed medication or take over-the-counter medications are responsible for ensuring such medications do not impair their ability to safely and effectively perform their job duties.

Reporting Requirements

In accordance with the Drug-Free Workplace Act, employees who are convicted of a criminal drug offense occurring in the workplace must notify the Superintendent within five (5) calendar days of the conviction.

Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment, referral to law enforcement, and/or participation in an approved rehabilitation program when deemed appropriate by the district.

The complete [Alcohol and Drug-Free Workplace Policy \(GBEC\)](#) and related administrative procedures are available from the District Office. Employees are expected to comply with all requirements outlined in the full policy.

Attendance and Punctuality

Regular and reliable attendance is essential to the effective operation of the school district. Employees are expected to be present, punctual, and prepared for work during all contracted workdays and hours. Employees must follow established absence reporting procedures and notify their immediate supervisor as soon as possible when they are unable to report to work. Failure to follow proper absence reporting procedures may result in corrective action. Employees are required to be on-site during their assigned contracted work hours unless an alternative schedule, early departure, or late arrival has been approved in advance by their supervisor.

Contracted Work Schedules

The following standard contract days and work schedules apply to district employee groups. Individual assignments may vary based on job duties and supervisor approval.

12-Month / District Staff

- Contract Days: 208
- Standard Workweek: 40 hours per week

Principals

- Contract Days: 183
- Standard Work Schedule: 7:00 AM – 4:30 PM

Certified/Licensed Staff

- Contract Days: 164.5
- Standard Work Schedule: 7:40 AM – 4:20 PM

Administrative Support Staff

- Contract Days: 164
- Standard Work Schedule: 7:00 AM – 4:30 PM

Classified Staff

- Contract Days: 144
- Standard Work Schedule: 7:40 AM – 4:20 PM

Supervisors may adjust daily schedules as needed to meet building or district operational requirements.

Employees are expected to be ready to begin work at their assigned start time and remain on duty until the end of their contracted workday unless otherwise approved. Excessive absenteeism, habitual tardiness, or patterns of unreported absences may result in corrective action, up to and including disciplinary measures, in accordance with district policy.

Plan Time Guidelines

Teachers are provided designated plan time to support effective instruction, student learning, and the successful operation of the school. Plan time is considered part of the regular workday and should be used professionally to fulfill instructional responsibilities.

Plan time may be used for, but is not limited to:

- Preparing lesson plans and instructional materials.
- Reviewing and analyzing student data to inform instruction.
- Grading assignments and providing timely feedback to students.

- Communicating with parents/guardians regarding student progress or concerns.
- Collaborating with colleagues, instructional coaches, and support staff.
- Participating in Professional Learning Communities (PLCs) or team planning meetings.
- Completing required documentation, reports, and compliance tasks.
- Preparing assessments and reviewing assessment results.
- Organizing classrooms and instructional resources.
- Participating in meetings scheduled by administrators or district leadership.
- Completing district-required professional development or training when assigned.

Expectations

Employees are expected to:

- Remain on campus during scheduled plan periods unless prior approval has been obtained from their supervisor.
- Use plan time in a manner that supports student achievement and fulfills professional responsibilities.
- Be available for scheduled meetings, conferences, and collaborative planning sessions during plan periods when requested.
- Recognize that while plan time is intended to support instructional preparation, it is not considered personal time and may occasionally be utilized for other school-related duties or meetings as determined by the principal or supervisor.

Administrative Discretion

The district recognizes the importance of uninterrupted planning time whenever possible. However, operational needs may occasionally require administrators to schedule meetings, professional development, student support conferences, or other school-related responsibilities during an employee's plan period.

Break Periods (Timesheet Employees / Non-Exempt Staff)

Break periods are provided to support employee well-being, productivity, and overall workplace effectiveness. Employees are expected to use break time appropriately to step away from work responsibilities and return refreshed.

Unpaid Meal Break (30 Minutes)

All support staff and other non-exempt employees are required to take an **unpaid, duty-free 30-minute meal break** when working **five (5) or more consecutive hours**.

Employees are expected to:

- Leave their work area during the meal break
- Refrain from performing any work duties during the break
- Not combine the meal break with the start or end of the workday in order to shorten the workday
- Ensure the meal break is properly recorded in the timekeeping system

Timekeeping Requirement:

- Break times do not need to occur at a set time (e.g., 11:30–12:00) but must reflect a full 30-minute unpaid break on your timesheet
- Employees should coordinate with their supervisor to determine appropriate break coverage times based on building or department needs

Paid Rest Breaks

Employees will be provided paid rest periods in accordance with Colorado law (COMPS Order), typically 10 minutes per 4 hours worked.

Guidelines for rest breaks:

- Breaks are typically 10 minutes in duration

- Employees should not perform work duties during rest breaks
- If an employee leaves district property during a rest break, non-exempt employees must **clock out and clock back in upon return**
- Rest breaks should be coordinated with supervisors to ensure adequate coverage

Employee Responsibility

- Taking required meal breaks when scheduled hours qualify
- Accurately recording all required clock-in and clock-out times
- Ensuring breaks are taken as duty-free time
- Coordinating break timing with supervisors and coworkers to maintain operational coverage

Supervisor Responsibility

- Ensuring employees are provided the opportunity to take required meal breaks
- Supporting appropriate scheduling of break coverage
- Monitoring compliance with timekeeping and break requirements

Compliance

Failure to properly record or take required breaks may result in corrective action and/or payroll adjustments.

This procedure is a summary for employee guidance only. All break and timekeeping expectations must comply with district payroll procedures, state labor requirements, and administrative guidelines.

Employee Dress and Appearance

Employees serve as role models for students and represent Hayden School District to families and the community. Professional appearance contributes to a positive learning environment and reflects the district's commitment to excellence.

Employees are expected to maintain a neat, clean, safe, and professional appearance during the workday and while attending school-sponsored activities or events. Clothing should be appropriate for the employee's assigned duties, work environment, and interactions with students, staff, and the public.

Professional attire may include, but is not limited to:

- Collared shirts, blouses, sweaters, or other professional tops
- Dress slacks, khakis, skirts, dresses, or coordinated separates
- School-approved spirit wear or activity apparel on designated days
- Appropriate footwear for the employee's responsibilities and work setting

Employees whose duties involve physical activity, maintenance, transportation, food service, athletics, or other specialized assignments may wear attire appropriate to those responsibilities as approved by their supervisor. Clothing or accessories that are unsafe, excessively revealing, disruptive to the educational environment, or contain inappropriate language, images, or messages are not permitted.

Building administrators and supervisors are responsible for interpreting and enforcing dress expectations within their schools and departments. The principal or supervisor has the final authority to determine whether an employee's attire is appropriate for the workplace.

For additional information, please refer to: [GBEBA – Staff Dress Code](#)

Student Interaction and Professional Boundaries

Employees are expected to maintain professional, ethical, and appropriate relationships with students at all times. As role models and trusted adults, staff members must conduct themselves in a manner that promotes student safety, supports the educational environment, and maintains public trust. Professional boundaries must be maintained during school hours, at school-sponsored activities, during travel, and in all forms of communication with students.

Employees will:

- Treat all students with respect, dignity, and fairness.
- Maintain appropriate professional boundaries in all interactions with students.
- Use district-approved methods of communication whenever possible.
- Report concerns regarding student safety, well-being, abuse, harassment, or inappropriate conduct in accordance with district policy and mandatory reporting requirements.
- Avoid situations that could create the appearance of favoritism, impropriety, or an inappropriate relationship.

Employees will not:

- Engage in conduct that could reasonably be interpreted as an inappropriate personal, romantic, or sexual relationship with a student.
- Communicate with students through personal social media accounts, private messaging platforms, or other unauthorized methods when such communication is unrelated to school business.
- Share personal information with students that is not appropriate to the employee-student relationship.
- Provide transportation to students in personal vehicles except as authorized by district policy and administrative approval.
- Meet with students in isolated settings without a legitimate educational purpose and appropriate supervision.

Employees are responsible for exercising sound judgment in all interactions with students. Conduct that violates professional boundaries, district policy, or applicable law may result in disciplinary action up to and including termination of employment and referral to appropriate authorities.

For additional guidance, employees should refer to: [GBEB-R – Staff Conduct](#)

Student Code of Conduct

Hayden School District is committed to maintaining a safe, respectful, and positive learning environment. Students are expected to demonstrate responsible behavior, treat others with respect, follow school rules, and comply with all district policies while at school, during school-sponsored activities, and when their conduct has a connection to the school environment.

The Student Code of Conduct outlines expectations for student behavior and identifies disciplinary consequences for violations, including but not limited to:

- Respect for students, staff, and school property.
- Bullying, harassment, hazing, and discrimination.
- Violence, threats, aggressive behavior, and fighting.
- Weapons, drugs, alcohol, tobacco, and vaping.
- Theft, vandalism, and destruction of property.
- Academic honesty and integrity.
- Appropriate use of technology and electronic devices.
- Dress code expectations.
- Compliance with school rules and staff directions.

Employees are expected to consistently enforce student behavior expectations, promptly report violations to school administration, and follow district procedures when addressing student misconduct.

For complete information, please refer to Board Policy [JICDA – Student Code of Conduct](#)

Student Discipline Procedures

Maintaining a safe, respectful, and productive learning environment is the responsibility of all staff. Teachers are expected to address student behavior consistently, fairly, and in accordance with district policies and building expectations.

Teacher Responsibilities

- Establish and communicate clear classroom expectations and routines.
- Address minor classroom disruptions using appropriate classroom management strategies.
- Document recurring or significant behavioral concerns.
- Communicate with parents/guardians when appropriate regarding student behavior.
- Seek assistance from counselors, intervention staff, or administrators when additional support is needed.
- Treat all students with dignity, respect, and consistency while maintaining confidentiality.
- Classroom Management

Teachers are encouraged to utilize progressive interventions before referring students to the office whenever appropriate.

Examples may include:

- Verbal redirection or reminders
- Restorative conversations
- Student conferences
- Seat changes or classroom interventions
- Parent/guardian communication
- Behavior reflection or problem-solving activities
- Classroom consequences consistent with building expectations
- Office Referrals

A referral to the principal or designee should be made when:

- A student's behavior poses a safety risk to themselves or others.
- The behavior is severe or significantly disrupts the learning environment.
- Classroom interventions have been unsuccessful.
- District policy requires administrative involvement (e.g., fighting, bullying, harassment, threats, weapons, drugs/alcohol, vandalism, or other serious misconduct).

Teachers should document the incident through the district's student information system or other designated reporting process and provide factual, objective information regarding the incident.

Administrative Responsibilities

School administrators are responsible for investigating disciplinary incidents, determining appropriate consequences consistent with Board policy and state law, communicating with families as appropriate, and documenting disciplinary actions.

All employees are expected to:

- Enforce school rules consistently and professionally.
- Avoid power struggles or confrontational interactions with students.
- Maintain student confidentiality.

- Immediately report any behavior involving threats, weapons, suspected abuse, harassment, bullying, discrimination, or other safety concerns.
- Follow all district policies regarding student discipline, restraint, seclusion, mandatory reporting, and crisis response.

Employees should familiarize themselves with applicable Board policies, including those related to the Student Code of Conduct, Bullying Prevention, Student Discipline, Student Conduct Involving Drugs and Alcohol, Weapons in Schools, Harassment, and Nondiscrimination. Complete policies and administrative regulations are available on the district website and through the Superintendent's Office.

Bus/Lunch/Recess Duty and Student Supervision Expectations

To ensure the safety, supervision, and well-being of students, staff members may be assigned to supervisory duties including morning bus duty, afternoon bus duty, lunch duty, and recess duty. These responsibilities are essential functions of the employee role and support a safe school environment.

Assignment of Duties

- Morning bus duty, afternoon bus duty, lunch duty, and recess supervision are assigned by the building principal
- These assignments are a required and expected part of employment duties
- Duty schedules may be adjusted at the discretion of the principal to meet building needs

Employees are expected to fulfill assigned duties as part of their professional responsibilities.

General Expectations for All Duty Assignments

Employees assigned to supervision duties must:

- Actively supervise students at all times
- Be physically present, attentive, and engaged during duty assignments
- Maintain a visible presence in assigned areas
- Address student behavior promptly and appropriately
- Follow all district and building behavior expectations and safety procedures
- Report safety concerns, injuries, or disciplinary issues to administration immediately

Personal tasks, phone use, or other distractions are not permitted during assigned supervision duties.

During morning and afternoon bus duty, employees are expected to:

- Supervise student arrival and dismissal areas 7:40am -7:50am / 3:50pm - 4:15pm
- Ensure students load and unload buses in an orderly and safe manner
- Monitor bus zones and crosswalk areas as assigned
- Assist with maintaining safe student flow and traffic awareness
- Communicate concerns or incidents to transportation staff or administration immediately

During lunch supervision, employees are expected to:

- Monitor cafeteria and/or designated lunch areas
- Ensure safe, respectful, and orderly student behavior
- Circulate throughout the assigned supervision area
- Support student conflict resolution when appropriate
- Report behavior concerns to administration as needed

During recess supervision, employees are expected to:

- Actively supervise all assigned outdoor or indoor recess areas
- Position themselves strategically to maintain full visibility of students
- Intervene in unsafe play or behavior immediately

- Encourage positive, inclusive student interaction
- Respond promptly to injuries or incidents and notify appropriate staff

Participation in assigned duty coverage is a condition of employment. Employees are responsible for:

- Reporting to assigned duty areas on time
- Remaining for the full duration of assigned duty
- Ensuring adequate supervision coverage is maintained at all times
- Following direction from building administration regarding duty expectations

Failure to fulfill assigned supervision duties may result in corrective action.

Physical Intervention and Restraint

Hayden School District is committed to maintaining a safe learning environment while protecting the dignity, safety, and rights of all students. Employees are expected to use proactive classroom management, de-escalation strategies, and positive behavior support whenever possible.

Physical Intervention

District employees may use reasonable and appropriate physical intervention, within the scope of their employment, when necessary to:

- Protect a student or others from imminent physical harm.
- Stop a physical altercation or disturbance.
- Remove or secure a weapon or other dangerous object.
- Act in self-defense.
- Prevent the destruction of property when it presents a risk of physical injury.

Corporal punishment is prohibited and will never be used.

Student Restraint

Physical restraint may only be used when a student's behavior presents an imminent danger of serious physical harm to the student or others and less restrictive interventions have been ineffective or are not feasible.

Restraint:

- will never be used as punishment, discipline, retaliation, or for staff convenience.
- May only be performed by employees who have received the required district training, except in an emergency when immediate action is necessary to prevent serious injury.
- Must be discontinued as soon as the student is no longer an immediate danger.
- will never include prohibited restraint techniques as defined by Colorado law, including prone, mechanical, or chemical restraint, except as specifically authorized by law.

Reporting Requirements

Any use of physical restraint must be reported to the building administrator immediately. Parent or guardian notification and written documentation will be completed in accordance with district procedures and Colorado law. Employees involved in a restraint incident may be asked to participate in a debriefing to review the incident, evaluate the effectiveness of interventions used, and identify strategies to reduce the likelihood of future incidents.

Training

Employees designated by the district to respond to behavioral crises will receive training in approved crisis prevention, de-escalation, and restraint techniques as required by state law.

Confidentiality

Employees are responsible for maintaining the privacy and confidentiality of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and all applicable district policies. Student information is confidential and may not be accessed, discussed, or shared except as required to perform assigned job duties.

Employee Expectations

- Protect student records and information from unauthorized access or disclosure.
- Access student information only when it is necessary to fulfill job responsibilities.
- Discuss student information only with appropriate district personnel who have a legitimate educational interest.
- Ensure that confidential information is not shared in public areas, hallways, staff lounges, or other non-secure settings.
- Properly secure physical and electronic student records at all times.

Employees must not:

- Share student information with individuals who do not have an authorized educational need to know.
- Discuss student records or student-specific concerns on social media or personal communication platforms.
- Leave student records, documents, or electronic devices containing student information unsecured or accessible to others.

Data Security

Employees are expected to follow district procedures for protecting electronic data, including secure passwords, proper logout procedures, and safe handling of devices and printed materials containing confidential information. Any suspected breach of confidentiality or unauthorized disclosure of student information must be reported immediately to a supervisor or district administration. Violations of confidentiality requirements may result in disciplinary action, up to and including termination of employment, and may include legal consequences.

For additional guidance, refer to: [JRCB – Privacy and Protection of Confidential Student Information](#) and [JRA/JRC – Student Records / Release of Information on Students](#)

Supporting Transgender and Gender Nonconforming Students and Employees

Hayden School District is committed to providing a safe, respectful, inclusive, and nondiscriminatory learning and working environment for all students and employees. The district complies with all applicable federal and state laws and Board policies prohibiting discrimination based on sex, sexual orientation, gender identity, and gender expression.

Employees are expected to:

- Treat all students, staff, and visitors with dignity, respect, and professionalism.
- Respect and use an individual's asserted name and pronouns consistent with district guidelines.
- Maintain the privacy and confidentiality of student and employee information, including information related to gender identity or gender expression.
- Report incidents of discrimination, harassment, bullying, intimidation, or retaliation to an administrator immediately.
- Foster a safe, welcoming, and supportive educational environment for all students and employees.
- Follow district procedures regarding student records, privacy, restroom and locker room access, participation in school activities, overnight trips, and accommodations.

Questions regarding student accommodations or implementation of these procedures should be directed to the building principal or Superintendent.

The district's Guidelines Regarding the Support of Students Who Are Transgender and Gender Nonconforming contain detailed procedures for implementing this policy, including confidentiality, records, names and pronouns, facilities access, participation in activities, overnight travel, and responding to discrimination or harassment.

Employees may obtain a copy of the complete procedures from the District Office or by contacting their building administrator.

Annual Required Trainings

All employees are required to complete annual training as assigned by the district, state agencies, and applicable federal requirements. These trainings are designed to ensure compliance with law, support student safety, and maintain a safe and professional working environment.

Completion of all required training is mandatory. Employees are responsible for completing all training by assigned deadlines. Failure to complete required training may result in corrective action, loss of system access, or other administrative consequences.

Required Annual Trainings:

Health Room and Safety Training

This training includes topics such as:

- Common student medical conditions and appropriate response procedures
- Basic treatment guidelines and emergency health procedures
- Student health screenings and protocols
- Workplace harassment prevention
- FERPA and HIPAA confidentiality requirements
- Staff and student emergency response procedures

Colorado Mandatory Reporting Training

All employees must complete annual training on mandatory reporting requirements related to suspected child abuse or neglect in accordance with Colorado law. Employees are required by law to report any reasonable suspicion of abuse or neglect directly to the appropriate authorities.

Bullying and Harassment Prevention Training

All staff must complete Colorado Department of Education (CDE) required training related to bullying and harassment prevention. This training supports maintaining a safe, respectful, and inclusive school environment for all students and staff.

Training Verification

Employees must complete all required training and submit any required acknowledgments or certifications as directed by the district. Training records will be maintained by the district for compliance purposes.

Additional Training Requirements

Depending on job assignment, employees may be required to complete additional training related to their role, including but not limited to:

- Transportation and bus safety training
- Coaching and CHSAA requirements
- Health and safety certifications
- Technology, data privacy, or cybersecurity training
- Other district or state-required professional development

Employees should consult their supervisor or the district office if they are unsure of required training for their position.

Bullying Responsibilities and Procedures

The district is committed to providing a safe, respectful, and supportive learning environment free from bullying, retaliation, and false accusations. This procedure outlines employee responsibilities in identifying, reporting, and responding to bullying concerns. For complete definitions, expectations, and requirements, employees should refer to the full **Board Policy [JICDE – Bullying Prevention and Education](#)**.

All employees are responsible for supporting a safe school climate and must:

- Model respectful and professional behavior at all times
- Take all reports or observations of bullying seriously
- Intervene when safe and appropriate to do so
- Immediately report any suspected or reported bullying to a building administrator or designated supervisor
- Document and report concerns according to district procedures
- Participate in required bullying prevention training

Employees are not to conduct formal investigations unless directed by administration.

Reporting Procedure

Employees must report bullying concerns as follows:

1. **Immediate Action (if applicable):**
Intervene to stop the behavior if it is safe to do so.
2. **Report Promptly:**
Report the concern immediately to the building administrator or designated supervisor.
3. **Documentation:**
Complete any required incident documentation as directed by district procedures.
4. **Confidentiality:**
Maintain confidentiality and only share information with appropriate district personnel.

Response and Investigation

- All reports will be reviewed and investigated by administration or designated staff.
- Appropriate interventions will be implemented based on findings.
- Parents/guardians will be notified as required.
- Retaliation for reporting bullying is strictly prohibited and will be addressed immediately.

Supports

The district will provide supports as appropriate, which may include:

- Interventions for students involved in bullying behavior
- Counseling or support services for students who are targets
- Support for students who witness bullying
- Efforts to restore a safe and respectful environment.

Mandatory Reporting Procedures

Immediate Reporting Duty:

- All staff are mandated reporters under Colorado law.
- A report must be made as soon as possible, and no later than 24 hours, when you:
 - Have reasonable suspicion of abuse or neglect (based on observation or student disclosure).
 - If suspected concern around neglect needs more information, the staff member will connect with persons (such as parents, counselor, social worker) to discern if it is "reasonable suspicion."
 - Are made aware of possible abuse or neglect (even second-hand).

Reports may not be delegated to the principal, counselor, or social worker. You must make the report yourself, though you may request their presence while making the call.

How to Make a Report:

- Call the Colorado Child Abuse and Neglect Hotline: 844-CO-4-Kids (844-264-5437).
 - Staff members should make the report in a confidential setting and have access to student demographic data through PowerSchool.
- Provide clear, factual information.

- Request and record:
 - The name of the hotline worker taking your call.
 - The Report ID number provided.
- District Reporting Form:
 - After making the oral report, complete the [District Reporting Form](#).
 - Obtain your principal's signature.
 - Provide a copy to:
 - Superintendent
 - School Social Worker
 - If at a later date the reporting staff member receives an email notification regarding the report being screened in or screened out, the staff member will forward that notification to Mr. Owen and Ms. Ciesco.
- Suspected Neglect Procedures:
 - All neglect suspicions must be reported.
 - If neglect is suspected:
 - Document observations over time (attendance, hygiene, clothing, behavior, health concerns).
 - Notify counselors or designated student support staff to engage with the student/family for context.
 - If there is immediate risk (e.g., unsafe living conditions, no supervision, lack of food/medical care), call the hotline immediately.
 - If the situation is chronic but not immediately dangerous, involve a counselor/social worker/administrator and make a CPS report.
- *Counselor/social worker/administrator may coordinate wraparound supports (family outreach, community resources, counseling referrals).*
- Staff Responsibilities in Student Disclosures
 - If a student discloses, listen with care and without probing. You should ask:
 - What happened?
 - When did it happen?
 - Where did it happen?
 - Who did it?
 - Who else was there/knows?
 - Remain calm, supportive, and do not probe beyond the basic questions.
 - Assure the student they did the right thing in telling you.
 - If a student reports bruising or pain on the body that cannot be seen under clothing, a staff member should ask our school nurse to talk with, and look at, the student and act appropriately.
 - If there is an immediate safety concern, HPD should also be contacted.

Follow the reporting and documentation steps above without delay.

Remember: Failure to report suspected abuse or neglect is a violation of state law and district policy.

Grading and Assignment Expectations

The district maintains consistent expectations for grading and assignment practices to ensure fairness, transparency, and clear communication of student learning. Grading practices should reflect student mastery of standards and support instructional growth.

All employees responsible for instruction and grading are expected to:

- Maintain accurate, timely, and consistent grading practices
- Align assignments and assessments to district and state standards
- Provide clear expectations for students regarding assignments and grading criteria
- Use grading as a reflection of student learning, not behavior (unless otherwise outlined in district-approved grading practices)
- Communicate progress regularly with students and families
- Enter grades in a timely manner according to building or district timelines

Assignments**Employees are expected to:**

- Provide meaningful, standards-aligned assignments that support instruction
- Clearly communicate due dates, expectations, and grading criteria
- Allow reasonable opportunities for students to demonstrate learning
- Ensure assignments are purposeful and not excessive in volume
- Provide feedback that supports student growth and understanding

Assessment and Grading Practices**Staff will:**

- Use multiple forms of assessment to evaluate student learning (e.g., formative and summative assessments)
- Base grades on evidence of student learning aligned to standards
- Apply grading practices consistently within courses and grade levels when possible
- Ensure grades are accurate, reflective, and up to date
- Follow district-approved grading scales and reporting procedures

Communication**Employees are expected to:**

- Keep grades updated regularly in the district-approved grading system
- Communicate academic concerns in a timely manner
- Collaborate with families and support staff when students are struggling academically
- Provide progress updates in accordance with school or district reporting timelines

Professional Responsibility**Staff are responsible for ensuring that grading practices:**

- Are fair, consistent, and equitable
- Reflect student learning accurately
- Support instructional improvement and student success
- Align with district policies, building expectations, and approved grading procedures

This section provides general expectations for employee guidance. Employees must also follow any additional building-level guidelines and district grading policies, including adopted grading scales, reporting timelines, and instructional frameworks.

Technology, Internet, and Social Media

Hayden School District provides technology resources to employees to support instruction, communication, and district operations. These resources include, but are not limited to, computers, network access, internet services, email, electronic communication systems, applications, social media tools, and artificial intelligence (AI) platforms approved for district use. All district technology resources are the property of the district and are intended primarily for educational and business purposes. Employees are expected to use these resources in a responsible, ethical, and professional manner and in compliance with all applicable laws and district policies.

Appropriate Use of Technology

Employees are expected to:

- Use district technology resources only for legitimate educational or work-related purposes.
- Protect student and employee data by following all confidentiality and data security requirements.
- Use professional judgment when communicating electronically with students, parents/guardians, colleagues, and the community.
- Follow all district guidelines regarding the use of AI tools, ensuring that student data is not entered into unauthorized systems.
- Safeguard login credentials and secure all district devices and accounts.

Employees must not:

- Use district systems for personal gain, political activity, or non-work-related commercial purposes.
- Access, download, or distribute inappropriate, offensive, or non-work-related material.
- Share confidential student or employee information through unsecured or unauthorized platforms.
- Install or use unauthorized software, applications, or tools on district devices.

Social Media Use

Employees are expected to maintain professional boundaries and appropriate conduct when using social media, whether on district devices or personal accounts.

Employees should not post or share content that:

- Violates student confidentiality or privacy laws (including FERPA).
- Harasses, demeans, or improperly portrays students, staff, or families.
- Damages the reputation of the district or creates a conflict of interest with professional responsibilities.
- Gives the appearance of an inappropriate relationship with students or creates the perception of favoritism.

Employees are reminded that personal social media activity may still reflect on their role as a district employee.

Privacy and Monitoring

Employees should have no expectation of privacy when using district technology systems, including email, internet access, devices, or communication platforms. The district may monitor use of its systems as permitted by law, policy, and operational needs. District technology usage may also be subject to public records laws.

Compliance and Accountability

All employees are required to review and comply with the district's Technology Acceptable Use Policy and sign the Acceptable Use Agreement annually. Violations of this policy may result in loss of technology privileges, disciplinary action, up to and including termination of employment, and/or legal consequences for additional guidance, refer to: [GBEE – Staff Use of Technology](#)

Artificial Intelligence (AI) Use

Hayden School District supports the responsible and ethical use of artificial intelligence (AI) tools to enhance instruction, learning, productivity, communication, and district operations. Employees who use AI tools must do so in a manner that is professional, appropriate, and consistent with district policies, privacy requirements, and applicable laws.

AI tools may be used to support tasks such as instructional planning, lesson development, communication, data analysis, and other approved educational or operational purposes. However, AI is intended to supplement professional practice and must not replace employee judgment, expertise, or decision-making. Employees remain fully responsible for the accuracy, appropriateness, and quality of any AI-generated content prior to use or distribution in educational or operational settings.

Privacy and Data Protection

Employees must protect student and employee confidentiality at all times. Personally identifiable information (PII), confidential records, or sensitive district information must not be entered into public or unsecured AI platforms. Only district-approved tools and platforms may be used when handling sensitive or confidential information.

Appropriate Use Requirements

Employees must:

- Review and verify all AI-generated content for accuracy, bias, and appropriateness before use.
- Ensure AI outputs align with district expectations, curriculum standards, and professional guidelines.
- Use AI in a manner that is fair, ethical, and supportive of student learning.
- Follow all district guidance and training related to AI use.

Employees must not:

- Input student records, confidential data, or personally identifiable information into unauthorized AI systems.
- Use AI tools in a way that produces discriminatory, biased, misleading, or inappropriate content.
- Rely on AI-generated content without professional review and oversight.

Accountability and Training

The district is committed to the responsible and transparent use of emerging technologies, including AI. Employees are expected to participate in district-provided training and comply with all current and future guidelines related to AI use. Improper or unauthorized use of AI tools may result in disciplinary action, up to and including termination of employment.

For additional guidance, refer to: [EHA – Artificial Intelligence Usage Policy for Hayden School District](#)

Student Use of Cell Phones and Other Personal Electronic Devices

Personal electronic devices may provide communication benefits, particularly in emergency situations. However, their use in schools must be regulated to ensure they do not disrupt instruction, interfere with school operations, or compromise the safety, welfare, or privacy of students and staff.

This procedure outlines employee responsibilities in enforcing Board Policy [JICJ – Student Use of Cell Phones and Other Personal Electronic Devices](#).

Definition of Devices

Personal electronic devices include, but are not limited to:

- Cell phones
- Smart watches
- Tablets, laptops, Chromebooks (personal devices)
- Wireless earbuds/earphones
- Cameras and recording devices
- Gaming devices
- Any portable electronic communication, data storage, or entertainment device

All employees are responsible for:

- Enforcing district and building expectations regarding device use
- Addressing unauthorized device use promptly and consistently
- Maintaining instructional time free from device-related disruptions
- Ensuring student devices are not visible or in use during restricted times
- Reporting repeated or serious violations to administration

PreK–5 Expectations

- Personal electronic devices are not permitted during the school day, including instruction, lunch, recess, or school activities
- Exceptions apply only to approved location-tracking watches with non-communication functions disabled (except location services)
- Devices must remain off and stored in backpacks for the duration of the school day

Grades 6–12 Expectations

- Personal electronic devices are not permitted during instructional time
- Instructional time includes all class periods and assigned instructional activities
- Devices must be turned off and stored in designated areas during instructional time
- Devices may be used during passing periods and lunch unless otherwise directed by building administration
- Devices that are visible, audible, or causing distraction during restricted times are considered in violation of policy

Exceptions

Students may use personal electronic devices during restricted times only when:

- Authorized in an IEP, Section 504 Plan, or multilingual learner plan
- Included in an approved health care plan
- Required for emergency response or reporting an emergency situation
- Approved by the Superintendent for instructional purposes when district devices are not sufficient

Employees must ensure proper documentation or authorization is in place before allowing exceptions.

Enforcement Procedures

Employees must:

- Direct students to turn off and store devices when required
- Request surrender of devices when used in violation of policy
- Turn devices over to administration per building procedures
- Refer students who refuse to comply to administration immediately
- Apply consistent expectations across all settings

Confiscation and Responsibility

- School personnel may temporarily confiscate devices used in violation of policy
- Students are required to comply immediately with staff direction
- Refusal to surrender a device may result in additional disciplinary action
- The district is not responsible for lost, stolen, or damaged personal devices

Network Access

Student personal devices are not permitted to access district Wi-Fi unless specifically authorized under an approved exception (IEP, 504, or health plan).

This procedure is a summary for employee guidance only. All enforcement must comply with Board Policy [JICJ – Student Use of Cell Phones and Other Personal Electronic Devices](#), building expectations, and district disciplinary procedures.

Student Privacy and Media Permissions

Prior to posting or sharing any student images, names, or identifying information on any social media platform, district communication tool, or school-related publication.

Employees must:

- Check with the main office of the school to verify student media permission status

- Confirm that all students included have appropriate media release authorization on file
- Ensure compliance with district policy and applicable privacy laws

If media permission cannot be confirmed, no identifying information or images may be used.

Email Communication Norms for Clear & Efficient Communication

To support clear, timely, and professional communication, the district expects all employees to follow consistent email practices that reduce inbox clutter, improve efficiency, and ensure important information is not missed.

Response Time Expectations

- Employees are expected to respond to emails within 24 business hours
- If a full response is not yet available, employees must acknowledge receipt and indicate follow-up is in progress
- Urgent matters should be addressed via appropriate immediate communication methods (phone, radio, or in-person)

Email Volume and Closing Communication

- Once a matter has been resolved, avoid sending unnecessary follow-up emails
- Simple acknowledgments such as “thank you” should be handled in person when appropriate to reduce inbox volume
- Employees are encouraged to keep communication purposeful and necessary

Use of Reply All

- “Reply All” should only be used when all recipients need the information being shared
- If the information is not relevant to all recipients, reply only to the sender

Subject Line Standards

Employees must use clear and specific subject lines to support organization and retrieval. Examples include:

-  Maintenance / Facilities: Facility needs or event setup requests
-  Accounts Payable: Invoices, purchase orders, or payment questions
-  HR / Payroll: Payroll, benefits, or personnel-related questions
-  Transportation: Bus routes, schedules, or transportation requests
-  IMPORTANT: Urgent or time-sensitive matters (use phone/radio if immediate response is needed)
-  Student – [Brief Description]: Example: *Student – Behavior Concern* or *Student – Academic Support*

Email Content Expectations

Employees are expected to:

- Keep emails focused on a single topic when possible
- Communicate clearly, concisely, and professionally
- Avoid unnecessary detail or multiple topics in one message
- Use face-to-face or phone communication for complex or extended discussions

Inbox Management

Employees should:

- Review and manage email daily
- Delete or archive non-essential messages regularly
- Maintain an organized inbox to ensure timely response to district, parent, and student communications

Professional Conduct

All email communication must remain respectful, professional, and appropriate for a school setting. Employees represent the district in all written communication.

Communication Checklist for Staff Regarding Events or Upcoming Activities

To ensure consistent, timely, and accessible communication with parents, students, staff, and the community, all district and school event information must follow the communication process outlined below. This procedure supports ADA-compliant communication, appropriate scheduling, and coordinated messaging across the district.

Submission Requirements

All event and communication requests must be submitted to Danielle Campbell at least two (2) weeks prior to the scheduled event. Email: dcampbell@haydenschools.org

Submissions must include the following information:

- Event title
- Date(s)
- Start and end time
- Location
- Brief description of the event
- Purpose of the event
- Any special instructions (e.g., registration, items to bring, who is invited, etc.)

Flyer & Accessibility (ADA Compliance)

- The district office will create or revise a flyer to ensure ADA compliance and accessibility standards are met
- Staff may submit a draft flyer; however, all materials are subject to review and revision
- Final approval must be completed prior to distribution

Distribution Timeline

- Approved communications will be distributed no later than one (1) week prior to the event
- Earlier distribution may occur when appropriate to support planning and participation

Audience & Distribution Channels

Approved communications may be shared with:

- Families (email, text alerts, and social media)
- Students (as appropriate)
- Staff
- Community partners

The district will coordinate messaging to avoid excessive or duplicate communications and to ensure messaging is clear and appropriately timed.

Employee Responsibility

- Submit event information within the required timeline
- Provide complete and accurate details
- Ensure sufficient time for ADA review and communication preparation
- Coordinate with the district office for any updates or changes

Failure to meet submission timelines may result in delayed or limited communication distribution.

Distribution and Posting of Community Information

Hayden School District supports sharing information about educational, recreational, civic, and community opportunities that may benefit students and families. To ensure consistency and compliance with Board policy, all community information must be reviewed and approved before it is distributed or posted through district communication channels.

Community Information Requests

Requests to distribute or post community information may include:

- Community events
- Youth activities and sports
- Educational programs
- Nonprofit or charitable events
- Civic or community organization activities
- Religious organization events
- Other programs serving district students and families

Submission Process

All requests must be submitted to the District Office or Superintendent/designee for review before distribution or posting.

Requests should include:

- Name of the sponsoring organization
- Contact person and contact information
- Copy of the flyer or promotional material
- Requested distribution or posting dates
- Requested communication method (website, social media, digital display, newsletter, bulletin board, etc.)

Materials will be reviewed in a content-neutral and viewpoint-neutral manner in accordance with Board policy.

Approval Process

No employee may independently distribute, post, email, or publish community information using district communication systems without prior approval. Once approved, the District Office will coordinate distribution through the appropriate district communication channels.

Distribution Guidelines

Approved materials may be shared through one or more of the following:

- District website
- District social media platforms
- School newsletters
- Digital signage
- Designated bulletin boards
- Other district-approved communication methods

Distribution to students during the school day or through classrooms will occur only when specifically approved by the Superintendent or designee.

The district will not distribute or post materials that:

- Violate Board policy or applicable law.
- Contain discriminatory, defamatory, obscene, vulgar, or disruptive content.
- Promote illegal activities.
- Primarily advertise commercial or for-profit businesses.
- Advocate for or against political candidates, ballot issues, or public questions, except as permitted by law.
- Interfere with the safe and orderly operation of the school district.

District Disclaimer

Approval to post or distribute community information does not constitute endorsement by Hayden School District. When appropriate, district communications will include the following disclaimer:

"This information is provided by an outside organization that is not affiliated with Hayden School District RE-1. The District does not endorse or sponsor the organization, its activities, or the opinions expressed."

Employee Responsibilities

Employees should direct all community organizations requesting promotional distribution or posting to the District Office. Employees are not authorized to approve, distribute, or post community information independently unless specifically authorized by the Superintendent or designee.

Purchasing and Purchase Requisitions

All district purchases must be pre-approved prior to ordering any goods or services. Employees must not make purchases without an approved purchase order.

Purchase Approval Process

Before any purchase is made, employees must submit a Purchase Requisition for approval. The requisition should include sufficient detail to process the request, including:

- Vendor name and contact information
- Itemized list of requested goods or services
- Cost estimates and supporting documentation (if available)
- Relevant links or ordering information

The purchase requisition must be approved by the employee's immediate supervisor and the Superintendent (or designee) prior to ordering.

Once approved, a purchase order number will be issued and the request will be returned to the appropriate administrative office for processing and ordering. If district payment is required at the time of purchase, a district purchasing card may be issued through the building administrative assistant or district office in accordance with district procedures.

Unauthorized Purchases

Employees are strictly prohibited from making personal purchases on behalf of the district. Any purchase made without prior approval and an authorized purchase order will be considered unauthorized and will not be reimbursed by the district.

Employees may not split or divide purchases into smaller amounts in order to avoid approval thresholds or purchasing procedures. All related items or services that are part of the same project or intent must be submitted together as a single requisition.

Reimbursement

The district will not reimburse employees for unauthorized purchases or purchases made without prior approval. Sales tax will not be paid or reimbursed on district purchases. Employees are responsible for ensuring that tax-exempt procedures are followed at the time of purchase.

Invoices and Payment

All invoices and receipts related to district purchases must be submitted promptly to the Business Office for processing and payment. Timely submission is required to ensure proper accounting and compliance with district financial procedures. Employees are expected to follow all district purchasing procedures to ensure accountability, transparency, and compliance with district budgeting requirements.

Fundraising Procedures

School-sponsored and school-supported organizations may conduct fundraising activities to support programs, clubs, or special activities. All fundraising must be approved in advance to ensure alignment with district expectations, financial accountability, and appropriate use of school resources.

Approval Process

1. Submission Requirement

Any organization or group planning a fundraising event or activity must submit a completed fundraising application to the **building administrator** at least **two (2) weeks prior** to the planned activity.

2. Building Approval

The building administrator will review and approve the request. Once approved at the building level, the application must be forwarded to the **District Office for final approval**.

3. District Review

The District Administrative Team will review fundraising applications during weekly administrative meetings. The organization or group will be notified of approval or denial following district review.

Annual Fundraiser

- Each organization or group may designate **one (1) annual fundraiser**.
- Approved annual fundraisers may be automatically renewed each year.
- The annual fundraiser remains active until:
 - The organization requests it be discontinued, or
 - It has not been utilized for one (1) calendar year

The [Annual Fundraising Form](#) must be completed, approved, and maintained on file in the District Office.

Employee Responsibility

- Submitting fundraising requests within required timelines
- Ensuring all fundraising activities receive required approvals prior to advertising or implementation
- Following district financial procedures related to collection and handling of funds
- Maintaining accurate records as required by district policy

Fundraising activities may not begin until final district approval has been granted.

Athletics and Activities

Employee involvement in athletics and extracurricular activities plays an important role in supporting student engagement, school culture, and student success. All staff involved in athletics and activities are expected to model professionalism, ensure student safety, and promote positive sportsmanship at all times.

General Expectations

Employees supervising or supporting student activities must:

- Support student participation in athletics and extracurricular programs in a positive, inclusive, and encouraging manner.
- Promote and model good sportsmanship, ethical conduct, and respect for officials, opponents, students, and spectators.
- Follow all applicable Colorado High School Activities Association (CHSAA) rules, regulations, and guidelines, as well as district policies and procedures.
- Maintain appropriate professional boundaries with students at all times, consistent with district conduct and student interaction policies.
- Ensure appropriate supervision of students before, during, and after practices, competitions, meetings, and events.

Supervision and Safety

Employee supervision responsibilities include ensuring the safety and well-being of students at all times during district-sponsored activities.

- Provide adequate supervision based on the nature of the activity and student group size.
- Remain with students until they are released to a parent/guardian or authorized individual.
- Follow all district safety procedures and emergency protocols during events and travel.
- Report any injuries, incidents, or safety concerns immediately in accordance with district reporting procedures.

Travel and Transportation

All student travel must comply with district transportation procedures.

Employees must ensure that:

- Students are transported only in district-approved vehicles and by authorized drivers unless otherwise approved by administration.
- Required travel requests, permissions, and documentation are completed in advance.
- Students are properly accounted for during all travel and activities.

Compliance and Conduct

Employees involved in activities must comply with all district policies, including those related to student conduct, safety, and supervision.

Expectations include:

- Following CHSAA eligibility, coaching, and conduct requirements.
- Ensuring fair and consistent application of team and activity rules.
- Avoiding any behavior that could be perceived as favoritism, improper influence, or inappropriate relationships with students.
- Ensuring that all fundraising, financial handling, and activity-related funds are managed according to district procedures.

Violations of district or CHSAA rules, failure to properly supervise students, or inappropriate conduct may result in disciplinary action, removal from activity sponsorship, or other consequences as determined by the district.

For additional guidance, refer to:

- [CHSAA Rules and Regulations](#)
- [District athletic and activity handbooks](#)

Student Organizations

Student organizations provide opportunities for students to extend learning, develop leadership skills, and build citizenship through participation in clubs and activities connected to the school curriculum. All student organizations must operate within state law, Board policy, and district administrative procedures.

Establishment of Student Organizations

- All student organizations must be **approved by the building principal prior to formation**.
- The principal is responsible for determining whether the organization is **curriculum-related**.
- Each approved student organization must have at least **one assigned faculty advisor**.

Employees serving as advisors or supporting student organizations must:

- Obtain prior approval from the principal before forming or advertising a club or organization
- Serve as a faculty advisor and attend **all meetings and activities**, whether held on or off school property
- Ensure all activities align with district policy, school expectations, and applicable laws
- Supervise students at all times during organization-related activities
- Ensure all activities are appropriate, safe, and educational in nature

Membership Requirements

- All student organizations must provide **open membership to all interested and eligible students**
- Fraternities, sororities, and secret societies are not recognized or permitted
- Membership practices must be inclusive and non-discriminatory

Employees involved in student organizations are expected to:

- Follow all approval procedures before starting or advertising any group
- Ensure compliance with supervision requirements at all times
- Model appropriate professional conduct during all activities

- Maintain a safe, inclusive, and respectful environment for all students
- Report concerns related to hazing, exclusion, or policy violations immediately

All student organizations must comply with Board Policy [JJA-1 – Student Organizations](#), [JJA-2 \(Noncurricular Student Organizations\)](#), and all related district procedures and administrative rules.

Staff Evaluations and Professional Growth

Staff Evaluations

Employee performance evaluations are conducted in accordance with the Colorado State Model Evaluation System and applicable district policies. Evaluations are designed to support professional growth, ensure accountability, and promote high-quality instruction and services for students.

All employees will participate in the district’s evaluation process, which may include formal observations, performance reviews, goal setting, and ongoing feedback throughout the year. Supervisors are responsible for conducting evaluations in a fair, consistent, and timely manner.

Professional Development

The district supports and encourages ongoing professional learning to enhance employee skills, knowledge, and effectiveness. Employees are expected to participate in required training and are encouraged to seek additional professional development opportunities that align with district goals and individual job responsibilities.

Professional development may include district-provided training, state-required coursework, workshops, conferences, online learning, and collaborative learning opportunities.

For additional information, refer to: [GCO & GCO-R – Certified Staff Evaluations](#) & [GDO & GDO-R – Classified Staff Evaluations](#)

Discipline and Grievance Procedures

Corrective Action (Discipline)

The district is committed to maintaining a positive, safe, and productive work environment. When employee performance, conduct, or behavior does not meet district expectations, the district may use progressive corrective action in accordance with Board policy and applicable law.

Corrective action is intended to be constructive and may include, but is not limited to:

- Informal coaching or verbal counseling
- Written warnings or performance improvement plans
- Suspension (with or without pay, when applicable)
- Demotion or reassignment
- Termination of employment

The level of corrective action taken will depend on the nature, severity, and frequency of the concern and may vary based on the circumstances involved. Certain violations may result in immediate disciplinary action, up to and including termination, without prior steps of progressive discipline.

Grievance Process

The district provides employees with a process to address workplace concerns in a fair and orderly manner. Employees are encouraged to first attempt to resolve concerns informally by discussing the issue with their immediate supervisor when appropriate. If a concern cannot be resolved informally, employees may submit a formal grievance through established district procedures.

The grievance process is intended to address concerns related to employment conditions, application of district policies, or treatment in the workplace. It is not intended to replace other formal processes required by law or district policy (such as discrimination complaints or mandated reporting procedures). Employees should follow the established chain of command unless the concern involves the immediate supervisor, in which case the employee should proceed to the next appropriate administrative level.

Retaliation against any employee who files a grievance in good faith is strictly prohibited.

Employment Status

Employment with the district is generally considered at-will unless otherwise specified by contract, statute, or Board policy. Nothing in this handbook or district policies creates a contractual right to continued employment or limits the district's right to modify policies, procedures, or employment conditions at its discretion, consistent with applicable law.

For additional information, refer to: GBK - [Staff Concerns, Complaints & Grievances](#)

Board Policies

All employees are expected to be familiar with, understand, and comply with all applicable Board of Education policies, administrative regulations, and district procedures. Board policies govern employee conduct and district operations and are considered an extension of this handbook. Employees are responsible for reviewing policies relevant to their position and for staying informed of policy updates or revisions.

Policy Hierarchy

In the event of any conflict or inconsistency between documents, the following order of authority applies:

1. Federal and state law and regulations
2. Board of Education policies
3. Administrative regulations and district procedures
4. Employee handbook

The employee handbook is intended to provide guidance and summary information and does not override Board policy or law.

Key Policy Areas

While employees are responsible for all district policies, key areas include, but are not limited to:

- Personnel and employment policies
- Student conduct, discipline, and supervision
- Safety, security, and emergency procedures
- Technology use, internet access, and electronic communications
- Confidentiality and student records
- Workplace expectations and professional conduct

Policy Access

Complete Board policies are available on the Hayden School District website and through the district office. Employees are encouraged to review policies regularly and seek clarification from supervisors or district administration when needed.

Compliance

Failure to comply with Board policies, administrative regulations, or district procedures may result in corrective action, up to and including disciplinary measures, in accordance with district guidelines. Employees are expected to remain current on policy updates as they are adopted or revised by the Board of Education.

Employee Handbook Acknowledgment

I acknowledge that I have received and been given access to the Hayden School District Employee Handbook. I understand that it is my responsibility to read, understand, and comply with the information, expectations, and requirements contained within the handbook.

I understand that:

- The Employee Handbook provides general guidance and does not create a contract of employment.
- I am responsible for following all Board of Education policies, administrative regulations, and applicable state and federal laws.
- The district may revise, update, or amend policies, procedures, and handbook content at any time.
- It is my responsibility to remain informed of updates to district policies and procedures.

I understand that failure to comply with district policies, procedures, or expectations may result in corrective action, up to and including disciplinary measures or termination of employment.

By signing below, I acknowledge that I have received, read, and agree to comply with the Hayden School District Employee Handbook and all applicable district policies.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

