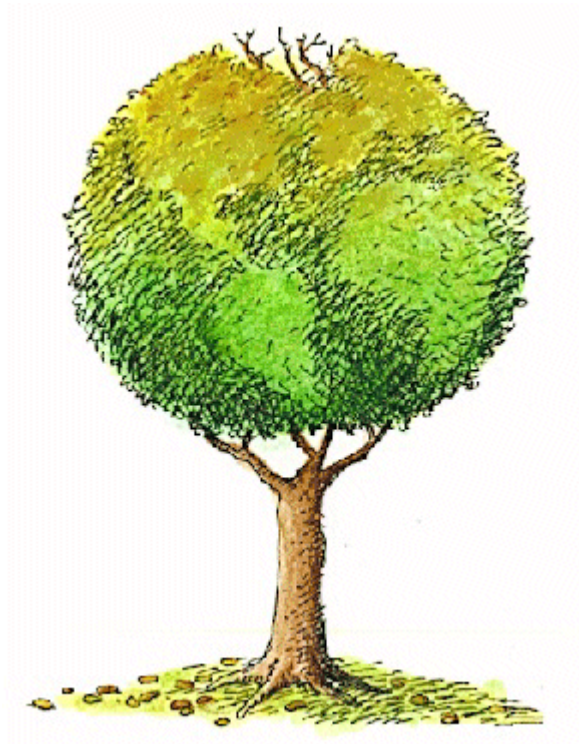




Fountain • Fort Carson  
**SCHOOL DISTRICT EIGHT**

## GUEST SUBSTITUTE HANDBOOK



### DISTRICT VISION

**“Fountain-Fort Carson School District 8 will empower every student to thrive as a responsible, productive, and an engaged citizen by inspiring life-long learning and civic engagement, by challenging and supporting every student to achieve to his/her fullest potential, and by embracing the diversity of both the local and global communities.”**



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Fountain • Fort Carson  
**SCHOOL DISTRICT EIGHT**

Dear Guest,

Welcome to Fountain-Fort Carson School District Eight! We hope that you will enjoy your experiences in the district during this school year. This handbook will provide you with information that will help familiarize you with our district.

It is a general guide to assist you as a guest substitute. Answers to specific questions will be available to you at the individual building when you report for an assignment.

The provisions of this handbook do not create a contract for employment and nothing contained herein is intended to give rise to any claim or cause of action by any guest in a teaching assignment.

Thank you for choosing District Eight as your choice of districts in which to serve in a substitute capacity. We wish you a rewarding experience as you work with our students this school year.

Sincerely,

Joel D. Hamilton  
Assistant Superintendent of Human Resources

## PHILOSOPHY OF EDUCATION

The mission of this school district shall be “to prepare all students to become lifelong learners who are self-supporting, responsible, participating members of American and World Societies.”

Education is a process which enables an individual to develop the maximum potential of one’s capability. We believe that the educational process is a partnership commitment involving the individual, the home, the school, and the community.

School District Eight is committed to developing within each student competency in academic skills, fundamentals of learning, a positive self-concept, the ability to think critically, communicate effectively and an understanding of an appreciation for the rights, duties, privileges, and responsibilities of citizenship in a free and democratic society...

## GOALS AND OBJECTIVES

In accordance with state law, the Board adopts high but achievable goals and objectives for the continued improvement of education in the district. It is the desire of the Board to achieve the following overall goals in the governance and operation of the school system.

1. To provide an educational program and instructional arrangement which will permit each child to develop their full potential.
2. To develop an individualized instructional program.
3. To provide the best possible school staff, including both professional and support personnel.
4. To insure the development of meaningful interpersonal relationships among students, staff, and the community.
5. To insure maximum efficiency in the use of available resources to meet the goals and objectives.

## GENERAL INFORMATION

**Definition:** A substitute teacher, as defined by Colorado School Law is, “A teacher who normally performs services as an employee of a school district in an amount of time of four hours or more during each regular school day, but for less than 110 regular school days during an academic year.” In School District Eight, all of our substitutes will be referred to as Guests. We hope that this nomenclature will abate the stigma or attitude of students as regarding the quality and sincerity of guest teachers, paraprofessionals or secretaries.

### Procedures for Calling Guests

We use AESOP, an automated sub calling system. The system will call for same day assignments from 5 a.m.-12:00 p.m. and for future assignments from 4 p.m. to 9:30 p.m.

Should the principal, teacher or secretary for the school where you filled-in ask you to return the following day, it is permissible for you to accept. Please check your calendar to make sure that the new assignment has been entered.

Our hope would be that you are available whenever there is not a legitimate reason for you to refuse an assignment. **Anytime you are unavailable to work, you will need to enter a non-work day in AESOP.** If you wish to be taken off the guest list, you must notify the Guest/Leave Specialist in writing. **Continually denying opportunities to substitute when requested, refusing to answer the phone when called or continually cancelling a previously accepted assignment may result in you being inactivated from the guest list altogether.** We want and need to employ you! If you are not willing to work on even a semi-frequent basis with us though, then you are not providing the services that we need to function. Therefore, we will need to hire some other guests who would like to work.

## School Day

Guests are required to sign-in and sign-out at the school office and be present for the entire duration of each assignment. Assignment start and end times for guest teachers allow for preparation prior to student arrival and clean up after student departure. Guest identification badges should be worn during school hours. We appreciate your professional manner in dress and personal appearance.

*\* As of October 1<sup>st</sup>, 2008 per Fountain Fort Carson School District 8 policy, all Guests will be required to wear a Guest Identification Badge while in the District Schools. For any questions or concerns regarding this matter please contact the Secretary of Guest Services.*

## Responsibilities

The school office should provide each guest teacher with the following information:

1. Names of Principal and Staff
2. Class Schedule, Building Floor Plan
3. Attendance Procedures
4. Disciplinary Action Procedures
5. Emergency Procedures (posted in each room)

The teacher should provide each guest teacher with the following information:

1. Lesson Plans
2. Seating Chart
3. Roll-book/Attendance Procedures
4. Disciplinary Procedures
5. Teacher Copies of Textbooks and Answer Keys
6. Names of Class Helpers and Monitors
7. Specific Instructions to be Completed

A teacher (typically a Special Education teacher) should provide each guest paraprofessional with the following information:

1. Schedule for the day
2. Helpful hints/information regarding particular students that will be supervised
3. Disciplinary Procedures
4. Specific Instructions to be Completed
5. Directions Regarding Before/During/After School Supervision Duties

As a guest teacher, your responsibility is to carry out the instructions/plans in a manner that follows the regular teacher's planning. In the event lesson plans or instructions are not available, you should be prepared to formulate your own with input from the building administrator, other teachers and students. At the end of the day, report to the office with a summary of the day's work covered, complete necessary reports and grading; and leave desk, books, and room in an orderly manner.

### **PROFESSIONAL CONDUCT**

A friendly, cheerful, and cooperative attitude toward both the building personnel and students will help to start the day right and to keep it running smoothly. A guest's attitude will have a great deal to do with their acceptance by faculty and students.

A guest should plan to spend the entire assignment working with students. A guest should keep all students for whom they are responsible under supervision at all times. No personal work of any kind should be done, even when the regular plan of instruction has been completed. The guest is expected to carry out the program as outlined by the regular staff member and/or assigned by the principal and is employed to provide continuity and learning, not simply "maintain order."

The guest should exhibit a positive and professional attitude toward their work. Guests are expected to observe the same ethical code as regular staff members. Standards of unethical behavior as defined by the Colorado State Board of Education are included below.

A guest is legally responsible for students, equipment, and materials assigned to them, as is the regular staff member for whom he/she is substituting. All school employees are covered by worker's compensation insurance. More information on this is found later in this booklet.

A guest should not have visitors while they are on duty. Guests will not be called from the regular classroom for personal calls except in emergency situations. Messages will be taken and delivered. **Guests should never use their personal cell phones, school phones or be texting for personal business while supervising students.** Full attention should be given to actively supervising students while the students are under the care of a substitute.

Guests should not attempt to call the staff member for whom they are substituting concerning class work or any other matter unless the guest has been requested to do so by the regular staff member. Any questions that arise should be referred to another staff member on duty or a building administrator.

Guests should not inject controversial issues, philosophies, or opinions.

Guests should dress professionally, in good taste and be neat in appearance in order to provide a favorable example for the students. Preparations should be made to take into account a variety of climate conditions as well as possible outside coverage needs that may involve inclement weather.

Guests should not administer medicine or allow students to ingest medicine. All medications must be kept in the school nurse's office and must be administered by the regular staff who are trained to do so. Guests should also not provide food, drinks, snacks or edible rewards to students due to possible student allergies and State laws regarding providing food and drinks to students.

Should a guest be scheduled, but it is discovered that his/her service is not needed at least 24 hours prior to the absence, that assignment will be cancelled and the guest may attempt to select another vacant assignment. If it is discovered less than 24 hours that the guest's services are not needed, the guest may be re-assigned by the Guest/Leave Specialist to another building or the building principal where the guest was originally assigned may assign other duties within that same building. A guest may also be given the option to go home and not stay for the remainder of the assignment. **If the guest chooses to leave rather than stay and work the assigned time, he/she will NOT be compensated for work not performed.**

Guests shall not divulge any confidential information regarding students, staff, records or other communications acquired during the course of the work with the School District, except to authorized personnel. At times, during long-term guest assignments, an account is established for the purpose of inputting student grades/records and for electronic communication purposes. These accounts must be used solely for the purpose of work-related matters. Using these accounts for any other purpose is strictly prohibited.

Colorado State Board of Education

Administration of the Teacher Certification Act of 1975

### **Standards of Unethical Behavior**

1 CCR 301-15 (19.02) The following is taken from Rules and Regulations of the Colorado State Board of Education which were adopted December 6, 1981, and became effective February 1, 1982:

Standards of Unethical Behavior. The following shall serve as standards against which complaints of unethical behavior will be judged. To warrant removal of the Certificate or Letter of Authorization, violations must be found to be substantial, or continued, or likely to cause harm or endanger children or school personnel and be of such severe nature as to render the person unfit to continue teaching or to perform educational duties. It shall be considered unethical behavior for a certificate holder to:

1. Fail to make reasonable effort to protect the student from conditions harmful to health and safety.
2. Provide professional services in a discriminatory manner regarding age, sex, national origin, race, color, creed, religion, disability, sexual orientation or status with regard to marriage or receipt of public assistance.
3. Fail to keep in confidence information obtained in the course of professional services unless disclosure serves a professional purpose or is required by law.
4. Direct a person to carry out professional responsibilities knowing that such person is not qualified for the responsibility given, except for assignments of short duration in emergency situations.
5. Deliberately distort or suppress subject materials in order to promote the personal view of the certificate holder.
6. Falsify or misrepresent records or facts relating to the certificate holder's own qualifications, to other educator's qualifications, or to student records.
7. Make false or malicious statements about students or school personnel.
8. Accept anything of substantial value from any person when the certificate holder knows, or a reasonable person could construe, that the offer is for the purpose of influencing the professional judgment of the certificate holder, or the performance of professional duties.
9. Fail to conduct financial transactions relating to the school program in a manner consistent with applicable laws and regulations.
10. Engage in sexual misconduct.
11. Possess, sell, traffic in, or engage in distribution or use of dangerous or unauthorized prescription drugs.

### **School Closings and Cancellations**

In the event of inclement weather or mechanical breakdown, school may be closed or delayed. The same conditions may also necessitate early dismissal. School closings, delayed starting time or early dismissal will be announced over local TV and radio stations.

### **School Cancellation**

If the decision is made to cancel school, local TV and radio stations will be asked to announce that the district will be closed. Local TV and radio stations will be informed of this decision by 6:00 a.m. Guests should not arrive to school on days when school is cancelled and guests will not be paid on school cancellation days.



## Two-Hour Delayed Start

If adverse weather conditions appear to be developing during the 5:30 a.m. decision time frame, the superintendent or his designee may delay the start of school for two hours. The procedure will be as follows:

1. Local stations will be informed by 6:00 a.m. that the starting time of the district will be delayed by two hours.
2. The decision to open or close schools will be made prior to 8:00 a.m.
3. If the decision is made to keep school open, the two-hour delayed start will be honored and no additional announcements will be made.
4. If the decision is made to cancel school, local stations will be informed by 8:00 a.m.
5. Two-hour delayed starts are in place for the safety of the students. Guests are still encouraged to arrive as close to their normal start time as safely possible, but no later than 30 minutes prior to the 2-hour delayed start time.

## Early Release

If school is in session and a storm develops, a decision may be made to send students home early. The procedure will be as follows:

1. On days when the weather at 6:00 a.m. may not be bad enough to cancel school but weather reports and other indications are that a storm may develop during school hours, bus drivers will be notified that it is a "storm alert" day. Each driver will have this information by the time he completes his morning bus run.
2. Between 10:00 a.m. and 10:30 a.m., if the decision is to release school early, each bus driver will be notified. School will be dismissed approximately two hours early and bus drivers will make their regular runs in the same sequence as usual.
3. Local stations will be asked to announce between 7:00 a.m. and 9:00 a.m. that the district is on "storm alert." If there is an early release, local stations will be asked to announce that the district is releasing early.
4. Parents should make previous arrangements so that their children will have a safe place to go if there is no one at home on early release days.

## Salary Structure/Pay Period

Guest **teachers** are employed on a daily basis for partial days (1/3, 1/2, or 2/3) or full day assignments. The compensation rates at the time of this printing are as follows:

Full day	\$200.00	<4hrs or >6hrs	\$134.00
Half day	\$100.00	Up to two hours	\$ 66.00

Guest **support staff** are employed hourly based on the following pay per category:

Classification	Compensation	Compensation/50 days Prior Year
ELL Tutor	\$15.00 per hour	\$15.25 per hour
Building Technician (Custodian)	\$16.25 per hour	\$16.50 per hour
Para Educator	\$17.25 per hour	\$17.50 per hour
Bus Monitor	\$17.25 per hour	\$17.50 per hour
Bus Driver	\$20.25 per hour	\$20.50 per hour
Secretarial	\$18.00 per hour	\$18.25 per hour

Payday period is the 27th of each month and will be distributed through your direct deposit account by the Accounting Department. **Note: Pay periods are based on the calendar month. If you work in the month of August, you receive your pay for all days worked in August on September 27th.**

After you have worked 20 consecutive school days in the **same** guest assignment, guests will be paid a per diem rate based upon the current effective base pay rate of regular employees for continuously working in the same position. In the case of high school and middle school, building administrators may use regular teachers to sub for a fellow teacher on a short duration, i.e. one block at the high school and two periods at the middle school, and compensate the teacher at the **guest teacher rate of pay**.

As a Guest with Fountain-Fort Carson School District 8 you are eligible to participate in the District's PERA 401(k) plan, the Colorado 457 deferred compensation plan, sponsored by Great West Retirement, or one of our approved 403(b) annuity companies.

If you are interested in starting one of these plans or need more information please go to the Accounting Department located in the Administration building or call 382-1320.

## WORKER'S COMPENSATION

All work related injuries must be reported to your building safety representative and/or principal or supervisor within **24 HOURS (completing the 1<sup>st</sup> Report of Injury and Accident Report Forms)**. The injured worker must see one of the designated medical providers in order to have the visit covered by Worker's Compensation. Please contact the District Office with questions or concerns at (719) 382-1300.

**If an unauthorized medical provider treats an employee/guest, the employee/guest will be responsible for payment of said treatment.**



Fountain • Fort Carson  
SCHOOL DISTRICT EIGHT

**WHEN AN INJURY OCCURS ON DISTRICT PROPERTY,  
EMPLOYEES ARE REQUIRED TO UTILIZE THE  
DISTRICT'S WORKER'S COMPENSATION PROVIDERS.**

**PLEASE CHOOSE FROM ONE OF THE BELOW PROVIDERS.**

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**UCHealth Occupational Medicine**

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<u>Circle Square Clinic</u> 2773 Janitell Road Colorado Springs, CO 80906 (719) 365-6478 Hours: Mon – Fri / 8 am - 5 pm	<u>Garden of the Gods Clinic</u> 1035 W. Garden of the Gods Rd. Colorado Springs, CO 80907 (719) 339-1000 Hours: 7 days / 8 am - 8 pm	<u>Powers Clinic</u> 4323 Integrity Center Point Colorado Springs, CO 80917 (719) 364-6940 Hours: Mon – Fri / 8 am - 5 pm  Urgent Care: (719) 591-2558 Hours: Mon-Fri / 8 am - 5 pm
<u>Voyager Clinic</u> 13445 Voyager Pkwy Colorado Springs, CO 80921 (719) 219-0333 Hours: 7 days / 8 am - 8 pm	<u>Falcon Clinic</u> 11605 Meridian Market View, Suite 184 Falcon, CO 80831 (719) 364-9560 Hours: Mon - Fri / 8 am - 8 pm Sat & Sun / 8 am – 6 pm	<u>Castle Rock Clinic</u> 4404 Barranca Lane Castle Rock, CO 80108 (720) 7335290 Hours: 7 days / 8 am - 8 pm

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**Concentra Medical Centers**

**\*\*Now offering Telemed Appointments – See Handout for Details\*\***

<u>Austin Bluffs Clinic</u> 4083 Austin Bluffs Pkwy Colorado Springs, CO 80918 (719) 594-0046 Hours: Mon – Fri / 8 am - 6 pm Sat / 8 am - 5 pm Sun / 8 am - 12 noon	<u>Sisters Grove Clinic</u> 6011 E. Woodmen Rd, Suite 100 Colorado Springs, CO 80923 (719) 571-8888 Hours: Mon – Fri / 8:00 am - 5 pm	<u>Rockrimmon Clinic</u> 5320 Mark Dabbling Blvd Colorado Springs, CO 80918 (719) 592-1584 Hours: Mon – Fri / 8 am - 5 pm
	<u>Bijou Clinic</u> 402 W. Bijou Colorado Springs, CO 80905 (719) 302-6942 Hours: Mon - Fri / 8 am - 5 pm	<u>Pueblo Clinic</u> 4117 N. Elizabeth St Pueblo, CO 81008 (719) 545-0788 Hours: Mon – Fri / 8 am - 5 pm Sat / 8 am – 4 pm
	<u>Pueblo Outlook Clinic</u> 4112 Outlook Blvd, Suite 325 Pueblo, CO 81008 (719) 562-6300 Hours: Mon – Fri / 8:00 am - 5 pm	

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If you must seek emergency treatment, please try to visit Memorial Health Emergency Rooms.

**Please DO NOT visit EVANS Community Hospital.**

*\*I acknowledge that I have read and am aware of the designated providers authorized to treat my work related illness.*

Injured Worker Signature\_\_\_\_\_

Injured Worker Name (printed) \_\_\_\_\_ Date\_\_\_\_\_



Fountain • Fort Carson  
**SCHOOL DISTRICT EIGHT**

## TIME CARDS

All guest **support staff** are required to complete a time card on a monthly basis (see sample on next page).

All time cards must show the following:

- Name, Position and Location worked
- Last day of the month
- Daily time worked and total hours for the month
- Complete only one time card per month. On the right-hand side of the time card, list the name of the employee and location that you were a guest for and obtain the initials of the supervisor for the day/days worked
- Time cards must be submitted to the appropriate supervisor at the end of the month. Guests may turn in their time cards directly to the Accounting Department no later than the third working day of the next month for the month just worked
- ACTUAL time worked
- All time worked **must** be initialed daily by the front office staff. Time card will be sent back to guest if initials are missing.

NAME:

FOR MONTH ENDED:

POSITION &amp; LOCATION:

Guest (Job Title)

SCHEDULED HOURS:

Based on your calendar

WEEKDATES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	DATE	ABSENCES	REASON
Hrs. Min.	Hrs. Min.	Hrs. Min.	Hrs. Min.	Hrs. Min.	Hrs. Min.	Hrs. Min.		TIME	

Date Range

In									
Out									
Subtotal									
In									
Out									
Subtotal									
In									
Out									
Subtotal									
TOTAL		0.00							

**IMPORTANT!!!**

Please remember to get your time card initialed daily by the front office staff when you sign out.

 BREAKDOWN OF  
TOTAL HOURS:  
OVERTIME

Date Range

In									
Out									
Subtotal									
In									
Out									
Subtotal									
In									
Out									
Subtotal									
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00		

 WEEKLY  
TOTAL  
HOURS

 BREAKDOWN OF  
TOTAL HOURS:  
REGULAR OVERTIME

Date Range

In									
Out									
Subtotal									
In									
Out									
Subtotal									
In									
Out									
Subtotal									
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00		

 WEEKLY  
TOTAL  
HOURS

 BREAKDOWN OF  
TOTAL HOURS:  
REGULAR OVERTIME

Date Range

In									
Out									
Subtotal									
In									
Out									
Subtotal									
In									
Out									
Subtotal									
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00		

 WEEKLY  
TOTAL  
HOURS

 BREAKDOWN OF  
TOTAL HOURS:  
REGULAR OVERTIME

Date Range

In									
Out									
Subtotal									
In									
Out									
Subtotal									
In									
Out									
Subtotal									
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00		

 WEEKLY  
TOTAL  
HOURS

 BREAKDOWN OF  
TOTAL HOURS:  
REGULAR OVERTIME

SIGNED Your signature here

MONTHLY

TOTALS:

Total hours	0.00	0.00
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APPROVED



1. Superintendent's Office
  - a. Dr. Keith Owen – Superintendent
  - b. Shiona Nash – Administrative Assistant to Superintendent
  - c. Christy McGee – Director of Communications
2. Business and Finance
  - a. Joanne Vergunst – Assistant Superintendent
  - b. Angie Skalla – Director of Finance
  - c. Kelly Bennett – Payroll / Benefits Manager
  - d. Barbara Selvage – Accounting Manager
  - e. LaVerne Calhoun – Accounting Specialist
  - f. Terryann Allison – Benefits Specialist
  - g. Kimberly Bays – Payroll Specialist
  - h. Veronica Garretson – Registration & Grants Specialist
3. Student Achievement
  - a. Dr. Lori Cooper – Assistant Superintendent
  - b. Clint Allison – Executive Director of Student Achievement
  - c. Sed Keller – Director of Research, Assessment, and Evaluation
  - d. Laurie Noblitt – Director of Early Education
  - e. Joe Fabey – Assistant Director of Student Achievement
  - f. Mary Brennan – Coordinator of Student Achievement
  - g. Rebecca Bumgarner – Administrative Assistant
  - h. Liz Therrien – Administrative Assistant
  - i. Phoebe Owens – Administrative Assistant
4. Student Support Services
  - a. Dr. Montina Romero – Deputy Superintendent
  - b. Lisa Zimprich – Director of Mental Health Services
  - c. Erika Zulkosky – Director of Special Education Services
  - d. Erika Slaughter – Assistant Director of Student Support Services
  - e. Tish Watson – Assistant Director of Student Support Services
  - f. Jason Crow – Assistant Director of Student Support Services
  - g. Valorie Trujillo – Administrative Assistant
  - h. Carol Costlow – Administrative Assistant
5. Human Resources
  - a. Joel Hamilton – Assistant Superintendent of Human Resources
  - b. Melissa Patterson – Director of Human Resources
  - c. Debra Baker – Human Resources Manager
  - d. April Coleman – Guest Services & Leave Specialist (382-1317)
  - e. Sophia Rivera – Human Resources Specialist
  - f. Faith Getty – Human Resources Specialist (382-1302)
  - g. Kaycee Wright – Human Resources Specialist
  - h. Jaya Freeman – Administrative Assistant

Contacts	
Schools Located in Fountain	Schools Located on Fort Carson
<p><b>Aragon Elementary</b> Principal – Tracey Landrum Assistant Principal – Stephanie Lee Guest Secretary Contact – Amanda Coyle (382-1341)</p> <p><b>Conrad Early Learning Center</b> Preschool Administrator – Laura Browning Guest Secretary Contact – Melissa Schneider (304-3500)</p> <p><b>Eagleside Elementary</b> Principal – Anne Warren Assistant Principal – Kelly Stone Guest Secretary Contact – Crystal Dower(382-1520)</p> <p><b>Jordahl Elementary</b> Principal – Kary Davis Assistant Principal – Kalyn Dickey Guest Secretary Contact – Cassie Krieg (382-1401)</p> <p><b>Mesa Elementary</b> Principal – Megan Oleson Assistant Principals – Megan Bailey, Christen Mellars Guest Secretary Contact – Ashley Newson (382-1371)</p> <p><b>Fountain Middle School (FMS)</b> Principal – Durtana Walker Assistant Principal – Brian Gasser Assistant Principal – Hazley Sutter Assistant Principal – Ryan Drake Guest Secretary Contact – Annie Plaskett (382-1580)</p> <p><b>Fountain-Fort Carson High School (FFCHS)</b> Principal – Dr. Patrick Krumholz Assistant Principal – Sulema James Assistant Principal – Keith Smith Assistant Principal - Keith Britton Assistant Principal – Ryan Leaming Assistant Principal – Meagan Case Guest Secretary Contact –Kathleen Frazier(382-1640)</p> <p><b>Welte Education Center</b> Principal – Cito Nuhn Assistant Principal – Erika Ramirez Guest Secretary Contact – Aubry Fuller (382-1558)</p>	<p><b>Abrams Elementary</b> Principal – Lois Skaggs Assistant Principal – Savannah Smith Guest Secretary Contact – Candise De Cambra (382-1490)</p> <p><b>Mountainside Elementary</b> Principal – Eric Owen Assistant Principal – Julie Maiatico-Christiansen Guest Secretary Contact – Shamekia Clinton (382-1431)</p> <p><b>Patriot Elementary</b> Principal – Michelle Canon Assistant Principal – Linette Sheridan Assistant Principal – Kathrin Polyefko Guest Secretary Contact – Kari Leach (382-1460)</p> <p><b>Weikel Elementary</b> Principal – Misty DeHerrera Assistant Principal – Melanie Wilson Assistant Principal – Noah Pogar Guest Secretary Contact – Stephanie Gray (358-4320)</p> <p><b>Carson Middle School (CMS)</b> Principal – Anthony Greco Assistant Principal – Brett Derrickson Assistant Principal – Stacie Hogue Guest Secretary Contact – Johanna Cordova (382-1610)</p> <div style="border: 1px solid blue; padding: 10px; margin-top: 20px;"> <p><b>Programs:</b> <b>A.I.M</b></p> <p>Veronica Pinkney-Shaw <i>A.I.M. Administrator</i></p> <p>Carol Costlow <i>Administrative Assistant</i> (382-3563)</p> </div>



Dear Guest:

The next few pages of this document inform you of a federal law passed by congress, entitled the Drug-Free Workplace Act of 1998 and several policies we feel that you need to be aware of on how business is conducted in School District Eight.

The Drug-Free statute requires contractors and operators of federal agencies to certify that they will provide drug-free workplaces. This certification is a precondition for receiving PL874 (Impact Aid) funds as well as funds for all other federally funded programs. This requirement is in complete agreement with the Policy GBEC adopted by our Board of Education. The ultimate intent of this legislation and the desire of our Board of Education are to maintain a drug-free workplace where all employees can be rest assured that no fellow employee will jeopardize the safety of anyone in the district through the use of illegal drugs.

If any criminal violation of the drug statute occurs in our district, we must inform the appropriate office within the Department of Education. Therefore, we are requiring that all of our supervisors report any such violations to my office immediately. I know that each of you will share my concern of this important matter.

Welcome to our school district and we hope you have a successful experience.

Sincerely,

Dr. Keith Owen  
Superintendent of Schools



File: GBEC

### **Drug-Free Workplace** (Drug and Alcohol Use by Staff Members)

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited in the district. The definition of a controlled substance shall be the same as that found in the policy regarding student alcohol use/drug abuse.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include termination and referral for prosecution. In appropriate circumstances and at the district's discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

An employee knowingly in the possession of or under the influence of alcohol or any controlled substance shall be suspended immediately by the principal or supervisor if such use or possession is:

1. On district property at any time.
2. At any school-sponsored or sanctioned activity or event off district property or en-route thereto.
3. On the way to work.

An employee shall be suspended immediately after arrest for possession or for being under the influence of a controlled substance.

After investigation, the superintendent may reinstate the employee if it appears to be in the best interests of the district. The matter shall be reported to the Board of Education.

Pursuant to law, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no later than five days after the conviction. The district has an obligation under federal law to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

### **Awareness and prevention program**

The superintendent or designee shall establish an awareness and prevention program to inform employees about:

1. The Board's policy of maintaining a drug -free workplace.
2. Available drug and alcohol counseling, rehabilitation and employee assistance programs.

3. Penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the workplace.

The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness and implement appropriate changes.

### **Annual notification of employees**

Information about the standards of conduct required by this policy shall be communicated to employees on an annual basis. All employees shall acknowledge receipt of this policy and related information.

### **Staff Smoking/No Smoking (And Use of Tobacco)**

All staff members shall be prohibited from using tobacco products in all buildings, on school grounds and in school vehicles.

Staff members shall refrain from using tobacco products in the presence of students on field trips, activity trips or other school-sponsored activities.

File: GBEB

### **Staff Conduct (And Responsibilities)**

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

### **Rules of conduct**

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

1. Disclose or use confidential information acquired in the course of employment to substantially further personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.

4. Perform any action in which the staff member has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for an employee to receive:

1. An occasional non-pecuniary gift which is insignificant in value.
2. A non-pecuniary award publicly presented by a nonprofit organization in recognition of public service.
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate.
4. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position.
5. Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events.
6. Payment for speeches, appearance or publications reported as honorariums.

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.

4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students, including the need to ensure that students are appropriately supervised.

A staff member may request an advisory opinion from the secretary of state concerning issues relating to conduct that is proscribed by state law.

### **Child abuse**

All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with policy JLF.

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information shall remain confidential except that the superintendent shall notify the Colorado Department of Education of the child abuse investigation.

### **Possession of deadly weapons**

The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of the district. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

### **Felony/misdemeanor convictions**

If, subsequent to beginning employment with the district, the district learns or has good cause to believe that any staff member has been convicted of any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the district shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency. Fingerprints must be submitted within 20 days of receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information.

### **Unlawful behavior involving children**

The Board may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled nolo contendere to, or received a deferred sentence for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination,

may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

### **Personnel addressing health care treatment for behavior issues**

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See policy JLDAC. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

File: GBEBA

### **Staff Dress Code**

All district employees project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, ties, dresses and coordinated separates.

Principals and other administrative supervisors are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy.

### **Unacceptable items**

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

1. Dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, mesh or similar material, tank tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Sweatpants, spandex, jeans or shorts
5. No flip-flops (rubber sandals)

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

### **Exceptions**

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities.

A principal/supervisor may designate days when spirit clothing and casual dress may be worn. This philosophy applies to school buildings and central office support staff, not to the support departments in which denim pants are appropriate for the work they need to accomplish, i.e., support services, transportation, technology, nutrition services, etc.

A principal or administrative supervisor may make exceptions to this policy to meet the needs of his or her specific division, school, or work site.

### **Equal Employment Opportunity and Affirmative Action**

The Board subscribes to the fullest extent 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 District's staff.

Therefore, the District shall promote and provide for equal opportunity in recruitment, selection and promotion of all personnel. Total commitment on the part of the District towards equal employment opportunity shall apply to all people without regard to race, color, religion, national origin, marital status, sex, age or disability.

Every available opportunity shall be taken to insure that the District does not discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in, its programs and activities. Any person having inquiries concerning the Fountain-Fort Carson School District's compliance

with the regulations implementing Title VI, title IX, Americans with Disability Act or Section 504 is directed to contact Mr. Joel Hamilton, who has been designated by the School District to coordinate the District's efforts to comply with the regulations implementing these regulations.

Title: Assistant Superintendent of Human Resources

Location: Central Administration Office  
10665 Jimmy Camp Road  
Fountain, CO 80817

Telephone: (719) 382-1300

You can contact the Section 504 Coordinator at the Colorado Department of Education by calling (303) 866-6696

## Guest Teacher Resources

Check out the **Substitute Teacher Handbook** located at the District Human Resources Office

These materials have been produced for use by substitute teachers. Copies of handout pages may be reproduced. Additional handbooks may be purchased by contacting the Substitute Teaching Institute, Utah State University, 6516 Old Main Hill, Logan, UT 84322-6516

Materials may also be purchased through their web address at:

<http://www.wubed.usu.edu/bookstore>

### **EXAMPLE CONTENT: (Optional)**

Professional Substitute Teacher Checklist

Chapter 3, pages 77 - 78

*At Home:*

Assemble a Sub Pack. Keep it well stocked and ready.

*Prior to Entering the Classroom:*

Ask how to report students who are tardy or absent.

*In the Classroom before School:*

Read through the lesson plans left by the permanent teacher.

Appropriate Attire Guidelines for Men and Women: Chapter 3, page 71

Women: Avoid uncomfortable shoes and clothing.

Men: Consider wearing a shirt and tie

**GENERAL RULE:** Jeans, shorts, T-Shirts, and flip flops are not considered professional or appropriate for the classroom setting.

**ON-LINE Training:** [www.sti.usu.edu](http://www.sti.usu.edu)

### **STEDI – Substitute Teaching Division**

This is an on-line training program which will require a registration on your behalf. Once you have registered, you will be able to take the online Sub Strength Finder Pretest. This test will help to define your areas of general knowledge in the classroom and define the areas where you need to brush up.





Fountain • Fort Carson  
SCHOOL DISTRICT EIGHT

## SCHOOL START AND END TIMES

**Abrams Elementary:** 7:30 a.m. to 2:25 p.m.

End of semester early release days: 7:30 a.m. to 11:30 a.m.

**Aragon Elementary:** 7:20 a.m. to 2:25 p.m.

End of semester early release days: 7:20 a.m. to 11:30 a.m.

**Conrad Early Learning Center (PK only):**

No p.m. PK on end of semester  
early release days

Preschool runs Tuesday through Friday.

Morning preschool: 8:15 a.m. to 11:15 a.m.

Afternoon preschool: 12:15 p.m. to 3:15 p.m.

**Eagleside Elementary:** 7:30 a.m. to 2:25 p.m.

End of semester early release days: 7:30 a.m. to 11:30 a.m.

**Jordahl Elementary:** 7:30 a.m. to 2:25 p.m.

End of semester early release days: 7:30 a.m. to 11:30 a.m.

**Mesa Elementary:** 7:30 a.m. to 2:25 p.m.

End of semester early release days: 7:30 a.m. to 11:30 a.m.

**Mountainside Elementary:** 7:30 a.m. to 2:25 p.m.

End of semester early release days: 7:30 a.m. to 11:30 a.m.

**Patriot Elementary:** 7:30 a.m. to 2:25 p.m.

End of semester early release days: 7:30 a.m. to 11:30 a.m.

**Weikel Elementary:** 7:30 a.m. to 2:25 p.m.

No p.m. PK on end of semester  
early release days

K-5 End of semester early release days: 7:30 a.m. to 11:30 a.m.

Preschool runs Tuesday through Friday.

Morning preschool: 8:15 a.m. to 11:15 a.m.

Afternoon preschool: 12:15 p.m. to 3:15 p.m.

**Carson Middle School:** 8:00 a.m. to 3:25 p.m.

End of semester early release days: 8:00 a.m. to 12:00 noon.

**Fountain Middle School:** 8:30 a.m. to 3:55 p.m.

End of semester early release days: 8:30 a.m. to 12:30 p.m.

**Fountain-Fort Carson High School:** 8:00 a.m. to 3:20 p.m.

End of semester early release days: 8:00 a.m. to 12:00 noon.

**Welte Education Center:** 7:50 a.m. to 3:15 p.m.

End of semester early release days: 7:50 a.m. to 11:30 noon.

**Phoenix Academy (@DFAC)** 9:00 a.m. to 2:00 p.m.

End of semester early release days: 9:00 a.m. to 1:00 p.m.

**Administration Office**  
10665 Jimmy Camp Road  
Fountain, CO 80817  
**382-1300**  
**Fax: 382-7338**  
**Special Programs Fax: 382-0680**  
**Human Resources Fax: 382-4727**

**Abrams Elementary School**  
600 Chiles Avenue  
Colorado Springs, CO 80902  
**382-1490**  
**Fax: 382-8572**

**Aragon Elementary School**  
211 South Main Street  
Fountain, CO 80817  
**382-1340**  
**Fax: 382-8594**

**Carson Middle School**  
6200 Prussman Boulevard  
Colorado Springs, CO 80902  
**382-1610**  
**Fax: 382-8526**

**Conrad Early Learning Center**  
10605 Jimmy Camp Road  
Fountain, CO 80817  
**304-3500**  
**Fax: 382-1067**

**Eagleside Elementary School**  
9750 Sentry Drive  
Fountain, CO 80817  
**382-1520**  
**Fax: 527-9273**

**Fountain-Fort Carson High School**  
900 Jimmy Camp Road  
Fountain, CO 80817  
**382-1640**  
**Fax: 382-3228 Counseling Fax: 382-9408**

**Support Services Building**  
11355 Old Pueblo Road  
Fountain, CO 80817  
**382-1325**  
**Fax: 382-3267**  
**Transportation Fax: 322-9428**

**Fountain Middle School**  
515 North Santa Fe Avenue  
Fountain, CO 80817  
**382-1580**  
**Fax: 382-9065**

**Jordahl Elementary School**  
800 Progress Drive  
Fountain, CO 80817  
**382-1400**  
**Fax: 382-3556**

**Welte Education Center**  
330 Lyckman Drive  
Fountain, CO 80817  
**382-1550**  
**Fax: 382-5782**

**Mesa Elementary School**  
400 Camino Del Rey  
Fountain, CO 80817  
**382-1370**  
**Fax: 382-8520**

**Mountainside Elementary School**  
5506 Harr Avenue  
Colorado Springs, CO 80902  
**382-1430**  
**Fax: 382-7656**

**Patriot Elementary School**  
7010 Harr Avenue  
Colorado Springs, CO 80902  
**382-1460**  
**Fax: 576-4237**

**Weikel Elementary School**  
6565 Lindstrom Street  
Colorado Springs, CO 80902  
**358-4320**  
**Fax: 538-8888**

**A.I.M.**  
10705 Trojan Point  
Fountain, CO 80817  
**382-3563**  
**Fax: (719) 382-0125**

**Technology Department**  
425 West Alabama Avenue  
Fountain, CO 80817  
**Help Desk 382-1608**  
**Fax: 322-9606**



# FOUNTAIN-FORT CARSON SCHOOL DISTRICT EIGHT

## 2022-2023 ACADEMIC CALENDAR

### STUDENT CALENDAR

Start Date - August 8, 2022  
End Date - May 26, 2023

#### AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						18

#### Phased-in start by grade:

8/8 - First Day for 3, 4, 6 & 9 \*

8/9 - First Day for K, 2, 7 & 10 \*

8/10 - First Day for 1, 5, 8, 11 & 12 \* (all grades attend except PK)

8/11 - First Day for PK

8/11 - Online Academy (6-12) Starts

\* FFCOA device distribution by grade level

#### SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						20/38

9/2 - Teacher/Staff Development - No Students

9/5 - Labor Day - District Closed

#### OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					16/54

10/7 - 1st Quarter Ends

10/10 - Teacher/Staff Development - No Students

10/11 - P/T Conf - All Schools - No Students

10/12 - P/T Conf - All Schools - No Students

10/13 - 10/14 - Fall Break

10/17 - 2nd Quarter Begins

#### NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						16/70

11/11 - Veterans Day - District Closed

11/21 - 11/25 - Thanksgiving Vacation

#### DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19*	20*	21*	22	23	24
25	26	27	28	29	30	31
						15/85

\*12/19 - Exams - Early Dismissal for FFCHS ONLY

\*12/20 - Exams - Early Dismissal for FFCHS ONLY

\*12/21 - Exams - Early Dismissal for FFCHS

12/21 - 2nd Qtr Ends - Early Dismissal - All Schools

12/22/22 - 1/4/23 - Winter Break

#### JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						16/101

1/2 - New Year's Day Observed - District Closed

1/5 - Teacher/Staff Development - No Students

1/6 - Teacher Work Day - No Students

1/9 - 3rd Quarter Begins

1/16 - Martin Luther King, Jr. Day - District Closed

#### FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
						15/116

2/20 - Presidents' Day - District Closed

2/21 - Teacher/Staff Development - No Students

2/22 - P/T Conferences - All Schools - No Students

2/23 - P/T Conferences - All Schools - No Students

2/24 - Non Work Day - No Students

#### MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						18/134

3/17 - 3rd Quarter Ends

3/20 - 4th Quarter Begins

3/27 - 3/31 - Spring Break

#### APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						19/153

4/28 - Teacher/Staff Development - No Students

#### MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24*	25*	26*	27
28	29	30	31			
						19/172

5/1 - Non Work Day - No Students

\*5/24 - Exams - Early Dismissal for FFCHS ONLY

\*5/25 - Exams - Early Dismissal for FFCHS ONLY

\*5/26 - Exams - Early Dismissal for FFCHS

5/26 - Last Day of School - Early Dismissal - ALL SCHOOLS

#### Student Instruction Days

1st Quarter 43 Days - August 8 - October 7

2nd Quarter 42 Days - October 17 - December 21

Early Dismissal - All Schools - December 21

3rd Quarter 44 Days - January 9 - March 17

4th Quarter 43 Days - March 20 - May 26

Early Dismissal - All Schools - May 26

APPROVED 4.21.21

REVISED 4.18.22