

C3 APPENDIX E WAIVER REQUESTS

APPENDIX E BOARD POLICY WAIVERS		
Policies Waived	Areas of Impact	Replacement Policies and/or Practices
BDFH: Collaborative School Committees	School Governance	<p>As described in the Innovation Plan, the School's Collaborative School Committee will be replaced by an Innovation Accountability Team (IAT) to support the implementation of the Innovation Plan.</p> <p>The Innovation Accountability Team (IAT), which includes three elected parent representatives, three elected teachers, one community member, two staff members and Principal Partner, meets monthly and provides input on school operations and accountability for implementing the Unified Improvement Plan and Innovation Plan. The IAT receives regular student achievement updates.</p>
CFBA: Evaluation of Evaluators	Human Resource Management: Teacher Evaluation	<ul style="list-style-type: none"> The principal has the authority to identify, prepare, and designate school-based evaluators to conduct staff evaluations. Principal designated evaluators of professional staff members may or may not possess an administrative certificate issued by CDE. All evaluators will receive CDE approved training in evaluation skills by the school's principal. The school's evaluation system will meet the standards of Colorado Senate Bill 10-191. <p>Evaluation instruments for all non-licensed evaluators who evaluate school staff including professional educators shall indicate on the evaluation whether or not the evaluator possesses an administrative certificate. The Superintendent or his/her designee shall review all evaluations conducted by non-licensed administrators when necessary shall discuss with them procedure and form.</p> <ul style="list-style-type: none"> The school's principal shall receive an annual evaluation by the Superintendent or his/her designee. The School has the authority to identify, prepare and evaluate its own evaluators. The School's evaluation system will meet the standards of SENATE BILL 10--191.

<p>DF: Revenue from Non Tax Sources and DF---R: Revenue from NonTax Sources Procedures for School---Based Sponsorships</p>	<p>Budget</p>	<p>The School shall have the ability to request and secure school-based sponsorships independent of the district according to the following policies:</p> <ol style="list-style-type: none"> 1. The sponsorship must not compromise or show inconsistency with the beliefs, values of the district and school. 2. The sponsorship will not alter any district owned resources unless permission is granted by the district. 3. The sponsorship does not create a real or perceived conflict of interest with school administrators or staff. <p>The sponsorship agreement will be reported to the district budget office at least 30 days before an agreement is to take effect. The budget office will have the ability to refuse the agreement only in situations where said agreement will adversely impact funding arrangements for other schools in the district more than it would benefit the school or because it would be in conflict with existing fund regulations (such as federal grants).</p>
<p>GBEBA: Staff Dress, Accessories and Grooming for Certificated Staff (Teachers)</p>	<p>Human Resource Management: Dress Code</p>	<p>DRESS CODE</p> <p>At C3 during the work day and any time employees attend work-related activities, employees shall appear in appropriate, professional dress. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, dress coordinates, suits, dresses, ties, and sport coats. In hot weather knee length dress shorts for men and women are acceptable. However, no halter tops, spaghetti straps or low cut shirts/blouses/tank tops. As aligned with student dress flip-flops are not acceptable. Please be aware of the student dress code and address as needed.</p> <p>On Fridays we wear our C3 t-shirts and jeans.</p>
<p>GBEBA---R: Staff Dress, Accessories and Grooming for Certificated Staff (Teachers) Procedure</p>	<p>Human Resource Management: Dress Code</p>	<p>At C3 during the work day and any time employees attend work-related activities, employees shall appear in appropriate, professional dress. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, dress coordinates, suits, dresses, ties, and sport coats. In hot weather knee length dress shorts for men and women are acceptable. However, no halter tops, spaghetti straps or low cut shirts/blouses/tank tops. As aligned with student dress flip-flops are not acceptable. Please be aware of the student dress code and address as needed.</p> <p>On Fridays we wear our C3 t-shirts and jeans.</p>

GBEBB: DressCodeforNon-- Teaching Staff	Human Resource Management: Dress Code	<p>At C3 during the work day and any time employees attend work-related activities, employees shall appear in appropriate, professional dress. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, dress coordinatates, suits, dresses, ties, and sport coats. In hot weather knee length dress shorts for men and women are acceptable. However, no halter tops, spaghetti straps or low cut shirts/blouses/tank tops. As aligned with student dress flip-flops are not acceptable. Please be aware of the student dress code and address as needed.</p> <p>On Fridays we wear our C3 t-shirts and jeans.</p>
GCB: Professional Staff Contracts & Compensation	Human Resource Management: Hiring, Compensation, Job Descriptions	<ul style="list-style-type: none"> • The school shall adhere to the employment contract procedures established by Colorado statutes except for any statutory waivers identified in the innovation plan that are intended to protect the autonomy of the school to: pursue recruitment, selection, and hiring outside of the district hiring calendar; hire employees at will; prevent the direct placement of teachers from the district; and provide additional compensation based on school specific school roles and responsibilities. The school has the authority to issue its own employment offer letters, using a template approved by District staff, to newly hired teachers. The school will offer annual contracts to all teachers, all other school employees will be at will. The district HR office will work with the school to ensure teacher contracts are consistent with the approved innovation plan. • The school has the authority to establish its own compensation system for all employees. The school will meet or exceed the rates of pay set in the corresponding collective bargaining agreement.

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GCCAA---R: Sick Leave Bank	Human Resource Management	<p>C3 follows the DPS/DCTA guidelines regarding attendance policies for employees. Teachers are expected to report on time (to school and for supervision). Sick days are to be used for employee’s own illness or illness/death of a family member. Personal leave must be requested for approval from administration, no less than 10 days in advance of expected leave. (Personal leave is to be used for personal hardship or family emergencies).</p> <p>If a staff member needs more than 3 days off concurrently for health or personal reasons they need to apply for a short term leave with the principal partner and human resources.</p> <p>C3 employees may enroll in the District’s Sick Leave Bank program in accordance with the District’s existing process (Article 21-1-4). C3 teachers may also be compensated for unused sick leave (Article 21-1-7, Article 31-10) (From the C3 Personnel Handbook 14-15)</p>
GCF: Professional Staff Hiring	Human Resource Management: Hiring	<p>The Innovation School will have autonomy to recruit staff and make offers to candidates outside of the traditional district hiring calendar.</p> <ul style="list-style-type: none"> • The Principal or his/her designee will work with the district HR office to post teaching positions through the district website. The school will also engage in independent outreach efforts to recruit candidates outside of the centralized recruitment channels, but will require that any interested candidates apply through the district site. All eligible applications for posted teaching positions will be provided to the school principal for selection using locally-designed processes. • The Principal or his/her designee will consider candidates from the direct placement process; however, the school shall not be required to select or accept teachers through direct placement or to alter the hiring schedule or selection process in a way that gives preference to direct placement teachers. • The principal will consult with district HR staff and incorporate hiring best practices at the school level where it is found to be appropriate. • Teaching positions that are responsible for supplemental or enrichment instruction will not require a teacher certificate. <p>Background checks will be administered using the existing systems and processes for the district.</p>

GCID: Professional Staff Training, Workshops and Conferences	Human Resource Management: Professional Development	<ul style="list-style-type: none"> • The School has the authority to develop and implement its own professional development program that supports the education plan. • The School retains the option to participate in any professional development programs offered by the District. The school leadership team makes the professional development decisions for C3.
GDA: Support Staff Positions	Human Resource Management: Hiring of support Staff.	<p>The school will use support staff positions that have been established by the Board, when applicable.</p> <ul style="list-style-type: none"> • When unique support staff roles are needed to effectively implement the innovation plan, the School will establish new positions and create job descriptions for these roles. The school principal or his designee will consult with the district Human Resources department on the language of the job description. The job description will set forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities. The school shall also set the salary or hourly wage for the unique position in consultation from the district Human Resources department. • The school may create, revise, or remove any unique job descriptions necessary to implement the school’s innovation plan.

<p>GDBD: Employee Fringe Benefits</p>	<p>Human Resource Management</p>	<ul style="list-style-type: none"> • The School will partner with staff, Human Resources, the Budget Office, and the Office of School Reform and Innovation to draft and implement of policy for short leave of absence. • The policy will “grandfather” staff members who are current employees of the District who have accumulated sick leave time. Such employees will be entitled to use that sick leave and also be entitled to payment for any unused accumulated sick leave when they retire • The policy will be outlined in the Employee Handbook. <p>Employees</p> <p>C3 follows the DPS/DCTA guidelines regarding attendance policies for employees. Teachers are expected to report on time (to school and for supervision). Sick days are to be used for employee’s own illness or illness/death of a family member. Personal leave must be requested for approval from administration, no less than 10 days in advance of expected leave. (Personal leave is to be used for personal hardship or family emergencies. See Absence page3.).</p> <p>If a staff member needs more than 3 days off concurrently for health or personal reasons they need to apply for a short term leave with the principal partner and human resources.</p> <p>C3 employees may enroll in the District’s Sick Leave Bank program in accordance with the District’s existing process (Article 21-1-4). C3 teachers may also be compensated for unused sick leave (Article 21-1-7, Article 31-10)</p> <p>As part of the work year at C3 there is the expectation of teacher participation at a minimum of 4 enrollment or community events including back to school night.</p>
<p>GDD: Support Staff Vacations and Holidays</p>	<p>Calendar & Schedule</p>	<ul style="list-style-type: none"> • Board Policy GDD will be followed with the following exception: Vacations and holidays for professional technical and nonaffiliated staff members shall be those determined by the Innovation School calendar.

GDK: Support Staff Schedules and Calendars	Calendar & Schedule	<p>The School has the authority to develop its own annual calendar and daily schedule that aligns with the Innovation Plan and that meets or exceeds the minimum standards of the District and state. No later than 60 days before the end of the school year, the principal, in consultation with the IAT, will determine the following year's school calendar and school day schedule that meets or exceeds district and state determinations of the length of time during which schools shall be in session during the next school year.</p> <p>All calendars shall include planned work dates for required staff in-service programs. Any change in the calendar except for emergency closings or other unforeseen circumstances shall be preceded by adequate and timely notice of no less than 30 days.</p>
IC/ICA: School Year/School Calendar	Calendar & Schedule	<ul style="list-style-type: none"> • The School has the authority to develop its own annual calendar that aligns with the Innovation Plan and that meets or exceeds the minimum standards of the District and state. <p>No later than 60 days before the end of the school year, the principal, in consultation with the IAT, will determine the following year's school calendar and school day schedule that meets or exceeds district and state determinations of the length of time during which schools shall be in session during the next school year.</p> <p>Input from parents and teachers will be sought prior to scheduling in-service programs and other non-student contact days. This calendar and schedule shall serve as the academic calendar and schedule for the school. All calendars shall include planned work dates for required staff in-service programs. Any change in the calendar except for emergency closings or other unforeseen circumstances shall be preceded by adequate and timely notice of no less than 30 days.</p> <ul style="list-style-type: none"> • A copy of the upcoming school-year calendar and school day schedule shall be provided to all parents/guardians of students who are currently enrolled. The approved upcoming school year calendar and school day hours will be placed on the school's website prior to May 1 of the prior academic year and a copy shall be provided to the school's Instructional Superintendent.
IE: Organization of Instruction	Education Program	<p>The Innovation School will present a program of instruction that is consistent with its innovation plan, as approved by the DPS Board of Education, under direction of the superintendent.</p>

<p>IJOA: Field Trips and IJOA---R: Field Trips (Guidelines for Extended Excursions)</p>	<p>Education Program</p>	<p>C3 will develop and implement procedures to conduct field trips and extended day excursions. The school will follow the district field trip policies and procedures with two exceptions: 1- The School will design field trips that match the curriculum and therefore may be outside of the district catalog. In such situations, the School will have autonomy in determining the appropriateness of field trips, and the school principal will be responsible for approving all school field trips. 2- If a situation exists where the school must pay the district for transportation services, the school may choose to contract with another school transportation provider if the cost estimate from the district is significantly higher than the other school transportation provider's cost estimate and provided the school can demonstrate that the contracted provider can offer the appropriate levels of liability insurance.</p>
<p>IKB: Homework</p>	<p>Education Program</p>	<ul style="list-style-type: none"> • The staff will implement a homework policy that is in alignment with the educational program outlined in the innovation plan. As students advance to higher grades, the homework load will increase in order to appropriately prepare students for post-academic success. School has the authority to develop and implement a homework policy that supports the education program described in the Innovation Plan. This policy is outlined in the Student and Parent Handbook each year as below: • Classroom teachers will send home weekly packets as well as additional projects throughout the year in the Thursday folder which contains assignments that students need to complete at home. Homework may also be given on Shutter fly and completed using Google accounts.

APPENDIX E DPS/DCTA COLLECTIVE BARGAINING AGREEMENT WAIVERS

Agreement Articles Waived	Area of Impact	Replacement Policy or Practice
<p>Article 1--2 Definition of Teacher</p>	<p>Human Resource Management: Hiring and Job Descriptions</p>	<ul style="list-style-type: none"> The term “teacher” will include teaching personnel who are licensed by the CDE as well as teaching personnel who are not licensed and are providing supplemental or enrichment instruction. All core content teachers shall meet the federal Highly Qualified (HQ) requirements. Core content teachers shall possess a valid Colorado license and subject matter competency for their assignment in compliance with the Elementary and Secondary Education Act (ESEA); however, noncore teachers may or may not be required to hold a CDE teacher’s license.
<p>Grievance (Article 7): Establish Dispute Resolution Procedures</p>	<p>Human Resource Management: Dispute Resolution</p>	<ul style="list-style-type: none"> The Principal Partners, Administrator Partners, faculty and staff at C3 are committed to adopting a collaborative process to solving problems in good faith and at the lowest possible level. If faculty or staff members believe that the terms of the Innovation Plan have been violated or they have a dispute that they want resolved, they are expected to raise the matter with the Principal Partner. If the dispute is not resolved to the satisfaction of the faculty or staff member, an appeal may be made following DPS Board of Education Policy GBK – Staff Concerns/Complaints/Grievances. If a complaint is received about a teacher or a teacher has committed an act that warrants corrective action, the Principal Partner will determine the appropriate action. C3 retains the right to dismiss employees in accordance with the policies below. Appropriate corrective action may be issued by the Principal Partner at any time. Progressive discipline or a sequence of escalating disciplinary actions is not required. Disputes between faculty members and the District may be brought directly to the Superintendent’s designee. The faculty member is entitled to representation by the Association

<p>Professional Standards (Article 8): Sets Teacher Calendar, Work Year, Work Week, Work Day, Class Size and Teaching Load</p>	<ul style="list-style-type: none"> • Calendar & Schedule • Human Resource Management: Staff Assignments • Human Resource Management: Teaching Load • Human Resource Management: Leadership Structure 	<ul style="list-style-type: none"> • . • The School has the authority to develop its own annual calendar that aligns with the Innovation Plan and that meets or exceeds the minimum standards of the District and state. • No later than 60 days before the end of the school year, the principal, in consultation with the IAT, will determine the following year's school calendar and school day schedule that meets or exceeds district and state determinations of the length of time during which schools shall be in session during the next school year. • There are a variety of committees that support additional programs, activities and initiatives at C3. Every teacher should serve on at least one committee. • As part of the work year at C3 there is the expectation of teacher participation at a minimum of 4 enrollment or community events including back to school night. • All classes at C3 are not to exceed 25 students as set in our original acceptance and innovation plan. • The teacher work week may be extended beyond 40 hours to include extended student time as well as additional collaborative planning and professional development time. The principal shall have authority to permit teachers to diverge from the regular school day. Evening meetings will be scheduled, as necessary, to implement the innovation plan. • Teachers will be assigned non-teaching duties, as necessary, to implement the innovation plan with the intent being to maximize the time that the most effective teachers spend teaching students.
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<p>Committees (Articles 5, 13, 29): Development Committee (5---4---1) and Personnel Committee (13---8)</p>	<ul style="list-style-type: none"> Governance & Human Resource Management: Leadership Structure 	<p>The school has the authority to create committees that align with the Innovation Plan. Committees are described in the IAT bylaws as below. Additional committees are created yearly by the principal and admin team as needed. All teachers must serve on at least one committee. In addition to the Innovation Accountability Team (IAT) several committees are in place to support the vision and mission of the school. These committees include:</p> <p>School Leadership Team The School Leadership Team reviews data and collaborates on the development of the UIP and professional development among its responsibilities. The School Leadership Team is comprised of administrative partners and teacher leaders.</p> <p>Personnel Selection Committee The Personnel Selection Committee stands apart from the IAT but may contain some of the same members. The purpose of this committee is to provide input into hiring decisions.</p> <p>Advisory Council The Advisory Council serves as a liaison to the community at large, looking for opportunities to promote and market C3 and its mission in the community. It also focuses on school financial needs and how to support them, including researching grant opportunities. It is comprised of the Administrative Partners, teacher leaders, parents, community partners, and community members.</p> <p>PTSA . This committee is open to anyone who wants to join and focuses on fundraising and event planning for parents, teachers and students Membership dues are required to vote for board members but not to participate in PTSA related activities. Fundraising through PTSA supports PTSA led activities at C3. Some funds could be given directly back to the school as determined by the PTSA.</p> <ul style="list-style-type: none"> At any time, the IAT committee may create task forces, or standing subcommittees to facilitate the completion of the IAT's work and support C3's mission and vision.
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<p>Teacher Evaluation (Article 10): Describes the Evaluation Process for Teachers</p>	<p>Human Resource Management: Teacher Evaluation</p>	<ul style="list-style-type: none"> • C3 is currently using the LEAP system at DPS but the School has the authority to create its own evaluation system, provided such system meets the standard provisions of SENATE BILL 10--- 191 and is approved by the District. <p>Evaluator refers to supervisor who is responsible for the valuation of personnel. While the principal will oversee all evaluations in the building, other evaluators as determined by the principal will have primary evaluation responsibilities for some personnel.</p> <p>10-2: The school has only one type of evaluation which applies to all teachers.</p> <p>10-3: Timeline: All teachers will be evaluated at least once annually.</p> <p>10-4: The principal will oversee all evaluations to ensure the appropriate standards are being used. As necessary, the principal will identify a designated evaluator for each teacher from amongst other members of the administration team or staff.</p> <p>10-4-1: Evaluators will receive CDE approved teacher evaluation training but will not be required to hold a state administrator license.</p> <ul style="list-style-type: none"> • Teachers who are not performing satisfactorily shall be placed on the school's performance improvement plan. Once a teacher has received a performance improvement plan from the school's principal the school leader will identify areas for improvement with the teacher, give the teacher notice of these areas for improvement in writing, and conduct weekly observations with written feedback. If, after 30 teacher contact days, the teacher fails to make sufficient progress under the plan, the teacher's unsatisfactory performance will constitute cause for terminating the annual contract before the end of the school year.
<p>Article 11: Complaints Against Teachers/Administrative Leave/Corrective Action</p>	<p>Human Resource Management</p>	<ul style="list-style-type: none"> • If a teacher subject to corrective action, the teachers shall be entitled to the District's basic fairness and due process guidelines.

<p>Assignments, Schedules and Transfer (Article 13): Describes District and School Procedures for Transfer and Reassignment of Teachers</p>	<p>Human Resource Management: Hiring & Staff Assignments</p>	<ul style="list-style-type: none"> The School has the authority to implement recruitment and selection policies and procedures that support the Innovation Plan. The school will not adhere to the district staffing cycle; it will post vacancies when they become open. The school will work with their HR partner to post positions through the district website. In addition to this posting, the school will engage in independent outreach efforts to recruit candidates outside of the centralized recruitment channels. The school will consider all eligible applicants, including teachers who apply to transfer for vacancies, but will not be required to participate in District hiring fairs or give any teacher priority over another because of the teacher’s status in the District. The innovation school will not be required to accept direct placements from the district; however, the school leader reserves the right to consent to a district placed teacher if, at the sole discretion of the school leader, such a placement would benefit the school.
<p>Summer school teaching positions (Article 14): Restricts Hiring Process and Moves Decision—Making for Hiring Teachers Offsite (14--1-- 1--1,14--1--1--2,14--1--1--3)</p>	<p>Human Resource Management: Hiring & Staff Assignments</p>	<ul style="list-style-type: none"> If summer school is offered, the School has the authority to hire teachers for summer programs. The School will fill summer school positions with its own teachers to the extent possible. Should additional teachers be necessary, the school will fill those positions with the best possible candidates, not necessarily teachers currently in the District. Teachers will be compensated for summer school time as agreed upon in the innovation plan.
<p>Reduction in Force (RIF) (Article 20): Procedures for Conducting Reduction in Force</p>	<p>Human Resource Management: Staffing</p>	<ul style="list-style-type: none"> The Innovation School will not participate in the district Reduction in Force process and will not accept direct placement of district employees who have had their contracts canceled. New staff members will be employed at the school based on their qualifications and fit with the school innovation plan and position requirements.

Job Sharing and Half--Time (Article 25): Procedures for Arranging Job--Sharing Assignments and Half Time	Human Resource Management: Staff Assignments	<ul style="list-style-type: none"> • The School has the authority to make decisions regarding job sharing and less than full time employment to support the Innovation Plan. • Job sharing, or converting from a full-time employee to a half-time or portion there of employee, may be requested by regularly assigned full-time equivalent teachers who wish to work only half time. Teachers who wish to request job sharing or half-time positions shall submit their request to the school's principal. The principal in consultation with the IAT shall review and determine whether any requests for job sharing, or converting to half-time positions are approved or denied. All approved job sharing or half-time positions shall be for one (1) year at a time.
Compensation for Unused Sick Leave (Article 31---12)	Human Resource Management	<p>. C3 employees may enroll in the District's Sick Leave Bank program in accordance with the District's existing process (Article 21-1-4). C3 teachers may also be compensated for unused sick leave (Article 21-1-7, Article 31-10)</p>
Extra Duty Comp. (Article 32.): Sets Rates for Extra Duty Compensation	Human Resource Management: Compensation	<ul style="list-style-type: none"> • C3 has the authority to determine its own compensation structure for additional work or outside of regular school year or days. As part of the budgeting process each spring for the following school year, the principal will determine extra duty compensation rates for extended day and year as well as any new or additional roles and responsibilities consistent with the innovation plan. Compensation guidelines will be agreed upon, and communicated in advance in offer letters and in emails to current staff by April 15 each year as needed.

APPENDIX E STATUTORY WAIVERS		
State Statute	Area of Operational Impact	Replacement Policy or Practice

Section 22---9---106: Local Board Duties Concerning Performance Evaluations for Licensed Personnel	Human Resource Management: Teacher Evaluations	<ul style="list-style-type: none"> • The School’s evaluation system will meet or exceed the minimum standards of the Licensed Personnel Performance Evaluation Act. • The school will have the authority to adapt LEAP or adopt an alternative evaluation system, provided such system meets the standards of the Licensed Personnel Performance Evaluation Act. and is approved by the District. • The School will have the authority to designate personnel who do not have administrative licenses to conduct teacher evaluations.
Section 22---32---109(1)(f): Local Board Duties Concerning Selection of Personnel and Pay	Human Resource Management: Staff Hiring, Compensation	<ul style="list-style-type: none"> • The School has the authority to select staff and set rates of pay (interacts with 22---63---201 and 22---63---206). • The School has the authority to select teaching staff directly and set rates of pay based on School policies. The School will meet or exceed the rates of pay set in the DPS/DCTA Collective Bargaining Agreement, including ProComp.
Section 22---32---109(1)(g): Handling of Money	Budget	<ul style="list-style-type: none"> • The School has the authority to manage its receipt of money and will meet performance expectations provided by the District. • The District may conduct an annual audit and require the School to provide quarterly trial balances to the Office of Budget.
Section 22---32---109(1)(n)(l): Schedule and Calendar	Calendar & Schedule	<ul style="list-style-type: none"> • The School has the authority to determine its own annual calendar and daily schedule, provided it meets or exceeds minimum statutory requirements. • School has the authority to determine the number of professional development days, days off, and late starts/early release days.
Section 22---32---109 (1)(n)(ll)(A): Actual Hours of Teacher---Pupil Instruction and Contact	Calendar & Schedule	<ul style="list-style-type: none"> • In accordance with the innovation plan, the school’s principal in consultation with the IAT shall determine, prior to the end of a school year, the length of time the school will be in session during the next following school year. The actual hours of teacher-pupil instruction and teacher-pupil contact shall meet or exceed the minimum hours set by the district and state for public instruction. In addition the school calendar will not exceed 200 days without being considered a revision of the innovation plan, requiring full staff approval. In no event shall the calendar or schedule violate protections provided to teachers in the replacement policy for Article 8 of the DCTA agreement.

<p>Section 22---32---109 (1)(n)(II)(B): School Calendar</p>	<p>Calendar & Schedule</p>	<ul style="list-style-type: none"> • The School’s annual calendar will meet or exceed the minimum standards for the District and state. The School has the authority to develop its own annual calendar that aligns with the Innovation Plan and that meets or exceeds the minimum standards of the District and state. • No later than 60 days before the end of the school year, the principal, in consultation with the IAT, will determine the following year’s school calendar and school day schedule that meets or exceeds district and state determinations of the length of time during which schools shall be in session during the next school year.
<p>Section 22---32---109(1)(cc): Adopt Dress Code for Employees</p>	<p>Human Resource Management: Dress Code</p>	<p>DRESS CODE</p> <p>At C3 during the work day and any time employees attend work-related activities, employees shall appear in appropriate, professional dress. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, dress coordinatates, suits, dresses, ties, and sport coats. In hot weather knee length dress shorts for men and women are acceptable. However, no halter tops, spaghetti straps or low cut shirts/blouses/tank tops. As aligned with student dress flip-flops are not acceptable. Please be aware of the student dress code and address as needed.</p> <p>On Fridays we wear our C3 t-shirts and jeans.</p> <ul style="list-style-type: none"> •
<p>Section 22---32---109(1)(jj): Identify Areas in which the Principal/s Require Training or Development</p>	<p>Human Resource Management: Professional Development</p>	<ul style="list-style-type: none"> • In accordance with the innovation plan, the school’s principal and the district evaluator shall jointly determine the required training or development of the principal and the administrative team. The principal and the administrative team will not be required to participate in district training not related to the innovation plan unless those trainings are agreed upon by the principal and district evaluator as part of the principal’s professional development plan.
<p>Section 22---32---110(1)(h), C.R.S.: Local Board Powers Concerning Employment Termination of School Personnel</p>	<p>Human Resource Management: Staff Dismissals</p>	<ul style="list-style-type: none"> • The DPS board delegates the power specified in this paragraph (h) to the school leader. All process for dismissal must meet the minimum standards established in District policy GDQD and GDQD-R.

Teacher Employment, Compensation and Dismissal Act of 1990 Section 22--63--201: Employment--License Required--Exception	Human Resource Management: Hiring and Teacher Qualifications	<ul style="list-style-type: none"> The school will employ highly qualified and licensed teachers for teaching of core content pursuant to the federal ESEA Act (in conjunction with the District's ESEA Flexibility Request). Teachers in all necessary areas will be highly qualified. The school may employ non-licensed teachers for supplemental and enrichment instruction consistent with the innovation plan. The DPS board may enter into employment contracts with non-licensed teachers and/or administrators at the school as necessary to implement the school's innovation plan.
Teacher Employment, Compensation and Dismissal Act of 1990 Section 22--63--202, C.R.S.: Contracts in Writing Duration Damage Provision	Human Resource Management: Hiring, Contracts and Employment Offer Letters	<ul style="list-style-type: none"> The School has the authority to issue its own employment offer letters. The School's employment offer letter will outline the terms of employment. (see attached)
Teacher Employment, Compensation and Dismissal Act of 1990 Section 22--63--203, C.R.S.: Probationary Teachers – Renewal and Nonrenewal of Employment Contract	Human Resource Management: Dismissals	Teaching staff will receive annual contracts. The annual contract expires at the end of each contract year. All contracts will be in writing. The school will provide contract language to the district for feedback before any initial employment contracts are signed. Mutual terminations will be negotiated between the teacher and the school principal. If an employee intends to terminate a contract after the beginning of the academic year, the employee shall give written notice of his or her intent at least thirty days prior to the date that he or she intends to stop performing the services required by the employment contract. The school principal has the authority to make employment offers to qualified candidates. Termination of all staff mid-contract will follow the dismissal procedures outlined in the DPS policy GDQD and GDQD-R. The school will not provide first opportunity to interview rights to priority hiring pool candidates, but will consider them for employment. The school will not contribute teachers to the district hiring pool. The school has the right to refuse direct assignments or mandatory transfers of teachers from the district.

Teacher Employment, Compensation and Dismissal Act of 1990 Section 22-63-206, C.R.S.: Transfer of Teachers – Compensation	Human Resource Management: Direct Placement of Teachers	<ul style="list-style-type: none"> The School is not subject to the transfer of teachers within, into or out of the school by the District; the School's leadership has the authority to make all decisions regarding transfers within the School. The school may refuse direct placements or mandatory transfers of teachers from the district. District teachers who are qualified for a vacant position at the school will have an opportunity to apply for the position, and, if hired, will be compensated with a salary corresponding to the position and the years of service.
Teacher Employment, Compensation and Dismissal Act of 1990 Section 22-63-301: Grounds for Dismissal	Human Resource Management: Dismissals	<ul style="list-style-type: none"> All teachers will be employed on an annual contract. This contract can be non-renewed at the end of the contract term for any lawful reason. In all situations related to teacher dismissal except for non-renewal of annual contracts, a teacher may only be dismissed for cause in accordance with the dismissal policies outlined in the replacement policy for 22-63-302.

Teacher Employment, Compensation and Dismissal Act of 1990 Section 22-63-302: Procedures for Dismissal of Teachers and Judicial Review	Human Resource Management: Dismissals	All teachers will be employed on an annual contract. This contract can be non-renewed at the end of the contract term for any lawful reason. In all situations related to teacher dismissal except for non-renewal of annual contracts, a teacher may only be dismissed for cause in accordance with the dismissal policies outlined in the replacement policy for 22-63-302.
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	<p>Dismissal of C3 teachers hired on annual contracts who have not previously obtained non-probationary status with Denver Public Schools shall comply with the policies referenced below. C3 teachers hired on annual contracts who have attained non-probationary status with Denver Public Schools at the time of employment at C3 may, to the extent consistent with applicable law, be entitled to more extensive dismissal procedures. Nothing in this handbook guarantees employment at C3 beyond the initial annual contract. C3 may, in its discretion, modify or revoke this procedure in whole or in part. These procedures are an effort to maintain fair and equitable treatment of employees. These procedures do not change the terms of the annual contract.</p> <p>Teachers at C3 shall be entitled to the termination procedures stated herein. These procedures are not applicable to supervisors or administrators.</p> <p>All teachers with annual contracts are subject to renewal at the completion of the contract term. There shall be no limitation on the ability of C3 to non-renew the contract of a teacher at the end of the contractual period.</p> <p>All teachers terminated prior to the expiration of any applicable contractual period or during the school year shall be entitled to the dismissal procedures outlined below.</p> <p>Accordingly, such individuals employed with DPS for less than two years will have the option to request a hearing before a Human Resources Administrator. Those with two years or more of continuous full-time DPS service will have the option, following the decision of the Human Resources Administrator, to request a hearing before an impartial hearing officer.</p> <p>A. No teacher will be dismissed until he/she has been notified by one of his/her supervisors of the supervisor's intent to recommend dismissal to the Superintendent or his/her designee. The supervisor will inform the employee of the grounds for the recommended dismissal and will give the employee a reasonable opportunity to respond.</p> <p>B. If the supervisor decides to proceed with the dismissal, the supervisor will provide the employee with written notice of the ground(s) for the dismissal and the employee may request a post-termination hearing before an administrator (designated by the Superintendent or his/her designee) in the Human</p>
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		<p>Resources Department. The employee must request the post-termination hearing within three (3) scheduled working days of the last day of work.</p> <p>1. If the employee does not request the post-termination hearing within three (3) scheduled working days, the termination will be considered final. The dismissal of employees who do not request a post-termination hearing will be forwarded to the Superintendent or his/her designee for final action. If the Superintendent or his/her designee does not uphold the dismissal, then the employee shall be entitled to back pay.</p> <p>2. If the employee makes a timely request for a post-termination hearing, then the Human Resources administrator shall conduct the hearing within ten (10) scheduled working days of the receipt of the request for hearing, unless extraordinary circumstances require additional time.</p> <p>i.. The Human Resources administrator shall review the supervisor's decision in order to determine if there are facts that demonstrate that any of the ground(s) specified in the notice of dismissal provided the employee are present. The Human administrator shall issue a decision in writing affirming, modifying, or reversing the dismissal. The decision shall be rendered within five (5) working days of the hearing, unless extraordinary circumstances require additional time.</p> <p>ii. If the Human Resources administrator affirms the dismissal, the dismissal will be forwarded to the Superintendent or his / her designee for final action. If the Superintendent or his/her designee does not uphold the dismissal, the employee shall be entitled to back pay.</p> <p>iii. The Human Resources administrator's review concludes the dismissal procedures for teachers who have been with the District less than two years.</p> <p>C. If the Human Resources administrator affirms the dismissal, a teacher who has been with the District more than two consecutive years may request a hearing before an impartial hearing officer. (As noted above, employees who have been with the District less than two consecutive years are not entitled to the hearing before an impartial hearing officer.) The employee must request the hearing within ten (10) working days of the decision by the Human Resources administrator. The hearing officer will review the administrator. The hearing officer will review the dismissal in order to determine if any of the ground(s) specified in the dismissal notice provided to the employee are present. This hearing officer will not be a district employee.</p>
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<p>Teacher Employment, Compensation and Dismissal Act of 1990 Section 22--63-- 401: Teachers Subject to Adopted Salary Schedule</p>	<p><i>Human Resource Management: Compensation</i></p>	<ul style="list-style-type: none"> • The School has the authority to determine its own compensation system for all employees, including adjunct faculty. The school may adopt a salary schedule that will meet or exceed the district's salary schedule. The principal, in consultation with the IAT, reserves the right to develop a supplemental compensation system separate from district policies to reimburse employees for extra duty pay as it may arise for activities that may include, but are not necessarily limited to additional time, additional responsibilities, tutoring, or professional development or for performance incentive pay.
<p>Teacher Employment, Compensation and Dismissal Act of 1990 Section 22--63-- 402: License, Authorization of Residency Required in Order to Pay Teachers</p>	<p>Human Resource Management: Compensation</p>	<ul style="list-style-type: none"> • The school may employ either licensed or non-licensed teachers for non-core subject areas. All core subject area teachers will be licensed and highly qualified under the requirements of the ESEA Act. School district moneys will be used to pay both licensed and non-licensed teachers hired to perform services consistent with the innovation plan.

Teacher Employment, Compensation and Dismissal Act of 1990 Section 22-63-403: Payment of Salaries	Human Resource Management: Compensation	<ul style="list-style-type: none">• The School has the authority to establish dismissal policies and procedures, including any applicable compensation (see replacement policy for c.r.s. 22-63-302 above).
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