Legislation to fund annual stipends for educators was passed by the Colorado State Legislature in 2012. HB12-1261 provided the platform for stipends to be given to those educators (teachers, counselors and principals) who are nationally certified by the National Board for Professional Teaching Standards.

The 2014 legislature allocated funds for stipends for all National Board for Professional Teaching Standards-certified educators, to be paid in May 2015.

A $1,600 stipend will be provided for all NBCTs who meet the following criteria:

- Employed in a public school in Colorado from October 1, 2014 to May 31, 2015
- Employed by a public school district or the Charter School Institute
- Holds a valid certificate from NBPTS (No other national certificates are valid for this distribution.)
- Holds a valid license in Colorado
- Provides a copy of the NBPTS certificate and a completed application by January 30, 2015 (Certificate expiration date MUST be visible on copy.)

An additional $3,200 stipend will be provided or those NBCTs employed at schools that are designated as Turnaround Plan or High Priority Plan Schools.

To apply for the stipend, fill out the NBCT Stipend Form and email it, along with a copy of your NBPTS certificate to Christine Neil at cmneil@aps.k12.co.us. Applications must be submitted by January 30, 2015.

If a teacher became certified in November 2014, the NBPTS letter of congratulations can be submitted in lieu of the certificate.
Semi Annual Reminders

Human Resources would like to provide you with information on several important APS policies and regulations, as well as other types of district information. It is your responsibility to be familiar with all district policies and regulations and to abide by them.

District policies are accessible online. In addition to policies and regulations, there is other information available online on a variety of topics. Human Resources strongly encourages all employees to become familiar with its websites. HR also publishes the HR News, which is announced via the Superintendent’s Bulletin. Please take the time to read each issue for important information that may affect your job.

Notice of Nondiscrimination

Exhibit AC.1-E

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation, disability, religion, ancestry, sex or need for special education services, and provides equal access to the Boy Scouts and other designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes.

In adhering to this policy, the Aurora Public Schools abides by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and Titles VI and VII of the Civil Rights Act of 1964.

Questions, complaints or requests for additional information regarding the ADA, (Americans with Disabilities Act of 1990) Section 504 and Title IX may be forwarded to the designated ADA, Section 504 compliance coordinator.

Name and Title: Dion Arguelles, Director of Employee Relations
Office Address: 1085 Peoria Street, Aurora, Colorado 80011
Phone Number: (303)344-8060, ext. 28020
Days/Hours Available: Monday-Friday, 7:30 am - 4:30 pm

Nondiscrimination/Nonharassment of Employees

Policy GBAA

The Aurora Public Schools is committed to the policy that no otherwise qualified employee shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity on the basis of race, color, religion, creed, national origin, ancestry, genetic information, marital status, gender, age, disability or sexual orientation.

As part of this policy, the district is committed to maintaining a working environment for employees that is free from harassment based on an individual’s race, color, religion, creed, national origin, ancestry, genetic information, gender (with or without sexual conduct), sexual orientation, age, disability or protected activity (opposition to prohibited discrimination or participation in the statutory complaint process). All such harassment, by district employees, students and third parties, is strictly prohibited. All members of the district community, employees, and students are required to promptly report conduct that could be in violation of this policy.

(Continued on page 3)
Nondiscrimination/Nonharassment of Employees

(Continued from page 2)

Reporting Suspected Discrimination and/or Harassment

Any employee who believes that he or she may have experienced unlawful discrimination or harassment, or who believes that he or she has observed unlawful discrimination or harassment taking place, shall report this information immediately to his or her immediate supervisor. If the complaint involves the employee’s immediate supervisor, the employee may report to the supervisor or administrator at the next level or may report directly to the chief personnel officer or a human resources director.

Discipline, Suspension & Dismissal of Classified Employees

Policy GDQD

The board of education authorizes the superintendent to compose and implement regulations related to the suspension, discipline and termination of classified employees. Such regulations are designed to treat employees fairly while at the same time maintaining a productive and efficient workforce.

The conduct described below illustrates the kinds of behavior that could result in varying degrees of disciplinary action:

A. Failure to carry out instructions or failure to perform a job in a satisfactory manner
B. Insubordination
C. Discourteous, offensive or abusive conduct or language
D. Dishonesty
E. Possessing, using, or distributing or being under the influence of alcohol, marijuana or any illegal drugs
F. Excessive absences or tardiness
G. Abusing sick leave privileges
H. Failing to notify a supervisor prior to absence
I. Falsifying district records of any kind
J. Engaging in a work stoppage
K. Failing to follow safety regulations or practices
L. Provoking, instigating, or participating in a fight or scuffle
M. Being convicted of a criminal offense
N. Carelessness with or intentionally damaging property
O. Temporarily or permanently removing, possessing or using district property without authorization
P. Threatening, intimidating or coercing others
Q. Horseplay or practical jokes that can or do result in injury or damage to property
R. Failing to report situations that could be injurious to personnel or equipment
S. Possessing, on district property, any object that can be considered a weapon
T. Making false, vicious or malicious statements about another employee or the district
U. Engaging in conduct, on/off the job, which adversely affects the employee’s ability to do his/her job or which reflects adversely on the district
Computer and E-mail Policy

Policy EGAEA

The e-mail and computer systems of the Aurora Public Schools constitute a system which is to be used by district employees to accomplish the business purposes of the school district. Anyone using this system should be aware that computer files and e-mail messages are not confidential.

Both retrieval authorized by district policy and unauthorized retrieval may occur. In addition, e-mail messages may constitute public records under the Colorado Open Records Act. Consequently, employees should utilize some other method of creating, storing and conveying confidential, private or personal information they wish to remain confidential. By using this system, users agree to abide by the e-mail policy and regulation and confirm that they have read and understand the terms of that policy.

Internet Social Networks

While employees are free to utilize blogs and social network sites during your non-work time and on their personal computers, any blog or Internet communication that:

- Contains content that indicates the employee’s involvement in criminal conduct, or
- Contains inappropriate online conduct that negatively affects the employee’s performance, or
- Seriously diminishes the reputation or standing in the community of the employee or district, or
- Divulges confidential district or student-related information, may subject the employee to discipline or termination.

We also caution against posting or sending personal, private or sensitive photos via the web or cell phones. Sensitive information (such as personal photos) that may be contained in a cell phone or laptop may be accessible to a wide audience if the phone or laptop is lost or stolen. Once these pictures are in cyberspace, it is nearly impossible to control access to them.

Parents entrust us with the duty to impart basic societal values and qualities of good citizenship to their children. When using Internet social networks or cell phone functions, please remember that we act as role models for our students and must fulfill our professional duties at all times.
**Reporting Child Abuse/Child Protection**

*Policy JLF*

The Colorado Child Protection Act of 1987 states that certain persons, among them any school official or employee, who has reasonable cause to know or suspect that a child has been abused or neglected, are required to make an immediate oral report (or cause a report to be made) to the county department of human services in which the child resides, or to local law enforcement (in instances of non-interfamilial abuse).

The oral report must be followed promptly by a written report. It is not the responsibility of school personnel to make a determination if abuse or neglect has occurred. Human services or local law enforcement will make that decision.

If you are uncertain as to whether reasonable cause exists, you should nevertheless make a report to human services or law enforcement and allow those agencies to determine whether an investigation is warranted. Whether or not the case is reported to you in a timely manner and regardless of the age of the perpetrator, a report must be made immediately.

**Legal Notice Posters**

By law, each site is required to display employment notices which address certain legal issues, including wage and hour requirements. Please verify that you have such notices at your site, and that they are in a place that is readily accessible to all employees.

Please contact Dion Arguelles, Director of Employee Relations, at ext. 28020 if you do not have the posters.

**The required notices are:**
- Equal Employment is the Law
- Rights under the Family Medical Leave Act of 1993
- Your Rights under USERRA (Uniformed Services Employment and Reemployment Rights Act)
- Colorado Civil Rights Commission Notice to Workers re: Unemployment Insurance

**Tuesday P.M Meetings**

Whenever possible, please avoid scheduling regular meetings on the 2nd and 4th Tuesday afternoons as this is the time when the Aurora Education Association schedules its meetings.
The No Child Left Behind Act (NCLB) requires teachers of core content areas to be “highly qualified” for their assignments. In Colorado, teachers are considered “highly qualified” when they possess an initial or professional teaching license or an interim or alternative authorization with an endorsement in the content area in which they are teaching.

The Colorado Department of Education offers options for meeting the “highly qualified” criteria.

**Option #1**— Demonstrate content expertise via the PLACE/Praxis II or 24 semester hours (secondary only) **AND** possess one of the following CDE license or authorizations:

- Initial or professional teacher license with an endorsement for the area(s) being taught OR
- Interim authorization with an endorsement in the area being taught OR
- Alternative authorization, with an endorsement in the area being taught

For teachers who have an initial or professional license or an interim or alternative authorization, but are teaching outside of their area of endorsement:

**Option #2**— pass the PLACE or PRAXIS II exam in the additional content area(s) being taught OR

**Option #3**— possess 24 semester hours of credit in the additional content area(s) being taught

Hours will be verified by the Division of Human Resources and must be relevant to the acquisition of knowledge and skills in the non-endorsed content area being taught. Note: Elementary teachers must pass the content exam to be “highly qualified” (Option #2). Twenty-four hours of elementary content no longer meets the “highly qualified” criteria.

**NCLB Requirements - Classified**

The federal No Child Left Behind Act (NCLB) requires Title 1 classified staff with direct, classroom, instructional support responsibilities to meet “highly qualified” standards as defined in the act.

In APS, our goals are not only to meet the NCLB requirements but also to train and support classified staff with instructional responsibilities in their roles as we increase student achievement.

To those ends, we chose to develop a training and assessment program as our NCLB compliance plan. All classified staff with instructional responsibilities are required to take these classes, not just employees at Title 1 schools.

The classes content includes conditions of learning, positive behavior support, diverse learners, reading, writing and math. Probationary employees are given one year to complete the training as a condition of employment.

**Transferring to a NCLB Required Position (Non-Probationary Staff)**

Non-probationary classified employees who have not completed NCLB courses but who are interested in transferring to a position that requires NCLB, must pass the Accuplacer Exam (given through the

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(continued from page 6)

Classified HR Office) and sign a compliance plan that acknowledges the requirement to complete the NCLB certification program within one year of the new position. If the employee fails to pass the NCLB training, he/she must agree to be placed in a non-NCLB required position for which they are qualified.

The classified NCLB 2014-15 class schedule is available on the HR website. We recommend that you check the schedule at various times throughout the year as changes may occur.

Note: The compliance plan is only required if the employee is selected for the position.

**Tobacco Free Schools Update**

**Policy ADC** - Tobacco-Free Schools has been updated to eliminate site exemptions and define school property.

In accordance with Colorado statute and to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.

“School Property means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:

a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.

b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.

c. All vehicles used by the district for transporting students, staff, visitors or other persons.

d. At a school sanctioned activity or event.

“Tobacco Product” means:

a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and

b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.

c. “Use” means lighting, chewing, smoking, ingesting or application of any tobacco product.
Sprint Offer

Make extra cash from your old devices.

Let us take your unwanted eligible wireless devices off your hands. With the Sprint Buyback Program, you can earn up to $300 in account credit when you trade in your device – no matter what carrier it’s from.

Visit sprint.com/buyback to find out what your old phone is worth.

You can also recycle through Sprint Project Connect™ and help keep kids safer online. You’ll be keeping old phones out of the waste stream whatever you choose. We’ll even pay for shipping the phone to us.

Sprint Discount Program

18% Discount for employees of Colorado School Districts

Find a local Sprint store: sprint.com/storelocator
Shop online: sprint.com/coloradok12employees
Request your discount: sprint.com/verify

Use this code for the Sprint Discount Program:
Corporate ID: sprint.com/coloradok

Additional Questions: allison.a.hamden@sprint.com

Additional Terms: Offers and coverages not available everywhere or for all devices/networks. Restrictions apply. See store or sprint.com for details. ©2019 Sprint. All rights reserved. Sprint and the logo are trademarks of Sprint. Other marks are the property of their respective owners.
Harlem Globetrotters Offer

2015 WORLD TOUR

Exclusive Discount Offer
Aurora Public Schools

<table>
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<th>Location</th>
<th>Regular Prices</th>
<th>Your Prices</th>
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(Magic pass pre-show event begins at 11:30am and ends at 12pm)

Handling Fee $ 5.00

TOTAL $ ______

No Minimum Purchase Necessary
(prices include all ticket and building fees)

MAGIC PASS: Take part in a once-in-a-lifetime experience where you spend time on the court with the Globetrotters – shooting, trying out ball tricks, autographs and photos! All customers must have a game ticket AND Magic Pass for entry. Soft/rubber soled shoes must be worn on court.

Broomfield, CO
Saturday, March 7th at 7:30pm
1st Bank Center

<table>
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<th>Your Prices</th>
<th>Quantity</th>
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<td>$22.00</td>
<td>$17.00</td>
<td>x ______</td>
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</tr>
</tbody>
</table>

(Magic pass pre-show event starts at 6:00pm and ends at 6:30pm)

Handling Fee $ 5.00

TOTAL $ ______

DEADLINE TO ORDER: Friday, March 6th, 2015 at Noon PST

Accessible seating requested.

Contact Name ____________________________ Discount: Aurora Public Schools
Address ____________________________ City ___________ State _______ Zip _______
Phone ____________________________ Email ____________________________

METHOD OF PAYMENT

PAYMENT: Visa  MC  Discover  Amex
(Checks Not Accepted)

Card # ____________________________ Expires _______
Signature ____________________________

Mail or Will Call (circle one)
Name for will-call if different from above ____________________________
All tickets ordered after Friday, February 27th, 2015 will be left in will-call

Order by phone, fax, or e-mail: Contact
Steven Kargol at 800-641-4667 x 148
kargol@harlemglobetrotters.com
Harlem Globetrotters
Attn: Steven Kargol
400 E. Van Buren, Ste. 300
Phoenix, AZ 85004
Fax: 602-258-5925

All tickets and seat locations are subject to availability. Tickets must be purchased in advance by mail, phone, email or fax. Orders will be filled on a first come, first serve basis. No refunds or exchanges. Children under 2 do not require a ticket provided they sit on adult’s lap.