



HR News

Gifts and Solicitation of Gifts

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As the holiday season approaches, the Division of Human Resources would like to remind all employees of policy GBEB-C-R: Gifts and Solicitation of Gifts.

Students, parents and supervisors may want to reward your hard work and dedication with the giving of gifts, gift cards or gift certificates. Regulation GBEB-C-R limits what gifts may be given or accepted in order to avoid any feelings of obligation or the appearance of impropriety.

Remember, district employees shall not solicit nor accept any gift valued over the amount of \$25 from any student, student's parent or person doing business with the district. Individual employees shall refrain from giving gifts to employees who exercise any administrative or supervisory authority over them. Supervisors shall not accept or solicit any gifts from a subordinate. Policy GBEB-C-R prohibits the giving of gift cards or gift certificates purchased with district funds to or from students and staff. The writing of letters by students to staff members to express gratitude and appreciation is considered to be more welcome and more appropriate

If an employee has a question as to whether a situation is in violation of this regulation, the employee should report the matter to her/his supervisor.





Tobacco-Free Schools Reminder

We would like to remind staff that in accordance with Colorado statute, APS policy ADC—Tobacco-Free Schools, prohibits smoking, chewing or other use of any tobacco products by teachers, staff, students and members of the public on all school district property.

“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. “Tobacco product” does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

The ban on the use of tobacco products shall also apply to the buildings, vehicles and grounds of the educational service centers, information technology, transportation facilities, and all other support sites. Any violation of district policy may subject employees to disciplinary action.

Preparing for Mid-Year Reviews

Mid-Year Review due dates are approaching quickly. Evaluators need to mark the “Evaluator Assessment Rubric” in the RANDA Evaluation Management System to prepare for mid-year reviews. The mid-year review will be a time to review progress towards goals as well as provide educators with ratings to date on each standard. Mid-Year Reviews can be started as early as the 1st week of November. The Mid-Year Review dates are part of the negotiated agreement and need to be honored.

- Formal Observation and Mid-Year Review Due Dates for Teachers and Specialized Service Professionals and TOSAs:

Probationary

- One (1) formal observation (includes pre-observation, observation and post-observation) completed prior to the end of the first semester (December 17th)
- Mid-year review conference (includes evaluator assessment rubric rating for Quality Standards 1-5 to date) completed prior to the end of the first semester (December 17th)

Non-Probationary

- One (1) formal observation (includes pre-observation, observation and post-observation) completed prior to January 29th
- Mid-year review conference (includes evaluator assessment rubric rating for Quality Standards 1-5 to date) completed prior to January 29th

- Mid-Year Review Due Dates for Principal and Assistant Principals:

- Mid-year review conference (includes evaluator assessment rubric rating for Quality Standards 1-6 to date) completed prior to the end of the first semester (December 17th)



RANDA Evaluation Management System Updates

RANDA Solutions has taken feedback and suggestions provided and made changes in the online evaluation management system.

Changes include:

- *Comparison Feature Expanded:* If the self-assessment has been shared with the evaluator and the evaluator assessment rubric has been shared with the educator: each will have the comparison feature available that highlights the differences between the self-assessment and the evaluator assessment rubric in the system.
- *Professional Practices Resource Guide:* CDE developed a professional practices resource guide for the teacher rubric (Standards 1-3) in the spring of 2014. The guide provides examples and explanations for each of the Standards/ Elements and Professional Practices listed under the elements for each rating level, basic through exemplary. This guide has now been linked to the RANDA system and can be accessed through the self-assessment rubric, observation rubric, and evaluator assessment rubric by clicking on the proficiency level at the top of the column (Basic, Partially Proficient, Proficient, Accomplished, & Exemplary) The Professional Practices Resource Guide can also be found on the CDE website in a more interactive form. <http://www.cde.state.co.us/educatoreffectiveness/resourceguide-teacherprofessionalpractices>
- *Common Professional Goal Assignment:* This feature, found under the “Administration” tab for principals, allows for mass assignment of a goal to educators in your building. This feature could be useful next year when developing the Professional Growth Plan goals related to the building UIP/ Goal. The feature does allow for the educator and evaluator to adjust the goal to more closely match the individual educator’s assignment.

New December Pay Date

In years past the payroll date in December was on the last working day before winter break. Starting in 2015, the December pay will align with the rest of the months and be paid on the last day of the month that District Offices are open for business.

Click [here](#) to view the 2015-16 payroll calendar.



Boettcher Teacher Residency Opportunity

Are you interested in becoming a teacher, or know someone who would make a great teacher? If so, the Boettcher Teacher Residency is recruiting for the 2016-17 cohort. They welcome new college graduates and those interested in career changes alike. An information session will be held on

Tuesday, November 10, 2015 at 5:30 PM

For more information and to register for the information session, visit the Boettcher [website](#).

Why Boettcher Teacher Residency?

The Boettcher Teacher Residency prepares people to have exceptional teaching careers through a hands-on Master's degree program. We are looking for outstanding candidates who want to become teachers in Colorado, and need your help identifying them.

Teachers enter the classroom prepared

The program offers:

- Master's degree in Education
- Full academic year apprenticeship in a classroom under the guidance of a Mentor Teacher who provide intensive feedback and coaching
- Opportunity to work in a variety of high-needs Colorado school districts
- A collaborative cohort of learners that provide professional support throughout one's teaching career
- Colorado Teaching License

Teachers are continually supported

This comprehensive program provides unparalleled professional development support over five years, connecting academic theory to classroom practice.

Teachers stay in the profession

95% of Boettcher Teacher Residency graduates teach in the classroom for at least five years versus a national average of less than 50%.

Our teachers make a lasting impact

Graduates leave the program with the skills, knowledge, confidence and support needed to ensure that their students reach the highest possible levels of achievement.



Great teachers start here