



**NOBLE  
ACADEMY**



“Empowering Today, Leaders Tomorrow”

## **EMPLOYEE HANDBOOK**

**Restated Effective  
September 1, 2010**

## **Acknowledgement of Receipt of Handbook**

This employee handbook was adopted by Noble Academy, known as the "Academy" to help you understand some of the personnel policies and guidelines that affect your employment. This handbook supersedes any and all previous handbooks, oral statements, prior policies, practices, (promises), or writings in any form, regarding your employment, except express written employment agreements signed by the Executive Director of Teaching and Learning and/or CEO.

In addition, it is important you know that "At Will" employment is a law in Minnesota. What this means is that you are not required to work for the Academy for any set period of time and may terminate your employment at any time for any reason. This "At Will" law is also applicable to the employer, meaning the Academy can terminate your employment at any time for any reason that does not violate local, state or federal law.

All employees are requested to respect the confidentiality of the work that the Academy does. All of us must preserve this confidentiality at all times.

This Employee Handbook does not constitute a contract of employment. It is a guide to provide you with information on policies and procedures. Adherence to these policies and procedures are required by our employees. If you do not comply disciplinary actions may be pursued.

Noble Academy reserves the right to change, add to or deviate from any of the policies or guidelines.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **NOTICE**

The policies and procedures contained in this handbook are a guideline for the employment relationship between the employee and Noble Academy and are subject to revision without notice. This handbook is intended to provide the employee with general information regarding important benefits and policies of Noble Academy. This handbook supersedes and revokes all previous handbooks, past practices, or other written or oral statements of policy and procedure. Please read this handbook thoroughly and retain it for future reference. The policies and procedures outlined in this handbook are not intended to create any contractual rights or duties, and will be applied at Noble Academy's discretion. Noble Academy may deviate from the policies and procedures, or change, modify, supplement, withdraw, or revoke them, at any time, with or without notice. If you have any questions regarding any policies, please ask Administration for assistance.

Only the Director of Teaching and Learning and/or CEO has the authority to change this handbook. Any final decision regarding interpreting or changing our policies rests with the Director of Teaching and Learning and/or CEO. Any agreements contrary to this policy must be in writing and signed by the Executive Director of Teaching and Learning and/or CEO.

## **NOBLE ACADEMY VALUES**

### **Mission and Vision**

#### **VISION STATEMENT:**

We believe that each student will reach his/her highest potential through an educational program building upon their learning styles, language development, life experiences, and cultural backgrounds. Each student will be able to identify with their own culture and its invaluable significance, resulting in the knowledge of who they are, where they come from and ultimately developing them into social and academic maturity in today's society.

#### **MISSION STATEMENT:**

The mission of Noble Academy is to provide quality, relevant and multicultural education for all students. The unique framework is relevancy, which is a critical component for the learning process if and when the students can build on their prior knowledge. Learning makes sense and is more connected when students can relate to the content and/or topics being taught. This Academy will serve students 5-14 in the metro areas. Noble Academy will focus on these four cornerstones surrounding the educational philosophy of the Academy:

- ❖ A rigorous educational program focusing on core content areas and standards mandated by the state of Minnesota in reading, writing, mathematics, science, and social studies
- ❖ Hmong Heritage (native) language and culture
- ❖ Responsive Classroom/social curriculum
- ❖ State-of-the-Art Technology

## **NOBLE ACADEMY EMPLOYEE EXPECTATIONS**

Our purpose as educators is to provide our students with the best possible education – not settling for mediocrity or anything less.

Our continuous goal is to close the achievement gap by providing a healthy learning environment where all students have the opportunity to rise to success in everything they execute.... past, present and future.

Where all students will go out into the world with the confidence and knowledge to soar to great heights and live out their dreams.

We can only achieve this if we all work together and are committed, dedicated and passionate leaders who have the desire to help children help themselves by believing in themselves.

### **Noble Academy and Religion**

By virtue of the fact that charter Academy's are part of the public education system in Minnesota, charter Academy's are covered by the First Amendment. Thus, charter schools are subject to the Establishment Clause of the United States Constitution, which is often referred to as the "separation of church and state."

Noble Academy will not promote a particular religion or faith. Noble Academy believes that while public education and religious institutions both seek to instill civic and moral ideals in young people, public charter Academy's and religious institutions have different, distinct, and unique roles in the development of young people.

### **At will nature of our employment relationship**

Noble Academy and its employees have an employment relationship known as "employment-at-will." This means that either the employee or Noble Academy is free to terminate the employment relationship at any time, with or without cause. Statements on job applications, this employee handbook, training manuals, or other Noble Academy documents are not employment contracts and are not intended to create contractual obligations of any kind.

## **GENERAL POLICIES**

### **Equal Employment Opportunity**

Noble Academy is an equal opportunity employer. Noble Academy provides equal opportunity to all employees and applicants for employment in accordance with all federal, state, and local laws. Noble Academy will not refuse to hire any individual, discharge any individual, or otherwise discriminate against any individual by reason of an employee's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or any other characteristic protected by law. Employment-related decisions at Noble Academy are based only on the applicant or employee's qualifications with respect to the requirements of the job.

If you feel you have an equal opportunity concern, you are encouraged to bring the matter to the attention of your supervisor or any member of management. An employee may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **EMPLOYEE CONCERNS/CONFLICT RESOLUTION**

In order to provide the students of Noble Academy with a positive, effective educational environment, the administration of Noble Academy is committed to resolving problematic situations quickly and effectively.

Any investigations resulting from employee concerns will be treated with the highest level of confidentiality. Anonymous complaints are not an acceptable way of handling issues. Without the ability to discuss the concern or issue being presented, it is unlikely that there is adequate information to successfully resolve the issue.

No employee will be retaliated against in any way for bringing concerns to the Administration. Any employee who retaliates against or intimidates any employee for bringing their concerns to the administration will be subject to disciplinary action, up to and including termination.

Professional behavior is expected at all times. Gossip and rumors will not be tolerated.

## **ALL STAFF MUST FOLLOW THE PROCEDURES OUTLINED BELOW**

### **Concerns Related to Teaching and Learning**

All concerns regarding teaching and learning should be put in writing and submitted to the Director of Teaching and Learning.

The Director of Teaching and Learning will review and pass on to the appropriate person(s) and/or Committee for further discussion and resolution.

If the response or resolve offered is not acceptable, at that point staff should bring the concern to the CEO/Founder.

### **Work/Personal Conflict**

The best way to solve personal problems is to recognize that they exist and try to resolve them with the parties involved. Noble Academy expects that most conflicts can and should be resolved in this manner. It is understood that in some situations the parties involved cannot resolve the conflict. If this occurs employees are to use the following procedure.

### **Resolving the Conflict**

Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to himself/herself or the Academy, the employee should follow the procedure described here for bringing the complaint to management's attention. Noble Academy also reserves the right to apply any of the steps below at any point based on the severity of the situation.

The following steps may be taken:

1. Discussion of the problem with the immediate supervisor is encouraged as a first step. If the employee does not believe a discussion with the supervisor is appropriate, the employee should proceed directly to Step 2.
2. If the problem is not resolved after discussion with the supervisor or if the employee thinks a discussion with the supervisor is inappropriate, the employee is then encouraged to request a meeting with the Director of Teaching and Learning and/or Director of Operations. An investigation will be conducted inclusive of interviewing involved parties. The employee will

normally receive a response regarding the outcome of the investigation within eight working days of the initial meeting.

3. If the employee is unsatisfied with the decision and wishes to pursue the matter further, he/she may prepare a written summary of the concerns and request a review of the matter. This request should be made through the CEO/Founder, who will advise the Director of T/L or Director of Operations and/or parties based on “need to know”. The Committee, after a full review of the facts (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary), will inform the employee of its decision, usually within 15 working days. The decision of the Committee will be final.

### **Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

### **Harassment and Violence**

Noble Academy is committed to providing a working and learning environment that is free from harassment of any nature. Harassment based upon a person’s race, color, religion, gender, sexual orientation, national origin, age, disability, or other characteristic protected by law, is unlawful. Harassment for any reason is unacceptable at Noble Academy. In keeping with this commitment, Noble Academy strictly prohibits unlawful or unacceptable harassment in any form, including verbal, physical, sexual and visual harassment.

This policy is designed to provide a safe work environment, free from unreasonable interference, intimidation, hostility or offensive behavior on the part of supervisors, managers, co-workers or visitors. This includes a prohibition against posting, wearing or distributing items that may be considered offensive. It also acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated by Noble Academy.

#### ***Sexual Harassment***

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term of or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexually harassing behavior may include, but is not limited to:

- unwelcome or offensive sexual innuendo;
- subtle pressure for sexual activity or coercion to date;
- sexist remarks about a person's body or their private life;
- degrading remarks, posters, graffiti, or other objects in the workplace that contribute to an intimidating work environment;
- making an individual the object of sexist, degrading, or humiliating jokes;
- demanding sexual favors accompanied by implied or overt threats concerning pay or other aspects of employment;
- physical assault or unnecessary touching.

### ***Racial Harassment***

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affecting an individual's employment or academic opportunities.

### ***Religious Harassment***

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affecting an individual's employment or academic opportunities.

### ***Sexual Violence***

Sexual violence is a physical act of aggression, force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same or opposite sex;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

### ***Racial Violence***

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or ethnicity.

### ***Religious Violence***

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to, religion.

### ***Assault***

Assault is:

- an act done with intent to cause fear in another person of immediate bodily harm or death;
- the intentional infliction of or attempt to inflict bodily harm upon another; or
- the threat to do bodily harm to another person with present ability to carry out the threat.

**Any one of the above stated conducts may result in disciplinary action, up to and including termination.**

### **Harassment or Violence as Abuse**

Under certain circumstances, alleged harassment or violence may also be termed possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn Stat. 626.556 are applicable.

Nothing in this policy will prohibit Noble Academy from taking immediate action to protect victims of alleged harassment, violence or abuse.

### **Reporting Procedures**

If you believe you are being/or have been harassed by a coworker, supervisor, manager, student, parent, vendor or any other individual associated with Noble Academy, you should immediately report the alleged acts to the Director of Teaching/Learning or Director of Operations. Noble Academy encourages the reporting party to use the official report form available from the Academy office, but oral reports shall be considered complaints as well. Nothing in the policy shall prevent any person from reporting harassment or violence directly to the CEO/FOUNDER of Noble Academy.

Upon receipt of a report, Director of Teaching and Learning and/or Director of Operations may request, but may not insist upon a written complaint. If the report was given verbally, the CEO/Founder shall personally reduce it to written form within 24 hours.

Upon reporting an allegation of harassment, a prompt investigation will be conducted. Information will be kept confidential while ensuring a thorough investigation. Fair consideration will be given to all facts presented.

The result of the investigation of each filed complaint will be reported in writing to the complainant in accordance with state and federal law.

## **Reprisal**

No employee who reports possible harassment will be retaliated against in any way. Any employee who retaliates against or intimidates any employee making such a complaint will be subject to disciplinary action, up to and including termination.

## **Disability Management/Americans with Disabilities Act**

Noble Academy will not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training and other terms conditions and privileges of employment.

Noble Academy will provide reasonable accommodations for qualified individuals with disabilities as required by the Americans with Disabilities Act (the “ADA”) or applicable state law. Employees must notify their supervisor or the Administration Department of the need for an accommodation. If possible, the employee should suggest potential or desired accommodations. Noble Academy is not required to implement the suggested or desired accommodation, but will work with the employee to identify an accommodation that best addresses the needs of both Noble Academy and the employee. Upon an employee’s request for an accommodation, Noble Academy may ask the employee for reasonable documentation about his or her disability and functional limitations. Noble Academy may also request the employee to sign a release allowing it to question the employee’s health care professional about his or her condition and the need for reasonable accommodation.

## **Substance Abuse**

Noble Academy recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well being of students and staff and significant impedes the learning process. Chemical use and abuse also creates significant problems for society in general. Noble Academy believes that the Academy has a role in education, intervention and prevention of chemical use and abuse.

Noble Academy strives to maintain a drug and alcohol free workplace in order to provide for a safe, healthy, productive and pleasant working environment. To promote this goal, Noble Academy has adopted and implemented a Substance Abuse Policy and requires pre-employment drug screening and requires employees to report to work in appropriate mental and physical condition to perform their job in a satisfactory manner.

All Academy district employees and job applicants whose positions require a commercial driver’s license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. Drivers may be requested and/or required to submit to drug and alcohol testing in accordance with the Minn Stat. 181.950-181.957.

While on Noble Academy premises and while conducting business-related activities off the Noble Academy premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees under the influence of alcohol are prohibited from entering or remaining on Academy district property.

Based on reasonable suspicion, Noble Academy retains the right to test any staff member at any time for drugs and/or alcohol.

Violations of this policy may lead to discipline, up to and including termination of employment. Employees with questions or concerns about substance dependency or abuse may wish to discuss these matters with their supervisor or Administration to receive appropriate resources in the community. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns or questions with their supervisor or Administration.

### ***Reports of Student Substance Abuse***

In the event that a staff member **knows** that a student is abusing, possessing, transferring, distribution or selling chemicals in an Academy location:

The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observations and continue to observe the student until the administrator arrives.

The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify outside medical personnel as needed.

The administrator will notify law enforcement officials and the student's counselor.

The administrator and law enforcement officials will confiscate the chemicals and/or search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by Noble Academy shall be in accordance with Academy board policies regarding search and seizure.

In the event that a staff member **suspects** that a student is abusing, possessing, transferring, distribution or selling chemicals in an Academy location the employee will notify an administrator. The administrator and/or staff member will:

- Address the consequences of using drugs and encourage the student's sense of individual responsibility to avoid the use of all illegal drugs and/or alcohol.
- Violations of this policy may lead to discipline, up to and including termination of employment. Employees with questions or concerns about substance dependency or abuse may wish to discuss these matters with their supervisor or Administrations to receive appropriate resources in the community. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns or questions with their supervisor or Administrations.
- This policy applies to all employees and non-employees and is designed to prevent disruption in facility operation and inconvenience to employees and visitors. Failure to comply with this policy may subject to disciplinary measures, up to and including termination of employment.

### **Solicitation, Distribution and Loitering by Non-Employees**

Solicitation and distribution of literature or other materials by non-employees for any purpose is prohibited at all times anywhere on Academy premises. Academy premises includes, but is not limited to, all enclosed buildings, parking areas, walkways, driveways, grounds and other common areas.

Loitering in facility buildings is prohibited at all times.

### **Solicitation, Distribution and Loitering by Employees**

Solicitation and distribution of literature or other materials by employees for any purposes are prohibited during working time. Distribution is also prohibited at all times in working areas. Failure to comply with this policy may subject employees to disciplinary measures, up to and including termination of employment.

Employee postings of any type and in any location on Academy premises must first be presented to the Executive Director of Teaching and Learning and/or Director of Operations and approved by **CEO/Founder**. Postings can only remain up a maximum of 30 days. The **CEO/Founder** reserves the right to limit the size of postings.

Although incidental or occasional personal use of electronic communications (including email and the internet) may occur, such use will be subject to this policy and is prohibited during working time. Incidental or occasional personal use is only allowed when it does not interfere with an employee's work performance, interfere with any other employee's work performance, unduly impact the operation of any electronic communications system, or violate any other provision of this or any other Academy policy. Employees may not use any electronic communications to solicit for commercial activities, religious or political causes, outside organizations or other non-Academy related matters.

### **Solicitation and Distribution: Charitable Organizations and Events**

The above notwithstanding, the Academy will support charitable organizations and events that endorse or support the mission of the Academy. Information promoting an event such as a benefit walk may be posted on departmental bulletin boards or other visible areas consistent with this policy and after approval from CEO/FOUNDER. Only banners, flyers, and letters provided by organizations approved by the CEO/FOUNDER will be allowed for distribution.

Organizations and events will be pre-approved on an individual basis.

### **Smoking Policy**

In compliance with the Minnesota Clean Air Act, Noble Academy is dedicated to providing a safe and healthy environment for students, staff, faculty, and visitors. Smoking in Academy buildings or on Academy grounds is strictly prohibited.

### **Employee Background Check**

All offers of employment are conditional upon the results of a background check. A comprehensive background check may consist of prior employment verifications, professional reference checks, education confirmation, driving history, criminal and credit check.

Noble Academy reserves the right to conduct background checks regarding current employees or applicants without the consent of such individuals.

Generally, an applicant will not commence employment until results of the background check have been received.

### **Engaging In Other Employment**

Employees will not engage in other employment that will conflict with their commitments to Noble Academy. It is part of every staff member's responsibility to participate in school, community and cultural events such as Hmong New Year, parent/teacher conferences, etc.

Employees are strictly prohibited from performing work for outside employment during school/work hours.

### **Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

Minnesota educators are mandatory reporters. State Law requires educators to report physical abuse, sexual abuse, or neglect of children to authorities. Any faculty member who knows or has reason to believe a child is being neglected or abused must report this to the administration immediately. The administration will notify the proper authorities.

### **Confidential Information**

Confidentiality is extremely important. Employees agree that they will not disclose or use any of Noble Academy's confidential information, either during or after their employment. Employment with Noble Academy assumes an obligation to maintain confidentiality even after an employee has left Noble Academy.

Employees must observe the following at all times:

- Employee will not, at any time, use or disclose any Confidential Information pertaining to either students, the Academy or Academy employees, except as required by employee's duties in connection with his/her employment with Noble Academy. The only exception to this would be disclosures that are required by law.
- Employees will not participate in any discussions regarding Noble Academy, Staff or students on any type of public forum such a Facebook or any other type of social networking while they are employed or subsequent to their employment at Noble Academy.
- Student, teacher or any other Academy records are the property of the Academy and cannot be removed from Academy property without the consent of the CEO/Founder.
- The employee agrees that during employment they will have acquired or developed confidential information and/or documents, many of which relate to students. The employee agrees that they will not disclose such information or documents to any person or entity, nor allow any person or entity to copy such information. The employee agrees to return any such information to Noble Academy upon termination of employment.

- The failure of either party to abide by this agreement to require strict compliance with all of its terms at any given time shall not constitute a waiver by that party of its right to strictly enforce the agreements in all respects at any time thereafter.
- The Minnesota Data Practices Act defines information collected and created by the Academy. The Act requires that student data only be divulged to employees that need to know the information as part of their employment duties. It is a violation of the Act to divulge student data to the general public. Any employee who violates the Act may be subject to discipline up to and including termination.
- For knowingly and willingly disclosing and/or obtaining any records under false pretenses or maintaining records without meeting public notice requirement, is classified as a misdemeanor criminal charge and may be fined up to \$5,000 along with immediate termination.
- Sharing assigned login, copier code, or any given/created passwords to other employee, other than his/her supervisor or students is prohibited.

### **Communications and Computer Use Policy**

Noble Academy provides its computer and telephone systems, including its electronic mail (e-mail) and internet access (internet) systems, to employees to facilitate the betterment of Noble Academy. The computer and telephone systems, and all communications and information transmitted by, received from, or stored in these systems, are corporate assets and are the property of Noble Academy. The telephone, e-mail and internet systems are business tools, and are intended for business-related purposes, i.e. professional communication, research relevant topics and to obtain useful business information. Although Noble Academy does not make it a practice of monitoring these systems, management reserves the right to retrieve voicemail or e-mail contents for legitimate reasons and to monitor and record all internet usage. No employee should have any expectation of privacy as to his or her computer or communications systems usage.

Under no circumstances is an employee allowed to upload any information on a CD, DVD, or floppy disks into Noble Academy's computer system. This is a good way to bring viruses into the network and anyone discovered bringing virus's into Noble Academy's network could be disciplined up to and including termination.

The communications and computer systems at Noble Academy are primarily for business use and for the convenience of Noble Academy's employees. Personal use of telephone, e-mail or internet systems by employees is NOT permitted. Management reserves the right to determine what constitutes reasonable personal use.

Employees must reimburse Noble Academy for the cost of any personal long distance telephone calls.

Misuse of e-mail or internet systems can result in disciplinary action, up to and including termination. Examples of misuse include, but are not limited to, the following:

- Use of the internet during classroom sessions is prohibited
- Laptop computers will not be removed from the building without authorization from the Executive Director of Operations

- Transmission or display of any obscene, profane, disparaging or offensive material over any Noble Academy communication system.
- Transmission or display of any messages, jokes or forms that violate Noble Academy's harassment policy or create an intimidating or hostile work environment.
- The use of Noble Academy communications systems to set up personal businesses, personal e-mail addresses or to send chain letters.
- Forwarding of Noble Academy confidential messages to locations outside of Noble Academy.
- Displaying or downloading any kind of sexually explicit image or document on any Noble Academy system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
- Breaking into the system or unauthorized use of a password/mailbox.
- Using Noble Academy's internet facilities or computing resources to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or local jurisdiction in any material way.

Management is responsible to ensure the efficient use of systems according to this policy. Where issues arise, management will deal directly with the employee and notify his or her supervisor where appropriate. Noble Academy reserves the right to revise this policy at any time, with or without notice to the employee.

### **Employee Internet Users**

All users are responsible for their actions.

### **Internet/Intranet Usage at Noble Academy**

Academic computer usage precedes all recreational computer usage. Student internet usage is allowed only when a staff member is present and is willing to supervise the user directly. Student use of the Internet may be terminated at any time by a supervisor, a teacher, an administrator or by action of the Academy Board. Community members may use Noble Academy facility but only with supervision and only outside of the normal Academy hours. All internet activity is tracked, logged and available to administrators and/or the Academy Board for periodic review.

### **Internet/Intranet Etiquette and Utilization**

Use of the Academy's Internet/Intranet access is a privilege, not a right. Use of the Academy's Internet/Intranet is voluntary on the part of student, teachers, administrators, and the community. All users of the Academy's computers and networks are expected to abide by accepted rules of network etiquette. The rules of acceptable behaviors are as follows:

Personal information shall not be revealed.

Communication and information are considered private property or copyrighted.

Unlawful/Inappropriate information shall not be placed and or downloaded on any network system.

Use of the Academy's Internet/Intranet may be terminated without notice at any time. The Academy shall not be held liable for individual(s) actions on the Internet/Intranet.

Use of the Internet/Intranet is for Noble Academy academic purposes only. Inappropriate use includes, but is not limited to: online chatting, personal emailing, viewing of inappropriate and/or obscene sites, on-line message forums, on-line shopping and/or using the Academy's electronic mail system to make disparaging remarks regarding intra-Academy issues. Establishing individual accounts on Noble Academy's Internet is strictly prohibited.

Information available via PowerSchool and PowerGrade are for academic purposes only. Any information viewed via the above mentioned applications is confidential and shall not be used for any other purpose.

PowerGrade cannot be copied to any device unless authorized by the CEO/Founder.

PowerGrade must have password authentication prior to usage.

Breaches can result in the denial of privileges, written warning, and/or termination.

Transmission of any material in violation of any international, United States or state law is prohibited. This includes, but is not limited to: copyright materials; threatening, harassing, or obscene materials, and personal usage. Use of the Internet for commercial (for profit) activities or product advertisement is prohibited. Forgery of electronic mail messages, changing, files belonging to users and downloading of any files (i.e. movies, games, etc) into the Academy's computers is prohibited.

### **Inappropriate Use**

Inappropriate use includes, but is not limited to:

- Illegal or inappropriate activity
- Specifically named violations in this policy
- Violation of the Academy regulations
- Other use that hampers the integrity of security of the Academy's computer network or any computer networks connected to the Internet/Intranet.

### **Employee Violations**

Violations of the Internet/Intranet policies may be subject to disciplinary action up to and including termination of employment based on the severity of the situation. Illegal activity will be prosecuted to the full extent of the law.

### **Employee Monitoring and Inspections**

Noble Academy reserves the right to investigate and to interview employees in the course of implementing and enforcing its policies. Noble Academy may provide desks, lockers, workstations, furniture, and/or other storage devices for the convenience of employees. Any equipment and/or storage device provided by Noble Academy remains the sole property of Noble Academy. As a result, any agent or representative of Noble Academy may inspect such property, as well as any articles found within such property, at any time, either with our without prior notice. Noble Academy also reserves the

right to inspect the employee's purse, briefcase, luggage, or other personal items or possessions. No employee should have any expectation of privacy while performing duties for Academy, while on Noble Academy premises (including parking lots), or while in a personal vehicle used in the service of Noble Academy.

### **Telephone Messages During Work Hours**

The main office will not transfer outside calls to any teachers during class hours due to disruption, unless it is during the teacher's prep time, lunch time or an emergency.

Academy phones are for Academy business. We recognize the need for some personal phone calls; however, staff should try to limit outside calls.

Non-emergency calls will be written down and messages will be placed in the teacher's mail box or transferred directly into his/her voicemail.

Academy phones are for Academy business only.

**Use of cell phones in the classroom is strictly prohibited at all times when students are present. Staff is expected to use good judgment regarding personal calls during the school day.**

### **Dress Code**

Noble Academy values dictate modest and appropriate business attire. Business formal or business casual attire is required Monday through Friday (please do not dress down on Fridays). Appropriate "business casual" attire does not include shorts, "minis", bare midriffs, tank tops or jeans of any color.

Staff is required to assist with enforcement of all students wearing proper school uniforms.

### **Academy Announcements**

Bulletin boards are placed in various locations for the publication of various Academy announcements. Employees are expected to consult these boards frequently to ensure receipt of various announcements and postings. Announcements may also be made through e-mail and the Intranet when necessary.

### **Gifts/Conflict of Interest**

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to staff.

Noble Academy recognizes that students, parents, and other may wish to show appreciation to staff. However, we discourage gift giving to employees and encourage donors to write letters and notes of appreciation or give small tokens of gratitude as memorabilia.

It shall be a violation of the Academy's policy for any employee to solicit, accept, or receive a gift from a student, parent, vendors or other individual or organization of greater than \$50 in value. Gifts received that are in excess of \$50 will be donated to charity.

Teachers may accept publishers free samples of textbooks and related teaching material. Acceptance of gifts, gratuities, or favors from vendors may create a potential conflict of interest, and should not be accepted if it is determined that their acceptance could influence a decision that is not in the best interest of Noble Academy.

## **EMPLOYMENT RECORDS**

### **Change of Personal Data**

It is the responsibility of the employee to report any changes in their name, address, phone, marital status, dependents and whom to notify in the event of an emergency to the Administration as soon as available or effective. Noble Academy will only provide official notifications, including tax returns, to the last home address reported.

### **Personnel Records**

The personnel file will contain records that can be viewed by the employees in accordance with MN state law. No original files will be removed from its location. Retained in the employee file will be information regarding employee performance and salary history, benefit information, employee relations, and any financial information.

### ***Access to Personnel File***

If an employee wants to view his/her personnel file, a written notice must be provided one week in advance.

## **PERFORMANCE MANAGEMENT**

### **Performance Evaluations**

Performance evaluations are an opportunity for employees, supervisors, and the Academy to formally assess an individual's job performance. Supervisors will complete performance evaluations for the employees who report to them. The performance evaluation will be used for identifying strengths and improvement areas in an employee's performance, and as a factor in considering potential salary increases and promotions. Performance evaluations are not to be confused with wage adjustments. A wage adjustment may or may not be made concurrently with a performance evaluation. It is also the Academy discretion to determine ongoing compensation programs.

All performance evaluations will be conducted on an annual basis with the opportunity for a wage adjustment. PDP (Personal Development Plans or a similar equivalent) will be assessed annually. PDP's will be reviewed in conjunction with annual performance evaluations.

Over the course of the school year all staff will have three evaluations and 3 classroom observations.

### **Staff Meetings and Staff Development**

Staff meetings are held every Thursday from 8:30 to 9:00 A.M. The purpose of these meetings is to discuss information pertinent to all students and staff. A staff member may include an agenda item by informing the CEO/Founder and/or Executive Director of Teaching and Learning at least a day before

the actual meeting. All licensed staff **are required** to attend staff meetings. There may be relevant meetings that we will include the Educational Assistants, Office staff, Engineers, Cooks. Any staff member who is not present at the meeting is held responsible for finding out information discussed at the meeting.

### **Staff Development:**

The CEO/Found and/or Executive Director of Teaching and Learning with the feedback from the Leadership Team, Director of Operations and/or the Curriculum Specialists. The CEO/Founder must approve all sessions addressing needs from the School Continuous Improvement Plan. Staff Development sessions are held every Tuesday from 7:30 to 9:00 am. **All licensed staff must attend the staff development.** Staff who cannot attend a session or part of a session must do the following:

- Fill out the Activity Form
- Advise Director of T/L of absence and reason
- Be aware of information presented/discussed at the missed session

### **Committees**

Various committees have been established to gain input and direction that will help shape educational programs and the complex, multi-faceted system, which delivers those programs. Committees are solely created to support the vision and mission of the school, and abide by the rules and regulation set forth. It is not to take authority to abuse rules or against any individual at Noble Academy.

#### **RC/Discipline/Noble CAREs**

The Chair of this team will be designated by the committee

This committee will have three primary charges:

1. Continue to maintain and enhance “all school” Character education/RC/CARES assemblies
2. Responsible for coming up with a fair system to recognize students for displaying CARES on a monthly basis
3. Proactively tweak interventions on Noble’s “all school” pyramid and rubric to address habitual behavior concerns

#### **Wellness/Social/Positive Recognition Committee**

The Chair of this team will be designated by the committee

This committee shall:

1. Collect Sunshine dues from staff members
2. Provide cards and gifts according to the current plan
3. Inform staff of deaths, illnesses, births, weddings, etc.
4. Implement activities that help provide a high level of morale at Noble
5. Plan monthly “outings” for staff
6. In charge of “Tokens of Appreciation” bulletin board
7. Serve as a communication link among stakeholders
8. Plan community service event(s) for staff

#### **Child Study Team**

The Chair of this team will be designated by the committee

This committee shall:

1. Provide leadership and structure to Noble’s child study process to ensure that appropriate ~~behavior/academic interventions for students are used before the Special Education evaluation~~

Provide support for teachers when they need ideas for appropriate interventions

### **Leadership Team**

The Chair of this team will be designated by the Director of T/L

This committee shall:

1. Assess yearly school improvement plan
2. Monitor the pulse of the community
3. Facilitate an ongoing review of Noble's Vision and Mission
4. Serve as a communication link among stakeholders
5. Serve in an advisory capacity to the Director of Operations

### **Technology Committee**

The Chair of this team will be designated by the committee

This committee shall:

1. Monitor all the technologies at Noble Academy
2. Provide support to staff, students and all stakeholders
3. Facilitate an ongoing technology needs to Noble Academy

## **STANDARDS OF CONDUCT**

### **Personal Conduct**

The Academy expects all employees to practice common sense and sound judgment and to act in a respectful, responsible and business like manner at all times while at work. The following are examples of unacceptable conduct that would violate this policy and may result in disciplinary action, up to and including termination of employment. Unacceptable conduct includes, but is not limited to:

- **Professional behavior is expected at all times. Gossip and rumors will not be tolerated.**
- Personal relationships of any nature other than "teacher/student" with students.
- Unprofessional conduct
- Failure to observe rules, regulations, policies and standards of the Academy and/or directives and orders of the administration
- Continuing neglect of duties in spite of prior warnings
- Personal and/or immoral misconduct
- Use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts the employee's performance
- Deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the Academy community
- Activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position
- Failure to follow the canons of professional and personal ethics
- Falsification of credentials and experience
- Theft or inappropriate removal, use or possession of Academy property or property of another employee.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace, including swearing, yelling, etc.
- Possession of firearms or other weapons on Academy property.

- Possession, use or sale of intoxicating liquors, drugs, hallucinogens, or controlled substances on Academy property. Reporting to work under the influence of liquor, drugs, or controlled substances.
- Insubordinate conduct or speech
- Restricting or interfering with others in the performance of their job, adversely distracting or disrupting the well being of others.
- Removing, without authorization, papers or other information from the Academy premises
- Excessive absences or tardiness
- Falsifying, altering or destroying any Academy reports or records
- Failure to comply with the Academy's policies as outlined in the employee handbook
- Sharing confidential issues with staff or students is prohibited
- Disparagement of Noble Academy mission statement and philosophy
- Filing false charges against the Academy or any employee of the Academy

The foregoing rules are not intended to be all inclusive of the proper standards of conduct or obligations which employees must observe at all times. If it is unclear as to what conduct is inappropriate under this policy, please talk to CEO/Founder. Discipline or corrective action in any individual case will be determined in the sole discretion of the Academy.

### **Staff/Faculty – Student Relationships**

Noble Academy is committed to an educational environment in which all students are treated with respect and dignity. Every Noble Academy employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

The following further address types of relationships:

1. Applies to all Noble Academy employees at all times whether on or off duty and on or off of the Academy location.
2. At all times, students will be treated by Staff/Faculty with respect, courtesy and consideration and in a professional manner. Each Academy employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a staff-student basis or faculty-student basis.
3. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other Academy employees also may hold positions of authority over students of the Academy and must be mindful of their authority and influence over students.
4. Sexual relationships between Noble Academy employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
5. Other actions that violate this policy include, but are not limited to the following:
  - a. Having any interaction/activity of a sexual nature with a student.
  - b. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the Academy.
  - c. Social activities outside of Academy sponsored functions, unless specifically authorized by the Administration and parents/guardians
  - d. Transporting students in personal vehicles without authorization from both parents and the Director of Operations
  - e. Requesting a student babysit an employee's child(ren) without authorization from both parents and the Director of Operations

6. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

### **Employer Expectations**

All staff are expected to provide the following services in a proper professional and satisfactory manner:

- a) strive to understand the philosophy and mission statement of the Academy, to model the ideals expressed therein, and to inspire students to do the same;
- b) accept and follow the policies and procedures of the Academy as set by the administration and the Board of the Academy;
- c) work collegially with the entire staff, in a spirit of cooperation and peace, as a team for the good of the children and the community;
- d) recognize the parents/guardians as the child's primary educator and to work in partnership with them;
- e) take part in curriculum planning and development and to teach to the outcomes that are adopted;
- f) continue to grow professionally through participation in ongoing staff development during the assigned days and two hours per week beyond the ending of the Academy day;
- g) maintain accurate and complete records for each student;
- h) maintain responsible care of classroom, materials, furnishings, and all Academy property and to inspire students to do the same;
- i) contribute to the life of the Academy community outside the classroom (i.e. community New Year/cultural events); and
- j) assess students and monitor student academic progress on a regular basis.
- k) devote complete attention to students and Noble Academy during the work day

### **Attendance and Punctuality**

Absenteeism and tardiness place a burden on other employees, students and the Academy. In the instances when employees are unable to work as scheduled, employees must call **Top Temporary at 763.788.9141** to arrange for a substitute. It is the employee's responsibility to call in for a substitute. After this phone call has been made, please phone in no later than 6:00 AM to the Main Office voice mail to notify Administration. All non-emergency absences must follow the absence request procedures as outlined in the staff handbook.

In the instances when employees cannot avoid being late to work employees must call phone in no later than 6:00 AM to the **Main Office voice mail** at **763.592.7706** to notify Administration.

Regular staff work hours are from 9:00 A.M. until 5:00 P.M.

Teaching staff must be ready to begin instruction at 9:30 A.M.

Excessive tardy or absence may be cause for disciplinary action up to and including termination of employment.

Staff must use the sign-out binder, also located in the Admin Office, if they need to temporarily leave the school premises for any reason during the school day. Prior approval from the CEO/Founder or the Executive Director of T/L is required.

**When a staff returns from an unexpected absence, he/she MUST immediately fill out the Absence Report Form and turn it in to the Administrative Office.**

### **Staff Absence**

Noble Academy reserves the right to request a Doctor's verification of illness.

In addition to arranging your own substitute and notifying Administration, teachers are required to have a current "Sub Binder" on file in the classroom with the following information:

1. Class schedule
2. Emergency exit procedures
3. Classroom/school guidelines, policies and procedures
4. Special instructions regarding individual students
5. Name of 2 to 3 reliable students who can assist teacher with procedures
6. Class Life
7. Busing information
8. Lunch information
9. Attendance procedure
10. 5 days of lesson plans in order to provide sufficient detail to a substitute

### **Corrective/Disciplinary Procedure**

To ensure effective and orderly operations through cooperation of all employees under a system of policies and rules applied fairly and uniformly.

Standards of performance and conduct for employees are necessary at Noble Academy. If standards are violated, disciplinary action will be taken by supervisor(s) in order to maintain effective operations and to provide employees with an opportunity to correct their shortcomings.

Noble Academy reserves the right to apply any of the steps below at any point based on the severity of the situation.

- Verbal warnings
- Written warnings
- Corrective Action Plans
- Performance Improvement Plans (PIP's)
- Suspension (with or without pay)
- Termination

## **COMPENSATION AND HOUR POLICIES**

### **Employee Definition and Status**

#### ***Employee Classifications***

Academy Year Employees – 9 month

Year Round Employees – 12 month  
Administrative Staff – 12 month  
Hourly Staff – according to contract  
Facility/Maintenance Staff – according to contract  
Non-Licensed Community Expert/variance/Limited Full Time License/others – according to contract

## **Employment Type**

### ***Full-Time Permanent Employee***

Full-time employees are teachers, staff, and administrative employees who are regularly scheduled to work an average of 35 hours per week or more. Full time employees are eligible for benefits including paid time off (PTO), scheduled holidays, medical, dental, life, disability, and cafeteria plan (flex section 125).

### ***Part-Time Permanent Employee***

Part-time employees are those who work less than an average of 35 hours per week on a regular basis. Part time employees are not eligible for benefits.

### ***Temporary Labor (Substitutes and Interns)***

Full-time or part-time employees acquired by the Academy, that may be through an employment service, work on an as needed or irregular basis. These employees are not eligible for benefits.

### ***Casual Labor***

Full-time or part-time employees hired by the Academy to work on a seasonal or irregular basis not to exceed 6 months. These employees are not eligible for benefits.

## **Contract Labor**

Full-time or Part-time employees hired by the Academy to work on a specific project or for a specific period of time (educators may be hired on a Long Term substitute (LTS), or contracted specialty services (i.e., psychologist, pathologist, etc) basis. These employees will have a specified time period as to when the project will start and end. These employees will not be eligible for benefits.

## **Time Sheets**

Hourly staff must turn in a time sheet according to the payroll calendar. Noble Academy will not be responsible for tracking timesheet to be turn and will not be responsible for employee not being paid on time.

## **Payroll and Direct Deposit**

The Academy offers direct deposit for paychecks through the Payroll Department.

If payday falls on a holiday or weekend, paychecks will be distributed on the last business day preceding the holiday or weekend.

## ***Payroll Schedule***

All employees are paid on the 15<sup>th</sup> and last day of every month for a total of 24 disbursements.

## **Holidays**

### ***Full Time Employees***

Holiday pay is a benefit for only full time employees and per each individual's contract. Holiday pay is included in a salaried employee's standard monthly compensation. Hourly employees will receive 8 hours of additional pay for scheduled holidays.

### ***Temporary Employees***

Temporary and hourly part time employees will not receive holiday pay.

## **Paid Time Off (PTO)**

All full time employees will accrue Personal Time Off . PTO hours will not accrue for the first two months of employment, however, following completion of two months of employment, new regular full-time employees will be credited for two months of accrual.

Following the first two months of employment, PTO will accrue on a monthly basis.

PTO may be used by the employee to attend to personal needs. Any Sick Time used is subtracted from an employee's accrued PTO. To minimize abuse, please plan ahead, whenever possible, by submitting a Paid Time Off Request Form to the employee's supervisor for approval.

The minimum time off request for scheduled PTO is 4 hours.

Total annual PTO time is based on every employee's individual contract.

If any staff needs to leave during the day for any special reason, he/she must place a request by filling out the Activity Request Form and get approval from the Executive Director of Operations or Executive Director of Teaching and Learning before leaving.

## **PTO Carry Forward**

- School year (9 month) employees may carry forward from year to year a maximum of three (3) days earned but unused PTO days.
- Year round (12 month) employees and staff may carry forward from year to year a maximum of seven (7) earned but unused PTO days.
- Maximum accrued PTO for Academy year employees will be capped at ten (10) days.
- Maximum accrued PTO for year round employees and staff will be capped at seventeen (17) days.

## **PTO "PAY OUT"**

Earned but unused PTO that exceeds the above carry forward days will be paid out to employees at the end of the Academy year at 50%.

Example: A 9 month employee has 5 earned but unused PTO days at the end of the school year. Employee will carry forward 3 days and receive a 50% payout on 2 days.

If an employee is not returning to Noble Academy for the next school year, 100% of earned by unused PTO time will be paid out.

### **Requesting Paid Time Off (PTO)**

The purpose of Paid Time Off (PTO) is to provide time off from work with pay due to illness, vacation or personal convenience.

The administration reserves the right to deny requested PTO dates due to business necessity or policy.

When an employee is planning to use PTO time, he/she must complete a Paid Time Off Request form that includes authorization from his/her supervisor. These forms should be submitted to the administrative office no later than two weeks prior to the dates requested if at all possible. **It is imperative that staff have PTO approval for scheduled time off PRIOR to the requested PTO days/hours. PTO approval is a first come, first serve basis with no guarantee of approval. Please note PTO blocked dates shown below.**

If PTO is used for unscheduled time off, PTO request form must be completed or approved in order to be paid for time missed. If PTO request form is not completed, PTO will not be paid. Noble Academy reserves the right to request a doctor's verification of illness.

As a general rule, PTO cannot be used prior to being earned; however, based on the specific situation, the Director of Operations or Director of Teaching and Learning may approve use of "borrowed" PTO time.

If an employee should terminate employment with the Academy and or the Academy terminates an employee, any borrowed PTO will be deducted from the last paycheck.

All employees must specify the number of PTO hours requested on the Paid Time Off Request form (only 4 hours – half day and/or 8 hours - full day are allowed when using PTO).

An employee who terminates from the Academy shall be paid for earned but unused PTO.

PTO is not permitted once notice has been given to terminate employment.

Employees who miss two consecutive days without calling to report their absence will be considered a voluntary termination.

### **PTO Block Dates**

PTO Block dates are:

- Day prior to and day after a scheduled Holiday

- Day prior to and day after a no Academy day
- Day prior to and day after winter and spring break
- Full month of September, May and June

The administration reserves the right to make exceptions based on a case by case basis and or business necessity.

## **SAFETY & SECURITY**

Noble Academy maintains that the safety and protection of students and employees is one of our greatest concerns. Every effort is made to keep work areas safe and free from hazards. Employees are expected to observe all applicable safety requirements, and to immediately report any unsafe or hazardous condition to his/her supervisor. The supervisor must answer in writing in five working days.

### **Emergency Procedures:**

Fire and tornado drills will be held throughout the year. Maps will be posted in all classrooms of evacuation routes.

During any emergency drills, teachers are responsible for:

- Emergency clipboard:(Take this with you when you and the students evacuate the building)
  - Attendance list,
  - Student contact list
- Making sure all students are taken out the building in a calm manner (do head counts),
- Take attendance once classroom reach their destination, and
- Teachers are responsible for their classrooms at all times.

### **Work-Related Injury**

Noble Academy provides information to employees about workplace safety and health issues through regular communication channels, such as meetings, bulletin board postings, and other written communications.

Each employee is expected to practice safety exercise caution in all work activities. If an accident results in injury, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor and complete a "First Report of Injury" form. The completed First Report of Injury form must be submitted to Administration within 24 hours of its occurrence.

### ***Continuation of Insurance due to work related Injury***

During the first 12 weeks an employee must make personal payment to Noble Academy of the active rate of employee contribution. If payments are more than 31 days late, his/her coverage will be terminated and he/she will be notified of his/her COBRA rights of continuation.

If an employee is off work for more than 12 weeks due to a work related injury he/she will be notified of their right to continuation coverage per COBRA guidelines.

PTO will not accrue if he/she is out of work beyond 30 days.

### **Personal Property**

All personal belongings that are brought to Academy are kept at the risk of the employee. Noble Academy assumes no responsibility for lost or stolen items and recommends that all employees have personal insurance policies covering the loss of personal property left in the office/classroom.

### **BENEFITS**

Noble Academy offers a comprehensive benefit package. There may be a required employee contribution in order to participate with some of the benefits.

Eligibility to participate in benefits is based on the average number of hours worked per week.

### **Continuation of Medical Coverage Insurance (COBRA)**

If an employee participates in the Academy's benefit plans and then loses coverage due to a reduction in hours, disability, termination, divorce, children losing dependent status, death or Medicare entitlement, he/she may continue his/her medical insurance coverage for up to 18, 29, 36 months, or indefinitely, depending on the qualifying event and in accordance with Minnesota Continuation. The employee must elect continuation within 60 days of the qualifying event. It is the employee's responsibility to advise Administration if dependent coverage is being lost due to any of the above reasons.

It is the employee's responsibility to send in the total cost stated in the COBRA forms by the beginning of each month. Coverage will be terminated if payments are not received within the allowed time.

Per COBRA guidelines, the employee or his/her dependents will be responsible for the full cost of the plan plus an administrative fee.

### **Return to Work:**

Dependent upon the nature of the illness and duration of absence and safety of employee, a fitness for duty certification from the health care provider may be required prior to returning to work.

If the employee continues to have medical restrictions at the end of the leave, the Academy will review the employee's medical conditions and restrictions and determine whether reasonable accommodations can be made to allow the employee to return to work. Noble Academy will comply fully with the Americans with Disabilities Act.

If the employee is not able or chooses not to return to work, the employee will be considered to have voluntarily terminated his/her employment.

### **FAMILY MEDICAL LEAVE ACT**

#### **EMPLOYEE ELIGIBILITY**

To be eligible for FMLA benefits, an employee **must**:

- work for a covered employer;
- have worked for the employer for a total of 12 months;
- have worked at least 1,250 hours over the previous 12 months; and

## LEAVE ENTITLEMENT

A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of a newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; **or**
- for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for the service member.

Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

“**Serious health condition**” means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider

## **MAINTENANCE OF HEALTH BENEFITS**

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.

Employees must continue to pay the active employee rate of contribution to continue benefits while on FMLA. Employers have the right to recover premiums they paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

## **JOB RESTORATION**

Upon return from FMLA leave, an employee will be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

## **NOTICE AND CERTIFICATION**

### Employee Notice

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer's usual and customary notice and procedural requirements for requesting leave.

Employees must provide sufficient information for an employer reasonably to determine whether the FMLA may apply to the leave request.

### Certification

Employers may require that an employee's request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. An employer may require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition.

Employees may be required to submit a certification that they are able to resume work.

## **OTHER PROVISIONS**

***The National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, amended the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave in the applicable 12-month period for any "qualifying exigency" arising out of the active duty or call to active duty status***

*of a spouse, son, daughter or parent. The NDAA also amended the FMLA to allow eligible employees to take up to 26 weeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness. These two new types of FMLA leave are known as the military family leave entitlements.*

## **MILITARY FAMILY LEAVE ENTITLEMENTS**

**Military Caregiver Leave:** A covered employer must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. The “single 12-month period” for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.” (Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for covered service member).

**Qualifying Exigency Leave:** A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Under the terms of the statute, qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

Qualifying exigencies include:

- Issues arising from a covered military member’s short notice deployment;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross which are related to the active duty or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member;
- Making or updating financial and legal arrangements to address a covered military member’s absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;

- Taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities
- Any other event that the employee and employer agree is a qualifying exigency.

Spouses employed by the same employer are limited to a combined total of 26 workweeks in a “single 12-month period” if the leave is to care for a covered service member with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arise out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment as not to unduly disrupt the employer’s operation.

Paid Leave (PTO) will run concurrently with FMLA leave.

## **CERTIFICATION REQUIREMENTS**

Employers may require that an employee’s request for military family leave be supported by an appropriate certification. An employer may require that:

- leave for a qualifying exigency be supported by a copy of the covered military member’s active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party;
- leave to care for a covered service member with a serious injury or illness be supported by a certification completed by an authorized health care provider **or** by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member’s family.

## **Minnesota Parenting Leave**

Minnesota law provides to certain eligible employees an unpaid leave of a maximum of six weeks for the birth or adoption of a child. In many cases, those who have previously taken FMLA during a 12 month period will not be entitled to additional parenting leave under Minnesota law during that same 12 month period. However, there may be certain situations in which an employee has exhausted his or her FMLA leave might be eligible for additional Minnesota Parenting Leave. As with all leaves, eligibility will be determined on a case-by-case examination of the employee’s circumstances.

Minnesota parenting leave is available only to a Minnesota resident who has worked for the Academy for the 12 consecutive months preceding the leave request, and who, during those 12 months worked an average number of hours equal to one-half or more of the full time equivalent of the employee’s position. The leave must begin within six weeks of the birth or adoption. However, when a newborn child remains in the hospital longer than the mother does, leave may begin within six weeks of the time

that the child leaves the hospital. If practicable, an employee must provide the Academy with at least 30 days of notice before leave is to begin.

Upon returning from leave, an employee will be returned to the employee's former position or a position of comparable duties, number of hours, and pay plus any automatic adjustments in the employee's pay scale that occurred during the leave. An employee retains all accrued benefits and seniority as if there had been no interruption in service.

An employee who is returning from a leave that is longer than one month must notify their supervisor at least two weeks prior to returning from leave.

If the Academy experiences a layoff during an employee's leave and the employee would have lost his or her position had the employee not been on leave, the employee is not entitled to reinstatement. If an employee on leave is laid off, the employee retains all rights under the layoff as if the employee had not taken leave.

### **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

USERRA provides protection for disabled veterans, requiring employers to make reasonable efforts to accommodate the disability. Service members convalescing from injuries received during service or training may have up to two years from the date of completion of service to return to their jobs or apply for reemployment.

USERRA provides that returning service-members are reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment.

Health and pension plan coverage for service members is provided for by USERRA. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months; however, they may be required to pay *up to* 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed. USERRA clarifies pension plan coverage by making explicit that all pension plans are protected.

The period an individual has to make application for reemployment or report back to work after military service is based on time spent on military duty. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181 days, the service member must return to employment within 14 days of release from service. For service of more than 180 days, the service member must return to employment within 90 days of release from service.

USERRA also requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances. Additionally, service members are able (but are not required) to use accrued vacation or annual leave while performing military duty.

## **Nursing Mother Accommodations**

Noble Academy will provide reasonable unpaid breaks each day during which the employee can express breast milk, unless such breaks would unduly disrupt the Academy operations. If possible, these breaks must run concurrently with any break time already provided.

## **School Activities Leave**

The Academy provides a maximum of 16 hours of unpaid leave during any 12 months period for a Minnesota employee to attend conferences or activities related to the Academy, child care or pre-kindergarten program of the employee's child.

This leave is available only if the conferences or classroom activities cannot be scheduled during non-work hours and the employee must make a reasonable effort to schedule the leave so as not to disrupt the Academy operations unduly. When the need for leave is foreseeable, the employee must provide reasonable notice of leave.

## **Bereavement**

All permanent full time employees are allowed paid time off in the event of a death in the family. The purpose of this leave is to supply employees with time to arrange and attend the funeral. The Academy may request for proof. Please see the schedule for time off below:

- Up to 5 paid days -- Spouse, Child, Parent (including in-laws)
- Up to 3 days – Sibling (including in-laws)
- Up to 3 paid days -- Grandparent, Grandchild (to include step and in-law relationships of those listed).

Additional leave, using the Academy's PTO or unpaid time off may be granted with the approval of their immediate supervisor.

## **Jury/Witness Duty**

The Academy recognizes that serving as a juror is one of the normal obligations of citizenship. While serving on jury duty, if an employee is excused from jury duty at any time during his/her scheduled work-shift, the employee is expected to return to work. Accrued PTO may be used during the period of Jury duty.

## **SEPARATION FROM EMPLOYMENT**

### **Voluntary Termination**

RESIGNATION - voluntary employment termination initiated by the employee and/or employer

If the employee wishes to terminate his/her terms of employment before the end of the Academy year, he/she must provide written notice to the Director of Teaching and Learning or Director of Operations. Notice must be given a minimum of 30 days, not including any scheduled break time, prior to date of

separation. No PTO will be approved during the notice period.

If employee fails to provide 30 days notice, Noble Academy reserves the right to legally recover the costs incurred in replacing the employee. These costs may include attorney's fees, using substitute teachers, or other costs associated with expedited replacement of the Employee.

### **Involuntary Termination**

Involuntary employment termination initiated by The Academy for reasons other than those described below under Layoff, Reduction in Force.

Employees who miss two consecutive days without calling to report their absence will be considered a voluntary termination.

### **Layoff; Reduction in Force**

An employee may be laid off under certain circumstances, including but not limited to a lack of work or funds, elimination of position, or changes in the organizational structure or operations of Noble Academy.

There are no recall or reemployment rights at the Academy, although ex-employees in good standing, who are laid off or subject to reduction in force, are free to apply when the Academy is again seeking applicants.

The Academy will seek to provide advance notice to its employees if it becomes necessary to terminate their employment by layoff or reduction in force. However, The Academy does not guarantee such notice, and reserves its at-will right to terminate for any reason, with or without cause so long as no state, federal or local laws are violated.

Since employment with the Academy is based on mutual consent, The Academy reserves the right to terminate any employee's employment at-will, for any reason, with or without cause so long as no state, federal or local laws are violated, notice or prior discipline, at any time. Employees have the same right.

Upon receipt of an employee's notification of resignation, an **exit interview** may be scheduled to resolve outstanding issues such as final pay, payment of employee debts, return of any Academy property within the employee's possession, and any concerns of the employee. The Employer may advance the effective date of resignation to an earlier date.

Terminated employees may be required to sign a release of all claims the law allows against Noble Academy. All properties owned by Noble Academy must be returned prior to release of final paycheck.

If terminated, Noble Academy reserves the right to take any legal action if so required.

### **Return of Property**

Any property issued to employees such as computer equipment, keys, parking permits, swipe cards, etc. must be returned to Noble Academy at the end of the Academy year and on the last day of employee contract or at the time of termination. Employees will be responsible and pay the appropriate assigned fees while in his/her possession in/outside of Academy premises for any lost, stolen, or damaged item(s).

## GENERAL SCHOOL PROCEDURES

**Breakfast:** All students must go to breakfast directly from the bus. After breakfast, students are to stay in the lunchroom. Students will be escorted to their classrooms for instruction beginning at 9:30 AM sharp.

Students who are in school must eat the school provided meals, unless they bring breakfast/lunch from home. Staff may NOT offer or give food other than school food to any student. Staff cannot take any student out to buy or get a different breakfast/lunch.

***Students cannot be left unsupervised at any time.***

**Lunch:** Teachers are expected to line up their students and take them to recess promptly at their assigned time. Teachers will have ten (10) minutes before expected to retrieve their class for lunch. Teachers are required to eat lunch with their class daily. Teachers must escort students from the lunchroom back to the classroom in a timely manner so instructional time is not lost. Students in grades 3-8 are expected to clean their tables with the cloths provided. Teachers are also expected to teach their students proper disposal of their lunch tray and milk. If a garbage can is full an adult needs to pull up the bag, push the can into the hall, and bring in a replacement. Assigned EA's are expected to clean the tables during the K-2 lunches and any spills on the floor during all lunches. Engineering staff will clean the lunchroom after all the lunches are dismissed.

If special lunch order arrangements are needed (due to field trip, etc.), teachers are required to make arrangements with the Food Service Supervisor and lunchroom staff TWO weeks prior to delivery date.

### Keys

Employees are responsible for classroom keys. If keys are lost, please report to the Director of Operations immediately. You will be responsible for replacement costs. Students should not be allowed to use employee's keys. Employees who leave the employment of Noble Academy must turn in all keys assigned to them. All staff **must** return all keys to Administration before leaving for summer break. A checklist of all items needing to be returned to Administration will be provided toward the end of the school year.

### Lesson Plans

Subject area and Responsive Classroom Lesson plans are due every Friday afternoons via email. Lesson plans should also be saved on the shared folder drive in your personal Lesson Plan folder. All lesson plans should be submitted in the SIOP format. If you use a lesson plan book, make a copy of your plans for the teaching and learning department.

Please follow these guidelines when preparing your lesson plans:

- If you have not taught in the present subject or grade level before, take time to become familiar with the grade level or course outcomes.
- If you are using a new text book or new teaching equipment or materials, familiar yourself with the entire text or program as early in the year as possible. In this way, you will be able to pace yourself so that the most important concepts are given adequate attention.
- Please review the Educational Standards for your subject and grade level and include the standards in your lesson plans. We ask that an interdisciplinary approach be implemented 85% of the time.
- At Noble Academy, Peace and Ethics education are not taught in isolation. Please include them in you weekly plans.

- Accelerated Reader is required at all grades. Please include it in your plans.
- DEAR time is required in all classes and grades.
- If you use other notebooks to expand upon your weekly lesson plans, be sure to indicate this so that a guest teacher would be aware of it.
- Please indicate in your plans if you will be having special guests, programs, parties, field trips etc. during the week.
- At the top of your plans please include the dates of the week being covered, the teacher's name and grade level or subject and time of day each lesson will be taught.
- Lesson plans should be written with enough clarity so that a guest teacher could follow them.

### **Multicultural Awareness**

Each teacher is expected to assure to the best of his or her ability that the cultures, contribution, history and perspectives of all people are accurately represented in the curriculum, classroom décor and in all aspects of the school program. Teachers are expected to be continually growing in their knowledge of the cultures represented at Noble Academy.

*“You cannot teach a child who you do not love. You cannot teach a child who you do not respect. You cannot teach a child who you do not understand. You cannot teach a child who you are afraid of. You cannot teach a child if your ‘political baggage’ i.e. sexism and racism, is brought into the classroom. You cannot teach a child without bonding first, which results from love, respect and understanding.”*

*-Jawanza Kunjufu*

### **Responsive Classroom Approach:**

All teachers, teacher's assistants and support staff at NOBLE ACADEMY are or will be trained to use Responsive Classroom Approaches.

### **Workshops**

Employees may be required to attend various workshops. As a general rule, workshop fees will be paid by Noble Academy. If employment is voluntarily terminated prior to the workshop but after fees have been paid, any financial expense will be deducted from the employee's final paycheck.

### **Student Discipline**

If a student's behavior warrants suspension, the supervising adult at the time the behavior occurred should refer the student to the office and complete the Student Referral Form and send that form to the Director of Operations. When a child is referred to the office, the adult should either bring the child to the office, making sure the other children are properly supervised, call the office to have someone accompany the child, or send the child with another adult to the office.

All teachers are responsible for thoroughly discussing and enforcing the Discipline Policy, School Procedures and Rules, and Bus Rules the first week of school and throughout the school year.

Good supervision of students at the beginning of the school day is important to ensure students enter school and their classrooms in a safe, orderly manner. It is also key to getting the school day off to a smooth start.

## **Outdoor Recess Policy**

This policy applies to outdoor activity.

- Students cannot re-enter the school without a teacher's permission.
- Students will have outdoor recess if the temperature and wind-chill factor are above 10 degrees.
- Students should be outside for approximately 5-15 minutes. We believe fresh air helps children concentrate better in the afternoon.
- Recess is also a time for students to learn a new game and play with their friends. We have a **structured recess period**, meaning children participate in an activity with their entire classroom for part of the recess time and are on their own for the other part.
- All students must participate in outdoor recess, unless we receive a note from a physician, which states a medical reason why a student cannot go outside. The nurse is not available to supervise children during the lunch/recess hours. Students with a medical reason will be supervised in the Admin Office.
- If a teacher requests indoor recess, the teacher must supervise the students for this period of time.
- Please follow the lunch/recess transition process.

Staff assigned to lunch and recess duties are expected to be with their assigned groups of students during their assigned times and places. These staff members cannot be anywhere else. Quality supervision is critical for a school setting with young children.

### **Identification Badges:**

All Noble Academy staff are required to wear their employee identification badges during work hours. There are no exceptions to this policy. If you need a replacement badge, please notify the Admin Office. Charges will be assessed if more than one replacement is needed within a school year.

### **Preparation Period:**

The schedule for preparation period is established at the beginning of each school year. All teachers will be allowed one hour of prep time per day.

During Hmong Literacy, teachers must try to learn along with students.

### **Retention of Students:**

We recognize that the decision to retain a student in the same grade for an additional school year is difficult and should be implemented only when the decision making team:

- Believes that at the end of the retention period the student will have gained the skills to keep up with and be caught up to his/her grade level peers academically and socially.
- Determines that the decision will not have a negative social effect on the child.
- Provides significant, documented interventions designed to prevent the retention.

The decision making team will include the family, the classroom teacher, support service providers\* when required, an administrator and the school psychologist. The team will work together to provide interventions that accelerate the learning of the child. The child should have gone through the Child Study Team (CST) process already.

When a child is retained the second year program will include the following:

A written plan including additional specific interventions.

Social skills support specifically addressing the needs of the child surrounding the retention.

\*Support providers can include any or all of the following staff members: Special Education Teacher, ELL Teacher, Educational Assistant, Social Worker, or School Psychologist.

### **Placement of Students:**

Students cannot be moved from one grade to another, one room to another, one program to another, etc. without going through the Director of Operations and/or CEO/Founder. Noble Academy reserves the right to make final placements. Classes are not structured solely according to academic ability.

### **School Events:**

Noble Academy will have several school events throughout the year. All staff are required to participate in all school events.

Dates and times of these events will be communicated to all staff as soon as they have been scheduled.

### **Homework:**

Homework is expected to be given daily, five days a week. Reading assignments are part of the homework assignments. Students should receive other types of homework in addition to reading. There will be a reading homework sign-off sheet that parents/guardians need to sign each night. Teachers are to file the reading logs for each student. The Administrative Team may request to see them as needed.

Refer to the Family Handbook Homework Policy for complete information.

### **Classroom Parties/Celebrations:**

If a classroom decides to have a holiday party or celebration for students, the teacher and students are responsible to pay for the cost. Staff may NOT incur costs for the school. The school's budget does not allow for this type of expense. If negligent, the staff in charge of the party/celebration is responsible for reimbursing the school.

### **Report Cards:**

Report cards are issued (3) three times during the year.

### **Assemblies**

Each class has an assigned sitting area for assembly programs held in the lunchroom/gym. Please talk to your students about assembly expectations. Students who are disruptive will be removed. All staff in the building is expected to attend assemblies and support our students.

### **Field Trips**

- Teachers must request and receive written approval from the Director of Teaching and Learning and/or Director of Operations.
- All field trips must have a standard of teaching and learning component to them. A pre-assessment and post assessment are required for all field trips.

- Teacher must fill out Field Trip Form; including the date, time, place, and names of teachers and grades participating.
- It is the teacher's responsibility to ensure there is adequate adult supervision while on all field trips. When parents accompany the class on a field trip, it is the teacher's responsibility to fully inform parents of their responsibilities.
- Students must have written consent from parent/guardian to attend each field trip and for any activity that takes the child off the school grounds. Blanket approval slips are not permitted with the exception of "walking trips" where a class may take a walk in the immediate neighborhood around the school. The teacher is responsible for making arrangements for supervision of children who remain in the building during a field trip.

*If Field trips require bag lunches for students and/or change the lunch schedule, staff must make arrangements with or update the Food Service Coordinator TWO weeks in advance of the field trip date.*

### **Field Trips (Requiring Payment the Day of the Trip)**

Complete a Request for Payment and submit to the Administrative Assistant along with information regarding any type of special requirements.

The finance office will cut a check payable to the field trip organization.

### **Walking Trips**

Classrooms may take walking trips to nearby parks or surrounding neighborhoods for educational purposes. Teachers must fill out the Activity Form and get approval from the Executive Director of Teaching and Learning and Director of Operations prior to such activities. The front office need to know at all time where teachers and students are during school hours.

### **Reimbursements for approved expenditures**

Submit original receipt/invoice or copy of check/charge statement, fill out reimbursement form, and submit everything to the Director of Operations.

- Examples of acceptable reimbursements are: instructional materials, classroom products, etc.
- Taxes are not reimbursable – please ask the Admin Assistant for a ST3 Certificate of Exemption form prior to purchase.
- Gifts purchased for anyone are not reimbursable.

If staff are not sure whether purchases will be reimbursable or have questions, please confirm with the Director of Operations prior to making a purchase.

### **Speakers/Presenters**

All presenters/speakers must be approved by CEO/Founder or Director of Teaching and Learning. Once approved, staff member must complete a Request for Payment form, and submit it to the Administrative Assistant.

*All speaker fees must be approved in advance. Please do not guarantee to a presenter/speaker that he/she will be paid before services are rendered.*