



# Faculty Handbook

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## Welcome

Welcome to Addenbrooke Classical Academy! We look forward to working with you as a member of our team. We appreciate you and the gifts and talents you bring to our school and are committed to helping you achieve your highest level of service for the families and students at our school.

## Mission

Addenbrooke Classical Academy utilizes an integrated model of tradition and innovation to develop free and independent thinkers through classical instructional strategies.

### ADDENBROOKE BELIEFS:

- Learning is the primary focus of the school.
- All students are individuals with unique needs and have the potential to learn.
- Curriculum should be taught using a variety of instructional approaches to accommodate differences in learning styles.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate achievement and apply their learning in meaningful contexts.
- Students need to demonstrate essential knowledge, critical thinking skills, and competency in collecting information.
- Students must assume responsibility for and ownership of their own learning.
- Curriculum should maintain high standards for students and challenge them to increase individual performance.
- Students learn best when given opportunities for success within a safe and supportive environment.
- Positive relationships and mutual respect among students and staff enhance students' self-esteem.
- Student and teacher access to current technological tools increases learning potential.
- Exceptional students require special services and resources.
- Diversity enriches learning and experience through the recognition of contributions of a variety of ideas, values, and cultures.
- School success depends on the commitment of teachers, administrators, students, and parents to high standards, expectations, and performance.
- Group commitment to continuous improvement enables students to become confident, self-directed, lifelong learners as well as responsible, mature, and contributing members of our global community.

Addenbrooke Classical Academy will provide instruction at both the elementary and secondary school levels. Instruction will be blended with technology and academics, consisting of Core Knowledge and the classical model. Furthermore, Addenbrooke Classical Academy will develop and implement educational programs that are directed toward developing high ethical standards, along with building social skills and upright character. This emphasis on good character will further the student's academic skills, which, in turn, will help to build the necessary competencies of self-esteem, respect for themselves and others, and personal discipline. Balanced combinations of these skills equip students with the ability to choose wisely. These expectations, though high, can and will be achieved. When expectations are high, students usually are equal to the task at hand, as long as the expectations are realistic and logical.

## Vision

Addenbrooke Classical Academy will develop free and independent thinkers in a collaborative community through an integrated and exemplary educational program supported by its families. In design and delivery, the school is an integrated model of tradition and innovation.

Addenbrooke Classical Academy is a school in which the administration, employees, staff, and parents will:

- Provide a complete educational institution based on proven methods of instruction and challenging content;
- Have high academic and moral expectations for all students;
- Cultivate relationships between parents and teachers to ensure the complete development of the student, including academics, music, and character; and
- Prepare students for life after high school using time-tested methods of teaching focusing on knowledge and music, while preparing them for the 21st century using innovative technology as learning tools.

## What You Can Expect From Addenbrooke Classical Academy

Addenbrooke Classical Academy employee relations policy is to:

- Select people based on skill, training, ability, attitude, and character without regard to age, sex, color, race, creed, sexual orientation, national origin, religious persuasion, marital status, gender, ancestry, pregnancy, military status, veteran status, genetic information, or disability that does not prohibit performance of essential job functions.
- Review wages and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
- Develop competent people who understand and meet our objectives, and who accept with open minds ideas, suggestions and constructive criticism.
- Assure employees an opportunity to discuss any problems with the Principal and Executive Director.
- Make prompt and fair adjustment of any complaints, which may arise, in the everyday conduct of business, to the extent that is practicable.
- Respect individual rights and treat all employees with courtesy and consideration.
- Maintain mutual respect in our working relationship.
- Promote employees based on their ability and merit.
- Keep all employees informed of the progress of Addenbrooke Classical Academy as well as the school's overall aims and objectives.

## What Addenbrooke Academy Expects From You

Your first responsibility is to know your own duties and how to do them properly, correctly, and pleasantly. Secondly, you are expected to cooperate with the Administration and your fellow employees and maintain a good team attitude. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

## Code of Ethics

- I will use proper channels and chains of command (using the Communication Pathways located on the Addenbrooke Classical Academy website)
- I will discuss confidential information only with authorized persons.
- I will adhere to the terms of the Staff Handbook.

- I will refrain from gossip, derogatory remarks, criticism, “grapevine” communication, and judgment of fellow teachers, students, parents, and the administration.
- I will respect the positions of the other persons on staff with the school.
- I will be aware of my personal appearance and will be neatly and appropriately dressed.
- I will refrain from discussing the deficiencies of students in a way that would be embarrassing to the child, the parent, or the school.
- I will show concern and attention toward their own and the districts and school’s legal responsibility for the safety and welfare of students, including the need to ensure that students are supervised at all times.
- I will provide support for providing healthy learning environments and appropriate role models for students.
- I will conduct myself in a manner which is not disruptive to the educational and/or supportive programs of the school.
- I will be prompt with deadlines and will be on time to school and to all meetings.
- I will practice patience, courage, perseverance, and calmness and will always treat students, parents, and other staff members with respect and courtesy.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to the Executive Director and Principal. We are dedicated to making Addenbrooke Classical Academy a school where you can approach any member of the administration to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the school. Professionalism occurs when all staff members take on the responsibility of working together to achieve harmony, respect, tolerance, patience, honesty, trust, and friendship throughout the school.

## Introduction

This handbook is designed to help employees get acquainted with Addenbrooke Classical Academy hereinafter referred to as “Addenbrooke Classical Academy”. It describes some of our philosophies and beliefs, and the basic terms and conditions of employment with Addenbrooke Classical Academy. Employees are expected to read this handbook carefully, and to know and understand its contents.

Addenbrooke Classical Academy reserves the right to make changes to this handbook and to any employment policy, practice, work rule, or benefit, at any time without prior notice. Employees are responsible for knowing about and understanding those changes once they have been disseminated. Addenbrooke Classical Academy also reserves the right to interpret the provisions of this handbook. For this reason, employees should check with the Human Resources Manager to obtain information regarding specific employment guidelines, practices, policies, or procedures. Except as otherwise provided in this handbook, no one has the authority to make any promise or commitment contrary to what is in this handbook.

Employees should not interpret anything in this handbook as creating a contract or guarantee of continued employment. In addition, this handbook is not intended to cover all possible situations that may arise in your employment relationship with Addenbrooke Classical Academy.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate School documents. These School documents are always controlling over any statement made in this handbook or by any member of management.

This handbook replaces all earlier handbooks, supersedes all prior inconsistent policies, practices and procedures, is the property of Addenbrooke Classical Academy, and it is intended for the personal use and reference by employees of Addenbrooke Classical Academy.

Employees must sign the acknowledgement form at the end of this handbook, tear it out, and return it to the Human Resources Department (or if delivered via an electronic format: click on the box as indicated, type their name and the date, as applicable, and hit "enter"). This will provide Addenbrooke Classical Academy with a record that each employee has received, read and understood this handbook.

## **Employment At-Will**

All employment at Addenbrooke Classical Academy is "at-will." This means that both employees and Addenbrooke Classical Academy have the right to terminate employment at any time, with or without advance notice, and with or without cause. Employees also may be demoted or disciplined, and the terms of their employment may be altered at any time, with or without cause, at the discretion of Addenbrooke Classical Academy. No one other than an officer of Addenbrooke Classical Academy has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this at-will status. Any such agreement must be in writing, must be signed by an officer of Addenbrooke Classical Academy, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

Nothing contained in this Handbook, or any other documents provided to employees is intended to be, nor should it be, construed as a guarantee that employment (or any benefit) will be continued for a specific time period. For example, any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience. They are not intended to create an employment contract for one or more months. Employees should ask the Human Resources Manager if they have any questions about their status as an employee at-will.

## **Equal Employment Opportunity**

It is Addenbrooke Classical Academy's policy to provide equal employment opportunity for all applicants and employees. Addenbrooke Classical Academy does not unlawfully discriminate on the basis of actual or perceived race (including hair texture and natural hair styles), color, religion, religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity, status and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws. Consistent with the law, Addenbrooke Classical Academy also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

Addenbrooke Classical Academy will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on Addenbrooke Classical Academy's operations. If employees wish to request such accommodation, they should contact the Human Resources Department.

Addenbrooke Classical Academy prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. For information about the types of conduct that constitute impermissible harassment and Addenbrooke Classical Academy's internal procedures for addressing complaints of harassment, and the legal remedies available through and complaint procedures of the appropriate state and federal agencies and directions on how to contact these agencies, please refer to Addenbrooke Classical Academy's Policy Against Harassment, Discrimination, and Retaliation in this Handbook.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with the Human Resources Department.

## **National Labor Relations Act Activity**

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## **Applicants and Employees with Disabilities**

Addenbrooke Classical Academy is committed to providing equal employment opportunities for all qualified individuals with disabilities in accordance with the federal Americans with Disabilities Act and applicable State disability laws. In accordance with these laws, Addenbrooke Classical Academy strictly forbids all forms of unlawful discrimination, harassment, or retaliation against qualified applicants or employees with disabilities, and for pregnant employees who so request for pregnancy, childbirth, or related medical conditions, and requires reasonable accommodation if necessary for such individuals to perform the essential functions of their jobs safely and efficiently without undue hardship to Addenbrooke Classical Academy and without serious risk to the health and safety of others.

Applicants and employees who require accommodation of any disability should inform Addenbrooke Classical Academy of their needs. Addenbrooke Classical Academy may have no way of knowing whether an individual requires an accommodation unless they bring it to the attention of Addenbrooke Classical Academy. Addenbrooke Classical Academy will engage in an interactive conversation to determine if there is a reasonable accommodation that can be provided that will not cause Addenbrooke Classical Academy undue hardship and will treat all such information as confidential to protect privacy rights under laws such as HIPAA, but some disclosure will be necessary to fulfill the purposes of this policy.

Employees who are made aware that an applicant or employee has a disability should presume that the information is confidential and discuss it only with upper management and Human Resources, unless

the employee has disclosed or consented to further disclosure.

Discrimination, harassment, or retaliation against an individual because they are considered disabled or has been given accommodation for a disability is absolutely forbidden and grounds for immediate termination. Employees who believe they have been harassed in violation of this policy may file a complaint under Addenbrooke Classical Academy's policy on Equal Employment Opportunity.

## **Reasonable Accommodations for Pregnant Workers Policy**

As required by the federal Pregnant Workers Fairness Act (PWFA), Addenbrooke Classical Academy will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to Addenbrooke Classical Academy's operations.

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to human resources (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Addenbrooke Classical Academy will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Addenbrooke Classical Academy prohibits any retaliation, harassment or adverse action due to an individual's request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

## **Policy Against Harassment, Discrimination, and Retaliation**

### **I. Purpose of Policy**

Addenbrooke Classical Academy is committed to providing a workplace free of unlawful harassment and

discrimination. This includes sexual harassment (which includes harassment based on pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions) and harassment based on actual or perceived gender, gender identity (including transgender identity, status and transitioning), gender expression and sex stereotyping, as well as harassment based on such factors as race (including hair texture and natural hair styles color, religion, religious creed (including religious dress and religious grooming), national origin, ancestry, citizenship, age, physical or mental disability, legally-protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, state, or local laws. Addenbrooke Classical Academy strongly disapproves of and will not tolerate harassment of or discrimination against applicants, employees, interns, or volunteers by managers, supervisors, co-workers or third parties with whom employees come into contact. Similarly, Addenbrooke Classical Academy will not tolerate harassment by its employees of non-employees with whom Addenbrooke Classical Academy employees have a Addenbrooke Classical Academy, service, or professional relationship.

## **II. Harassment Defined**

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and may include, but is not limited to, the following: slurs, jokes, insults, statements, gestures, teasing, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, posters, symbols, drawings, or cartoons, violating someone's "personal space" (for example by blocking someone's way) foul or obscene language, leering, stalking, staring, unwanted or offensive letters or poems, offensive email or voicemail messages, or any kind of verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any protected characteristic.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex. Sexually harassing conduct need not be motivated by sexual desire to be violative of this policy.

## **III. Reporting and Investigating Harassing, Discriminatory, and Retaliatory Conduct**

All employees, independent contractors, interns, and volunteers of Addenbrooke Classical Academy must promptly report any incidents of harassment, discrimination, and retaliation so that Addenbrooke Classical Academy can take appropriate action.

### **A. Complaint Reporting Process**

It is the responsibility of all of us to contribute to a work environment that is free of unlawful bias, discrimination, harassment, and retaliation. Failure to bring forth a complaint prevents Addenbrooke Classical Academy from having the opportunity to correct the situation.

Any incidents of discrimination, harassment, or retaliation, including work-related harassment by any School personnel or any other person, or any conduct believed to violate this policy, must be reported immediately to the Human Resources Manager, who is responsible for investigating harassment complaints. An individual is not required to bring a complaint to Human Resources Manager if the individual is uncomfortable doing so for any reason. In that case, complaints should be reported to the principals.

Managers and supervisors have a special responsibility under this policy. All levels of management and all supervisors are responsible for compliance with this Policy Against Harassment, Discrimination, and Retaliation AND for ensuring that everyone in their department is aware of, understands and adheres to this policy. Supervisors and managers who receive complaints or who observe or learn of discriminatory, harassing, or retaliatory conduct must immediately inform the Human Resources Manager or their principals so that an investigation may be initiated.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## **B. Records Keeping**

Addenbrooke Classical Academy will keep records of all complaints (written and oral) of discrimination, harassment, and unfair labor practices. Each record must include the following information:

1. The date of the complaint
2. The identity of the complaining party (if the complaint wasn't anonymous)
3. The identity of the employee who allegedly harassed or discriminated
4. The substance of the complaint

## **IV. Corrective Action**

Addenbrooke Classical Academy prohibits conduct severe enough to be unlawful. Yet even more, Addenbrooke Classical Academy's workplace conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate in the workplace. For example, Addenbrooke Classical Academy prohibits abusive conduct in the workplace—whether or not it is based on a protected category.

As a result, Addenbrooke Classical Academy will take prompt, appropriate, and effective corrective action (e.g., remedial measures) any time it is established that discrimination, harassment, or retaliation in violation of this policy has occurred—whether or not such violation also violates the law.

Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances. With

regard to acts of harassment or discrimination by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel.

Addenbrooke Classical Academy will not tolerate retaliation against any employee for making a good faith complaint of harassment, discrimination, or retaliation, or for cooperating in an investigation.

## **V. Anti-Harassment Training**

Employers are encouraged to take all steps necessary to prevent workplace harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment, and developing methods to sensitize all concerned.

## **VI. Zero Tolerance**

Addenbrooke Classical Academy does not tolerate and prohibits discrimination, harassment or retaliation of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of race, color, creed, religion, age, sex or gender (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or gender expression (including transgender status), national origin, ancestry, marital status, protected medical condition as defined by state law (cancer or genetic characteristics), physical or mental disability, military and veteran status, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Addenbrooke Classical Academy is committed to a workplace free of discrimination, harassment and retaliation.

Our management team is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

## **Introductory Period**

Addenbrooke Classical Academy attempts to hire the most-qualified employees for each position. To ensure this, Addenbrooke Classical Academy provides for an introductory period of employment for the employee to assess Addenbrooke Classical Academy and the job content, and for Addenbrooke Classical Academy to evaluate the new employee and their job performance. All new employees must complete to Addenbrooke Classical Academy's satisfaction a 90-day introductory period beginning with the date of initial employment. Consistent with Addenbrooke Classical Academy's Employment At Will policy, during the introductory period, an employee may be discharged by Addenbrooke Classical Academy for any reason and without advance notice. Similarly, the employee may resign employment for any reason without advance notice during this period. Completion of the introductory period does not alter the employee's at-will status.

At Addenbrooke Classical Academy's discretion, an employee's introductory period may be extended one or more times. On successful completion of the introductory period, an employee will become a regular employee. Successful completion of the introductory period does not, however, guarantee employment for any specific duration or change the at-will status of regular employment.

## **Proof of Right to Work**

Addenbrooke Classical Academy is committed to full compliance with the federal immigration laws.

Addenbrooke Classical Academy will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As a condition of employment, all employees are required to complete a DHS Employment Eligibility Verification form (Form I-9) and present acceptable documentation verifying their identity and right to work in the United States in accordance with federal and State immigration law.

## Colorado Equal Pay for Equal Work Act (EPEWA)

In compliance with the Colorado Equal Pay for Equal Work Act (EPEWA), The law aims to increase pay equity and transparency, imposes new notice and recordkeeping requirements, and encourages companies to regularly self-audit their compensation practices.

### I. Pay Equity, Transparency Protections

Employees are protected against sex-based pay discrimination for work requiring similar skill, effort and responsibility. However, the law permits pay differences arising from:

- A seniority system
- A merit system
- A system that measures earnings by quantity or quality of production
- The geographic location where the work is performed
- Education, training, or experience reasonably related to the work
- Travel that is a regular and necessary condition of the job

Employers can't prevent employees from discussing their own compensation information with other employees or require employees to sign a waiver preventing them from discussing their compensation. The law also prohibits employers from asking about job candidates' wage history or relying on wage history to determine a wage rate. Employers can't discriminate or retaliate against a prospective employee for failing to disclose wage history.

### II. Job-Posting Notices and Recordkeeping

New notice requirements will help current and prospective employees learn about job opportunities:

- Employers will have to make reasonable efforts to "announce, post, or make known all opportunities worldwide for promotion" to all current employees on the same calendar day.
- Each job-vacancy posting will have to disclose the hourly wage or salary, or the hourly wage or salary range, along with a general description of all benefits and other compensation offered.

A *job opportunity* means a current or anticipated vacancy for which Addenbrooke Classical Academy is considering one or more candidates, interviewing one or more candidates, or that Addenbrooke Classical Academy posts externally. A job opportunity does not include career development or career progression.

A *vacancy* is an open position, whether newly created or as a result of a vacated position.

"Career progression" promotions are defined as "regular or automatic" promotions "based on time in a specific role or other objective metrics" that employees can satisfy without competition.

"Career development" promotions are defined as "to update the employee's job title or compensate the employee to reflect work performed or contributions already made by the employee." This exception

recognizes that there's no competitive "job opportunity" to post if an employee's own duties simply grew enough to change their own position.

Employees can report posting violations to the Colorado Department of Labor and Employment within one year of learning of the violation.

### III. Hiring Policies and Practices

- A. When an opening occurs or a position is added, a search will be conducted by the Executive Director, Principal and Assistant Principal for qualified applicants. The Executive Director will include other staff members as needed.
- B. Candidates will be reviewed on the basis of (1) mastery of the subject area(s) for the grades to be taught, (2) educational background, (3) experience, (4) recommendations, (5) personal interview to evaluate compatibility with the Academy's mission, (6) love of learning, and (7) ability to teach. State certification is considered but is not mandatory.
- C. Only the Executive Director and Principals are authorized to make an offer of employment.
- D. Addenbrooke Classical Academy provides up to six personal leave days each year. Five (5) days' notice must be given if more than two (2) days' leave is being requested, except in cases of emergency. All leave requests will need to be approved by the Principal. Please review the Leave Policy for additional leave benefits and requirements.
- E. A leave of absence for longer than one week may be granted without a promise of future employment.
- F. The annual contract runs from August 1<sup>st</sup> through July 31<sup>st</sup>. Employees may be required to perform duties before the first day of school and after the last day of school.
- G. Employment requires (while at school or school functions) adherence to standards dictated by law, professional ethics, high moral principles, dedication and loyalty to Addenbrooke Classical Academy and the policies and practices established in the employees and Student/Parent Handbooks.

### Employment of Relatives

Relatives of present employees may be hired by Addenbrooke Classical Academy only if (1) the individuals concerned will not work in a direct supervisory relationship with one another, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. "Relatives" are defined as spouses, children, sisters, brothers, mothers, or fathers, and persons related by marriage. Present employees who marry or who become related by marriage will be permitted to continue employment with Addenbrooke Classical Academy only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety, or morale. If employees who marry or who become related by marriage do work in a direct supervisory relationship with one another, Addenbrooke Classical Academy will attempt to reassign one of the employees to another position for which they are qualified, if such a position is available. If no such position is available, then one of the employees will be required to leave Addenbrooke Classical Academy. The decision as to which employee leaves will be left solely to the employees. In the event that no alternative position is available and neither employee voluntarily leaves Addenbrooke Classical Academy, the employee with lesser seniority will be terminated.

### Non-Fraternization

In order to promote the efficient operation of Addenbrooke Classical Academy's Addenbrooke Classical Academy and to avoid misunderstandings; complaints of favoritism; other problems of supervision,

security and morale; and possible claims of sexual harassment, managers and supervisors are forbidden from dating or pursuing romantic or sexual relationships with employees whom they supervise, directly or indirectly. Employees who violate this guideline will be subject to discipline, up to and including termination of employment.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## **Employment Applications**

Addenbrooke Classical Academy relies upon the accuracy of information provided by an applicant in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission by an applicant in any of this information or data may result in revocation of any offer or immediate termination of employment, regardless of when it is discovered.

## **Rehire Eligibility and Service Recognition**

Where Addenbrooke Classical Academy needs dictate, it is the policy of Addenbrooke Classical Academy to rehire former employees who: a) voluntarily left School employment or b) were laid off due to Addenbrooke Classical Academy slowdown(s). To be eligible for rehire, former employees must have possessed a satisfactory record of service. This policy sets forth Addenbrooke Classical Academy's philosophy governing eligibility for reemployment and associated bridging of service (service recognition), where appropriate.

### **I. Eligibility for Rehire**

Employees who completed their School introductory period and who were part of a reduction in force, as well as those employees who voluntarily resigned, will be eligible for rehire as long as they had a satisfactory work record while employed by Addenbrooke Classical Academy.

### **II. Ineligibility for Rehire**

Former employees who had a less-than-satisfactory work record appropriately noted at termination as not being eligible for rehire are excluded from rehire consideration.

Employees who were involuntarily terminated by Addenbrooke Classical Academy or who were laid off (with a less-than-satisfactory work record) or who failed to complete their School introductory period will not be considered for rehire.

### **III. Service Restoration Rules for Eligible Employees**

If a former employee with less than one year's prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes.

If a former employee with more than one year's prior service is rehired, the employee's seniority and eligibility to participate in School benefits plans will be bridged if the employee is rehired and the period of prior School service exceeded the duration of the period of absence. Service recognition will include prior service recognition for accrued leave plans.

If a former employee with more than one year's prior service is rehired and the duration of the period of absence exceeded the period of prior School service, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes.

#### **IV. Rehire Service Date Adjustment**

When recognition of prior service is granted, a rehired employee's School service date will be adjusted in accordance with the service restoration rule.

#### **Conflicts of Interest**

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Moreover, employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between their personal interests and the legitimate Addenbrooke Classical Academy interests of Addenbrooke Classical Academy. A conflict of interest exists when the employee's loyalties or actions are divided between Addenbrooke Classical Academy's interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or the Human Resources Manager for clarification. Any exceptions to this guideline must be approved in writing by Addenbrooke Classical Academy's President.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts that employees should avoid include the following:

- 1) Accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers;
- 2) Working for a competitor, supplier, or customer;
- 3) Engaging in self-employment in competition with Addenbrooke Classical Academy;
- 4) Using proprietary or confidential School information, such as School trade secrets, for personal gain or to Addenbrooke Classical Academy's detriment;
- 5) Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier;
- 6) Using School property or labor for personal use;
- 7) Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to Addenbrooke Classical Academy;
- 8) Committing Addenbrooke Classical Academy to give its financial or other support to any outside activity or organization; or
- 9) Developing a personal relationship with a subordinate employee of Addenbrooke Classical Academy or with an employee of a competitor, supplier, or customer that might interfere with the exercise of impartial judgment in decisions affecting Addenbrooke Classical Academy or any employees of Addenbrooke Classical Academy.

If an employee or someone with whom an employee has a close relationship (e.g., a family member or close companion) has a financial or employment relationship with a competitor, customer, supplier, or

potential supplier, the employee must disclose this fact in writing to the Human Resources Department. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier, or customer, a conflict of interest may exist, which requires full disclosure to Addenbrooke Classical Academy.

Part-time employees may engage in outside employment, provided that they disclose such employment and get written approval from their immediate supervisor.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, may result in discipline, up to and including termination of employment.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## Open Door Policy

Addenbrooke Classical Academy has a specific procedure detailed in the separate Policy Against Harassment, Discrimination, and Retaliation that should be used to report concerns or complaints related to possible sexual harassment, or other forms of harassment, discrimination, or retaliation based on a protected category. Separately, Addenbrooke Classical Academy has an Open Door Policy that encourages employees to participate in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. Addenbrooke Classical Academy believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise work-related concerns with their immediate supervisor, or with a supervisor or other management representative of their choice, as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although Addenbrooke Classical Academy cannot guarantee that in each instance the employee will be satisfied with the result, Addenbrooke Classical Academy will attempt in each instance to explain the result to the employee if the employee is not satisfied. Addenbrooke Classical Academy will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate. No employee will be disciplined or otherwise penalized for raising a good-faith concern.

Employees who conclude that work-related concerns should be brought to the attention of Addenbrooke Classical Academy by written complaint and formal investigation may avail themselves of the "Employee Complaint Reporting Procedure" set forth in this Handbook/Manual.

# Employee Complaint Reporting Procedure

## I. Purpose and Scope

The purpose of this Procedure for Reporting Employee Complaints is to establish a process for all employees of Addenbrooke Classical Academy to use to notify Addenbrooke Classical Academy of their work-related concerns, and to give Addenbrooke Classical Academy the opportunity to learn about, address, and resolve the complaint. This policy is intended to supplement the Open Door Policy set forth in this Handbook/Manual, which states Addenbrooke Classical Academy's philosophy that all employees have free access to their immediate supervisors or to other School supervisors of their choice to informally express their work-related concerns. As noted in the Open Door Policy, Addenbrooke Classical Academy has a specific procedure detailed in its Policy Against Harassment, Discrimination, and Retaliation that should be used to report concerns or complaints related to possible sexual harassment, or other forms of harassment, discrimination, or retaliation based on a protected category.

Importantly, when the nature of the concern pertains to an actual or suspected violation of the law, or an ethical violation, including under Addenbrooke Classical Academy's Rules of Conduct and/or ethics and Addenbrooke Classical Academy code, all employees, directors, and officers of Addenbrooke Classical Academy are required to file a complaint using the procedure below. This includes reporting any activity that is considered by the person making the complaint to be illegal or dishonest. Examples of illegal and dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any questions regarding whether a concern is subject to this mandatory reporting policy should be resolved in favor of filing the complaint.

## II. Procedure

### A. Filing of Complaint

Individuals should file written complaints with the Human Resources Department as soon as possible after the events that give rise to the work-related concerns. The written complaint should set forth in detail the bases for the complaint.

Alternative reporting method: If, for any reason, an individual would prefer not to discuss the subject of the concern with the individual identified above, then they must report the concern as soon as possible to the Executive Director.

### B. Investigation

The Human Resources Department will date and log all written complaints and send the employee an acknowledgment that the complaint is under review.

The Human Resources Department or their designee will investigate the complaint, meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. Addenbrooke Classical Academy will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be necessary or appropriate.

On completion of the investigation, the Human Resources Department will orally report its findings and conclusions to the employee. If the complaint is resolved to the employee's satisfaction, the terms of the resolution should be recorded and signed by both the employee and a representative of the Human

Resources Department.

### **C. Appeal**

If the complaint is not resolved to the employee's satisfaction, the employee may submit a written request for review of the complaint to the Executive Director. On completion of the appeal review, the employee should receive an oral explanation of the conclusion reached and the reasons for that conclusion. Decisions resulting from appeal reviews will be final.

### **D. Non-Retaliation**

Addenbrooke Classical Academy will not tolerate retaliation against individuals for: reporting a good faith concern under this policy; participating in or cooperating in any internal investigations of reported concerns; or otherwise engaging in conduct protected by law. Prohibited retaliation can be adverse employment actions, like termination, compensation decreases, or poor work assignments, or even threats of physical harm.

Such retaliation is a separate violation of School policy. It also may violate applicable law. (For example, a complaint may qualify as protected "whistleblowing" under an applicable law that prohibits retaliation due to whistleblowing).

Anyone who believes that they have been retaliated against for reporting a good faith concern, for participating in or cooperating in an internal investigation of a concern, or for exercising their rights, or otherwise engaging in conduct protected by law, should immediately notify Addenbrooke Classical Academy using the same Procedure described above.

### **E. Defend Trade Secrets Act Notice**

Pursuant to the Defend Trade Secrets Act, an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that (A) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. If an employee files a lawsuit for retaliation by Addenbrooke Classical Academy for reporting a suspected violation of law, the employee may disclose the trade secret to the employee's attorney and use the trade secret information in the court proceeding, if the employee (A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order. In the event that disclosure of School trade secrets was not done in good faith pursuant to the above, the employee may be subject to substantial damages, including punitive damages and attorneys' fees.

### **F. National Labor Relations Act Activity**

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## **Faculty Evaluation**

The Academy regards faculty evaluations as part of a larger evaluation process by which all of its members seek to enhance the fulfillment of their professional responsibilities. This process begins prior to the teacher's appointment and continues each year thereafter. While one of the goals of evaluation is to provide information useful for salary decisions, faculty development is another equally important objective. The faculty member's primary responsibility is classroom teaching, followed closely by continued intellectual and professional growth. Other important responsibilities include service to the Academy and the community. The Executive Director determines the annual evaluation process and the instruments to be used in evaluating each teacher. Such information is disseminated and explained during the opening faculty meeting each academic year. Teachers can expect particular attention to be paid to the following:

## **I. Classroom Teaching**

Does the teacher:

- A. Fulfill such basic responsibilities as meeting classes regularly and punctually, being available to students for out-of-class assistance and returning tests and papers promptly
- B. Organize and plan instruction around defined objectives
- C. Communicate course content clearly, systematically, forcefully and enthusiastically
- D. Handle student difficulties, concerns and questions in such a way as to maintain the respect of students, parents and colleagues
- E. Maintain and submit academic records in a timely fashion
- F. Submit effective evaluations of students

## **II. Professional Growth**

Does the teacher:

- A. Continue their education through seminar and conference attendance, in-service training, enrollment in graduate courses and reading and studying on one's own
- B. Make formal presentations at seminars, conferences and in-service training, as well as publish scholarly works

## **III. Service To The Academy**

Does the teacher:

- A. Plan and implement special student activities that reflect the Academy's mission
- B. Volunteer to lead extracurricular activities
- C. Serve as a mentor teacher
- D. Support Academy events
- E. Speak on behalf of the Academy and see that the Academy is well represented at community events

## **IV. Service to the Community**

Does the teacher:

- A. Belong to a local civic organization
- B. Participate in local charities

Completed staff evaluations are placed in each staff member's personnel file. Also included in such files are transcripts, copies of teaching certificates and other credentials, the current employment contract and other necessary documentation. Such files are maintained in the Human Resources Manager's office. Each teacher's file is treated as privileged and confidential but may be reviewed by the teacher

with the Executive Director or Principal.

## **Employee Classifications**

### **I. Introductory Employees**

The term "introductory employees" is sometimes used in this Handbook/Manual to refer to those employees who are within their introductory period, i.e., the first 90 days of employment with Addenbrooke Classical Academy. At Addenbrooke Classical Academy's discretion, the introductory period may be extended for an additional period.

### **II. Regular Full-Time Employees**

An employee who successfully completes the introductory period (including any extension) and is regularly scheduled to work an average of 30 or more hours per week for a period of indefinite duration, is referred to as a regular full-time employee.

### **III. Regular Part-Time Employees**

An employee who successfully completes the introductory period (including any extension) and is regularly scheduled to work fewer than an average of 30 hours per week for a period of indefinite duration, is referred to as a regular part-time employee.

### **IV. Exempt/Nonexempt Employees**

Exempt employees, by definition, are exempt from earning overtime compensation and generally receive the same weekly salary regardless of hours worked. Nonexempt employees are employees who are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws. Overtime pay requirements are set forth in the section of this Handbook/Manual entitled "Hours of Work, Overtime, and Pay Day". Employees will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### **V. Salaried Employees**

Salaried employees are employees who are paid a fixed amount on a periodic basis and not by the hour. Salaried employees are generally Exempt employees.

### **VI. Hourly Employees**

Hourly employees are employees whose wages are paid by the hour. Their wages fluctuate according to the number of hours they work. Hourly employees are generally Nonexempt employees.

### **VII. Change in Employment Status**

Addenbrooke Classical Academy may change the employment classification of any employee at any time based on the nature of the employment assignment.

## **Hours of Work, Overtime and Pay Day**

### **I. Hours of Work**

Addenbrooke Classical Academy hours vary based on the employee's job and the school in which they work. Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the Addenbrooke Classical Academy, at some point Addenbrooke Classical Academy may need to change individual work schedules on either a short-term

or long-term basis.

## **II. Meal and Rest Periods**

### **A. Rest Periods**

Addenbrooke Classical Academy authorizes and permits nonexempt employees a paid 10 minute, off-duty, uninterrupted paid rest period for each four hours worked or major fraction thereof. Employees should take their rest periods in the middle of each work period to the extent it is practicable to do so, and not combine them with meal periods or skip them to leave work early.

Employees who feel they were not provided the opportunity to take all rest periods authorized and permitted under this policy should inform their supervisor or manager, and (if not corrected) Human Resources immediately.

### **B. Meal Periods**

Employees will be entitled to a paid, uninterrupted meal break of 30 minutes for every 5 consecutive hours worked. To the extent practical, meal periods must be at least one hour after starting and one hour before ending shifts.

The employee must be completely relieved of all duties and permitted to pursue personal activities for the break period to qualify as an uncompensated period of time. If, however, circumstances exist that make an uninterrupted meal period impractical, the employer must permit the employee to consume an "on-duty" meal while performing duties, without any loss of time or compensation. To the extent it is practical, meal periods must be at least one hour after the start, and one hour before the end, of an employee's shift.

No School manager or supervisor may impede or discourage employees from taking meal periods and rest periods provided under this policy.

Employees who use a time clock must clock out for their meal periods. Employees are expected to clock back in and promptly return to work at the end of any meal period. Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period.

## **III. Overtime Pay**

### **A. Overtime Definition and Rates of Pay**

All nonexempt employees will be paid overtime at time and one-half of their regular rate of pay for any hours worked in excess of:

- 1) 40 per workweek;
- 2) 12 hours per workday; or
- 3) 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty-free meal periods), whichever calculation results in the greater payment of wages.

Overtime will be computed on actual minutes worked, adjusted to the nearest 15-minute increment.

Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked and therefore are not counted in making overtime calculations unless the employee actually worked on the holiday.

## **B. Workweek and Workday**

Unless otherwise provided, for purposes of calculating overtime, each workweek begins on Monday and each workday is a 24-hour consecutive period which begins at 7:30 a.m.

## **C. Pre-Authorization**

Nonexempt employees may not work overtime without the express prior approval of their supervisor, absent an emergency. During busy periods, the employer may require employees to work extended hours. Nonexempt employees who fail to obtain approval prior to working hours that extend beyond their normal 8-hour workday or 40-hour workweek will be subject to disciplinary action. Overtime offenses may result in termination.

## **IV. Other Types of Pay**

### **A. Reporting Pay**

Nonexempt employees who report to work at Addenbrooke Classical Academy's request will be paid for the time they are required or permitted to remain at the workplace waiting a decision on job assignment or when waiting to begin work.

### **B. Holiday Pay**

Eligible employees are paid as set forth under the policy entitled "Holidays." To receive holiday pay, the employee generally must work the regularly scheduled workdays preceding and following Addenbrooke Classical Academy holiday or receive prior approval from their supervisor to take the time off.

## **V. Safe Harbor Policy for Exempt Employees**

It is Addenbrooke Classical Academy's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure employees are paid properly and no improper deductions are made, employees must review their pay stubs promptly to identify and to report all errors.

If the employee believes a mistake has occurred or if the employee has any questions, the employee should use the reporting procedure outlined below.

Exempt salaried employees receive a salary which is intended to compensate for all hours worked for Addenbrooke Classical Academy. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time-to-time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under state law, salary is subject to certain deductions. For example, the employee's salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability, if the available paid sick leave has been exhausted;
- intermittent absences, including partial-day absences, covered by the federal Family and Medical Leave Act, and/or any state-equivalent leave act if other available paid leave has been exhausted;
- to offset amounts received as payment for jury and witness fees or military pay;

- during the first or last week of employment in the event the employee works less than a full week; and
- any work week in which the employee performs no work for Addenbrooke Classical Academy.

Salary also may be reduced for certain types of deductions, such as the employee portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or, voluntary contributions to a 401(k) or pension plan.

In any workweek in which the employee performed any work, the employee's salary will not be reduced for any of the following reasons:

- partial-day absences for personal reasons, sickness or disability;
- absence on a holiday when the facility is closed or because the facility is otherwise closed on a scheduled workday;
- absences for jury duty, attendance as a witness or military leave in any week in which the employee has performed any work; and
- any other deductions prohibited by state or federal law.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to the Human Resources Manager. If the Human Resources Manager is unavailable or if employees believe it would be inappropriate to contact that person (or if they have not received a prompt and fully acceptable reply), they should immediately contact the Executive Director.

Every report will be fully investigated, and corrective action will be taken where appropriate, up to and including termination for any employee who violates this policy. In addition, Addenbrooke Classical Academy will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

## **VI. Place and Time for Payment of Wages**

### **A. Regular Pay Days**

Employees are paid monthly. Employees must complete their timecards in a timely manner in order to ensure that they are paid for all hours worked. If a pay day falls on a holiday, paychecks will be distributed on the preceding workday. All employees are encouraged to use direct deposit for their payroll. For employees who are not on direct deposit, please speak with the Human Resources Manager for further direction.

### **B. Payment on Resignation, Termination, or Completion of Assignment or Term**

If an employee resigns, their paycheck will be available on next regularly scheduled payday. Employees who are terminated involuntarily will also be paid on the next regularly scheduled payday. In all cases, final pay will include any and all accrued and unused PTO.

If a terminated employee, in possession of School property and/or School funds while employed, fails to properly return the property or funds to Addenbrooke Classical Academy upon termination of employment, Addenbrooke Classical Academy may make a pay deduction for the value of the property, or the amount of money not returned or paid back. Addenbrooke Classical Academy will provide notice to the employee within 10 days after the termination before making such a deduction from the final wages.

The notice will include specific pieces of information:

- Written accounting specifying the specific property or amount of money that the employee failed to return or pay;
- The replacement value of the property and to the extent known, when the money or property was provided to the employee; and
- When the employer believes the employee should have returned the property or paid the money to the employer.

In addition, if the employee repays the money or returns the property within 14 days after receiving the notice, Addenbrooke Classical Academy will pay back the amount deducted to the employee within 14 days.

### **C. Garnishments**

Addenbrooke Classical Academy complies with applicable state and federal laws regarding the garnishment and assignment of wages. Repeated garnishments for multiple debts can be grounds for discharge or other discipline as provided by applicable laws.

### **D. Payroll Deductions**

Deductions for federal Income Tax, Social Security Tax, and Medicare are required by federal law. State Income Tax and State Disability Insurance deductions vary according to the state in which your work is performed. Other deductions for insurance or other benefits may be specifically authorized by the employee in writing or by electronic signature. Each paycheck stub itemizes amounts that have been withheld. It is the employee's responsibility to confirm the accuracy of payroll deductions and personal information and to notify their manager immediately of any changes. It is important that employees keep this information for tax purposes. Questions about deductions should be directed to the Human Resources Department.

## **Timekeeping Procedures**

Employees are expected to be on time daily and remain on the job throughout the regularly scheduled workday. Employees must accurately record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of meal periods and any departure from work for any non-work-related reason, on the timesheet.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal Addenbrooke Classical Academy.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

## Attendance

Unless the Executive Director and/or Principal(s) gives permission in advance, most employees are to be on campus no later than **7:30 am and are not to leave campus before 4:00 pm**, Monday through Friday, unless the authorized by the Department Head. In cases of illness or emergency, employees should inform their Principal and Human Resources prior to 6:00 am so alternate plans can be made. The employee must arrange necessary coverage by going into the Sub System and requesting a substitute. If the leave has not been filled prior to the beginning of the school day, please inform the front office staff as soon as possible so alternative plans can be implemented. In the event of a school closure due to a public health emergency, safety, or other event, attendance guidance will be set and disseminated by the Principal.

## Personnel Records

The information in an employee's personnel file is permanent and confidential and must be kept up to date. Employees must log into the Employee Self-Service System with JeffCo immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. Employees also should inform the Human Resources Manager of any specialized training or skills they acquire. Employees are also responsible for maintaining a current group life insurance beneficiary designation. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage.

Current employees have the right to inspect and copy their personnel files at reasonable times and on reasonable notice once a year, upon request. A former employee may make one inspection of their personnel file after termination of employment. An employee may inspect only their own personnel file and only in the presence of the Human Resources Manager on School property.

Employees of the state and other public employees have access to their personnel records. Under state law, the custodian of public records must permit inspection of personnel files to “the person in interest” and any appointed public official who supervises the employee’s work.

Personnel files are the property of Addenbrooke Classical Academy and may not be removed from Addenbrooke Classical Academy's premises without written authorization from the Human Resources Manager.

## Record Retention

Addenbrooke Classical Academy acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Addenbrooke Classical Academy and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Executive Director to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving Addenbrooke Classical Academy that may have an impact on record retention protocols.

## Colorado Pregnant Workers Fairness Act

In accordance with the Colorado Pregnant Worker’s Fairness Act, Addenbrooke Classical Academy will provide reasonable accommodations to perform the essential functions of the job to an applicant for employment or an employee for health conditions related to pregnancy or the physical recovery from

childbirth, if the applicant or employee requests the reasonable accommodations, unless the accommodation would impose an undue hardship on Addenbrooke Classical Academy's business.

Addenbrooke Classical Academy will not take adverse action against an employee who requests or uses a reasonable accommodation related to pregnancy, physical recovery from childbirth, or a related condition; nor will it deny employment opportunities to an applicant or employee based on the need to make a reasonable accommodation related to the applicant's or employee's pregnancy, physical recovery from childbirth, or a related condition. Addenbrooke Classical Academy will also not require an applicant or employee affected by pregnancy, physical recovery from childbirth, or a related condition to accept an accommodation that the applicant or employee has not requested or an accommodation that is unnecessary for the applicant or employee to perform the essential functions of the job. Furthermore, Addenbrooke Classical Academy will not require an employee to take leave if Addenbrooke Classical Academy can provide another reasonable accommodation for the employee's pregnancy, physical recovery from childbirth, or related condition.

To provide the accommodations, Addenbrooke Classical Academy may require an employee or applicant to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing a reasonable accommodation. If an applicant or an employee requests an accommodation, Addenbrooke Classical Academy and applicant or employee shall engage in a timely, good-faith, and interactive process to determine effective, reasonable accommodations for the applicant or employee for conditions related to pregnancy, physical recovery from childbirth, or a related condition.

It is a discriminatory or unfair employment practice for Addenbrooke Classical Academy to violate this section; except that a violation of subsection (3) of this section is not a discriminatory or unfair employment practice. This section does not preempt or limit any other provision of law relating to sex discrimination or to pregnancy, physical recovery from childbirth, or a related condition.

Addenbrooke Classical Academy will not take adverse action against an employee who requests or uses a reasonable accommodation in connection with this policy.

## **Lactation Accommodation**

In compliance with the Colorado Workplace Accommodations for Nursing Mothers Act, Addenbrooke Classical Academy will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child for up to two years after the child's birth. Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. Addenbrooke Classical Academy will provide a room or other location in close proximity to the work area, other than a toilet stall, where the employee can express breast milk in privacy. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed for the employee, the lactation break time will be unpaid for nonexempt employees.

Should you require lactation accommodations, please advise the Human Resource Manager so that accommodations may be made.

# Termination, Discipline, and Rules of Conduct

## I. Termination

### A. Voluntary Termination

A faculty member who decides to resign or terminate their contract is expected to give the Academy 30-day notice of such action. In addition, Addenbrooke Classical Academy will consider an employee to have voluntarily terminated their employment if an employee does any of the following:

- 1) Elects to resign from Addenbrooke Classical Academy;
- 2) Fails to return from an approved leave of absence on the date specified by Addenbrooke Classical Academy.
- 3) Fails to report for work without notice to the School for three (3) consecutive days.

### B. Involuntary Termination

An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of Addenbrooke Classical Academy's rules of conduct as set forth below. Notwithstanding this list of rules, Addenbrooke Classical Academy reserves the right to discharge or demote any employee with or without cause and with or without prior notice.

### C. Termination Due to Reorganizations, Economics, or Lack of Work

From time to time, Addenbrooke Classical Academy may need to terminate an employee as a consequence of reorganizations, job eliminations, economic downturns in Addenbrooke Classical Academy, or lack of work. Should Addenbrooke Classical Academy consider such terminations necessary, Addenbrooke Classical Academy will attempt to provide all affected employees with advance notice when practical. Layoff benefits associated with such terminations, if any, will be as specified in the notice.

## II. Discipline and Rules of Conduct

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet School standards, the employee will be subject to discipline up to and including termination.

The rules set forth below are intended to provide employees with notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which Addenbrooke Classical Academy determines adversely affects or is otherwise detrimental to the interests of Addenbrooke Classical Academy, other employees, or customers, may also result in disciplinary action.

### A. Job Performance

Employees may be disciplined for poor job performance, including but not limited to the following:

- 1) Unsatisfactory work quality or quantity;
- 2) Excessive absenteeism, tardiness, or abuse of rest break and meal period policies;
- 3) Failure to follow instructions or School procedures; or
- 4) Failure to follow established safety regulations.

## **B. Misconduct**

The following are examples of some, but not all, conduct which can be considered unacceptable:

- 1) Obtaining employment on the basis of false or misleading information.
- 2) Stealing, removing or defacing School property or a co-worker's property, and/or disclosure of confidential information.
- 3) Completing another employee's time records.
- 4) Violation of safety rules and policies.
- 5) Violation of Addenbrooke Classical Academy's Drug and Alcohol-Free Workplace Policy.
- 6) Fighting, threatening or disrupting the work of others or other violations of Addenbrooke Classical Academy's Workplace Violence Policy.
- 7) Failure to follow lawful instructions of a supervisor.
- 8) Failure to perform assigned job duties.
- 9) Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
- 10) Gambling on School property.
- 11) Willful or careless destruction or damage to School assets or to the equipment or possessions of another employee.
- 12) Wasting work materials.
- 13) Performing work of a personal nature during working time.
- 14) Violation of the Solicitation and Distribution Policy.
- 15) Violation of Addenbrooke Classical Academy's Harassment or Equal Employment Opportunity Policies.
- 16) Violation of the Communication and Computer Systems Policy.
- 17) Unsatisfactory job performance.
- 18) Any other violation of School policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Addenbrooke Classical Academy reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. Addenbrooke Classical Academy will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Addenbrooke Classical Academy will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## **C. Attendance**

In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

- 1) Reporting to work on time, observing rest break and meal period policies, recording all time worked, and obtaining approval to leave work early; and
- 2) Notifying the supervisor in advance of anticipated tardiness or absence.

## **D. Discipline Procedure**

Except as set forth below, discharge or demotion for poor performance ordinarily will be preceded by an oral warning and a written warning.

Addenbrooke Classical Academy reserves the right to proceed directly to a written warning, demotion, or termination for misconduct or performance deficiency, without resort to prior disciplinary steps, when Addenbrooke Classical Academy deems such action appropriate.

### **III. National Labor Relations Act Activity**

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

### **IV. Employment at Will**

Nothing in this Guideline is intended to alter the at-will status of employment with Addenbrooke Classical Academy. Either you or Addenbrooke Classical Academy may terminate the employment relationship at any time with or without cause and with or without prior notice. Addenbrooke Classical Academy reserves the right to terminate any employment relationship, to demote, or to otherwise discipline an employee without resort to the above disciplinary procedures.

### **Job Abandonment Policy**

The School expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify their supervisor as soon as practicable but no later than the employee's scheduled start time in accordance with the sick leave policy. Employees who fail to report to work for three consecutive business days without notifying the School of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact the School for any absence, they should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the School due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or their representative from contacting the School within three days), the employee or their representative must contact the School as soon as practicable to explain the situation. In extreme circumstances, the School will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

### **Drug-Free Workplace**

#### **I. Purpose of Guideline**

It is the intent of Addenbrooke Classical Academy to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Employees who are under the influence of a drug or alcohol on the job compromise Addenbrooke Classical Academy's interests and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, and inferior quality in products or service.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working

conditions for its employees, and to protect its Addenbrooke Classical Academy, property, equipment, and operations, Addenbrooke Classical Academy has established this Guideline concerning the use of alcohol and drugs. As a condition of continued employment with Addenbrooke Classical Academy, each employee must abide by this Guideline.

## II. Definitions

For purposes of this Guideline:

- "Illegal drugs or other controlled substances" means *any* drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.
- "Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- "Abuse of any legal drug" means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- "Possession" means that an employee has the substance on their person or otherwise under their control.

## III. Prohibited Conduct

### A. Scope

The prohibitions of this section apply whenever the interests of Addenbrooke Classical Academy may be adversely affected, including any time an employee is:

- 1) On School premises;
- 2) Conducting or performing School Addenbrooke Classical Academy, regardless of location;
- 3) Operating or responsible for the operation, custody, or care of School equipment or other property; or
- 4) Responsible for the safety of others in connection with, or while performing, School-related Addenbrooke Classical Academy.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

### B. Alcohol

The following acts are prohibited and will subject an employee to discharge:

- 1) The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or

- 2) Being under the influence of alcohol from unauthorized consumption.

### **C. Illegal Drugs**

The following acts are prohibited and will subject an employee to discharge:

- 1) The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
- 2) Being under the influence of any illegal drug or other controlled substance.

Despite many states' recent legalization of medical and/or recreational marijuana, Addenbrooke Classical Academy's zero tolerance policy prohibits any employee from having marijuana in their system while working and also prohibits any employee from possessing marijuana while on School property.

### **D. Legal Drugs**

The following acts are prohibited and will subject an employee to discharge:

- 1) The abuse of any legal drug;
- 2) The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- 3) Working while impaired by the use of a legal drug whenever such impairment might:
  - a. Endanger the safety of the employee or some other person;
  - b. Pose a risk of significant damage to School property or equipment; or
  - c. Substantially interfere with the employee's job performance or the efficient operation of Addenbrooke Classical Academy's Addenbrooke Classical Academy or equipment.

## **IV. Disciplinary Action**

### **A. Discharge for Violation of Guideline**

A first violation of this Guideline will result in immediate discharge whenever the prohibited conduct:

- 1) Caused injury to the employee or any other person, or, in the sole opinion of management, endangered the safety of the employee or any other person;
- 2) Resulted in significant damage to School property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
- 3) Involved the sale or manufacture of illegal drugs or other controlled substances;
- 4) Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol in a quantity greater than for personal use;
- 5) Involved an employee who had not completed the introductory period or was a casual, seasonal, or temporary employee; or
- 6) Involved the failure of an employee to report a criminal conviction, as required by below policy.

### **B. Discretion Not to Discharge**

In circumstances other than those described above, Addenbrooke Classical Academy, in the discretion of management, may choose not to discharge an employee for a first violation of this Guideline if the employee satisfactorily participates in and completes an approved drug or alcohol abuse 'assistance' or rehabilitation program when recommended by Addenbrooke Classical Academy or the employee contacts the Employee Assistance Department within two working days after being referred there by management and follows the recommendations made by the Employee Assistance Department, including satisfactory participation in and completion of an approved drug or alcohol abuse, assistance, or rehabilitation program.

### **C. Effect of Criminal Conviction**

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any School-related activity or event will be deemed to have violated this Guideline.

### **D. Written Warning**

An employee who is not discharged for a first violation of this Guideline will receive a final written warning and immediate suspension without pay for a period of 10 calendar days.

### **E. Effect of Second Violation**

A second violation of this Guideline at any time will result in immediate discharge.

### **F. Effect of Discharge on Eligibility for Rehire**

Employees who are discharged for a violation of this Guideline will not be eligible for rehire by Addenbrooke Classical Academy.

## **V. Drug-Free Awareness**

### **A. Management Awareness**

Managers and supervisors should be attentive to the performance and conduct of those who work with them and should not permit an employee to work in an impaired condition or to otherwise engage in conduct that violates this Guideline. When management has reasonable suspicion to believe that an employee or employees are working in violation of this Guideline, prompt action will be taken.

### **B. Criminal Convictions**

Employees must notify Addenbrooke Classical Academy of any conviction under a criminal drug statute for a violation occurring in the workplace or during any School-related activity or event. Employees must notify Addenbrooke Classical Academy within five days after any such conviction. When required by federal law, Addenbrooke Classical Academy will notify any federal agency with which it has a contract of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

## **VI. Use of Legal Drugs**

Addenbrooke Classical Academy recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to School property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, they may not report to work. To accommodate the absence, the employee may use accrued sick leave, personal leave, or vacation time. The employee may also contact the Human Resources Manager to determine whether or not they qualify for an unpaid leave of absence, such as family care or medical leave. Nothing in this Guideline is intended to sanction the use of accrued sick leave, personal leave, or vacation time to accommodate absences due to the abuse of legal drugs. Further, nothing in this Guideline is intended to diminish Addenbrooke Classical Academy's commitment to employ and reasonably accommodate qualified disabled individuals. Addenbrooke Classical Academy will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability.

## **VII. Unregulated or Authorized Conduct**

### **A. Customary Use of Over-the-Counter Drugs**

Nothing in this Guideline is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Guideline.

### **B. Off-the-Job Conduct**

This Guideline is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this Guideline.

## **VIII. Confidentiality**

Disclosures made by employees to the Human Resources Manager concerning their use of legal drugs will be treated confidentially and will not be revealed to managers or supervisors unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees to the Human Resources Manager concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

## **IX. Counseling/Employee Assistance**

Addenbrooke Classical Academy maintains an Employee Assistance Program, administered by the Assistance Department, which provides help to employees who seek assistance for drug or alcohol abuse, as well as for other personal or emotional problems. Employees who suspect that they may have alcohol or drug problems, even in the early stages, are encouraged to voluntarily seek diagnosis and to follow through with the treatment as prescribed by qualified professionals. Employees should be aware that participation in the Employee Assistance Program will not necessarily shield them from disciplinary action for a violation of this Guideline, particularly if discipline is imposed for a violation occurring before the employee seeks assistance.

## **X. Drug Testing**

### **A. Reasonable Suspicion Testing**

If a supervisor or manager has a reasonable suspicion that the employee is working in an impaired condition or otherwise engaging in conduct that violates this Guideline, the employee will be asked about any observed behavior and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, they will be asked to take a drug test in accordance with the procedures outlined below.

If the employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result.

### **B. Procedures for Drug Testing**

Addenbrooke Classical Academy will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. Addenbrooke Classical Academy will pay the cost of the test and reasonable transportation costs to the testing facility. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that they have taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. Positive results will

be confirmed by gas chromatography/mass spectrometry.

The clinic or laboratory will inform Addenbrooke Classical Academy as to whether the applicant passed or failed the drug test and may include a detailed testing report. If an employee fails the test, they will be considered to be in violation of this Guideline and will be subject to discipline accordingly.

### **C. Acknowledgment and Consent**

Any employee subject to testing under this policy will be asked by the testing facility to sign a form acknowledging the procedures governing testing and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to Addenbrooke Classical Academy of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline up to and including termination.

### **D. Confidentiality**

All drug testing records will be treated as confidential.

## **Inspections and Searches on School Premises**

### **I. Purpose of the Guideline**

School believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of Addenbrooke Classical Academy's Addenbrooke Classical Academy. Addenbrooke Classical Academy also intends to protect against the unauthorized use and removal of School property. In addition, Addenbrooke Classical Academy intends to assure its access at all times to School premises and School property, equipment, information, records, documents, and files. At times, it may be necessary for Addenbrooke Classical Academy to provide records, information or assistance to a government entity in accordance with the terms of a warrant, court order, or other order issued by law. Accordingly, Addenbrooke Classical Academy has established this Guideline concerning inspections and searches on School premises. This Guideline applies to all employees of Addenbrooke Classical Academy.

### **II. Definitions**

For purposes of this Guideline:

- 1) "Prohibited materials" means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances as defined in Addenbrooke Classical Academy's Drug-Free Workplace Guideline; drug-related paraphernalia; the unauthorized use or consumption of alcoholic beverages on School property; or School property and/or proprietary and confidential information belonging to a third party that an employee is not authorized to have in their possession.
- 2) "School property" includes all documents, records, software, electronic codes, data, and files, in both hard copy and electronic form, relating to Addenbrooke Classical Academy's Addenbrooke Classical Academy; and all equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by Addenbrooke Classical Academy.
- 3) "School premises" includes all premises and locations owned or leased by Addenbrooke Classical Academy or under the control of Addenbrooke Classical Academy, including parking lots, lockers, and storage areas.
- 4) "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or

breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

- 5) "Possession" means that an employee has the prohibited material or School property on their person or otherwise under their control.

### **III. Inspections and Searches**

#### **A. Access to School Property**

- 1) In order to ensure access at all times to School property, and because employees properly in possession of School property or information related to School Addenbrooke Classical Academy may not always be available to produce the property or information when needed in the ordinary course of Addenbrooke Classical Academy's Addenbrooke Classical Academy, Addenbrooke Classical Academy reserves the right to conduct a routine inspection or search at any time for School property on School premises. In addition, Addenbrooke Classical Academy reserves the right to access at all times information and communications stored in School computer files, on School mobile devices and in employee voicemail boxes and electronic-mail systems.
- 2) Routine searches or inspections for School property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, electronic mail, School-issued mobile device or similar places where employees may store School property or School-related information, whether or not the places are locked or protected by access codes and/or passwords.
- 3) Because even a routine search for School property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to Addenbrooke Classical Academy.

#### **B. Inspections and Searches for Prohibited Materials**

- 1) Inspections or searches for prohibited materials in or on School premises also will be conducted whenever Addenbrooke Classical Academy has reasonable suspicion to believe that a particular employee or group of employees may be in possession of materials in violation of this Guideline.
- 2) Inspections or searches for prohibited materials may be conducted by an independent security service or by School personnel.
- 3) Inspections or searches for prohibited materials may be conducted on a regular or random basis at locations where employees enter or exit School premises, without regard to whether there is reasonable suspicion that any employee may be in possession of prohibited materials in violation of this Guideline.
- 4) Inspections or searches for prohibited materials may be conducted from time to time even when there is no immediate reason to suspect the presence of the materials. In such cases, Addenbrooke Classical Academy may announce the inspection in advance, *except* for inspections or searches conducted at locations where employees enter or exit School premises.
- 5) Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, computer, School-issued mobile device or similar places where employees may place personal possessions or information, whether or not the places are locked, or password protected. Inspections or searches for prohibited materials also may include an employee's locker, or an employee's pockets, purse, briefcase, lunch box, or other item of personal property that is being worn or carried by the employee while on School premises.
- 6) In cases involving an inspection or search of an employee's pockets, purse, briefcase, or other

item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer who will be a person of the same gender.

- 7) Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that Addenbrooke Classical Academy will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employees were in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive Addenbrooke Classical Academy of information that may clear them of suspicion. In addition, Addenbrooke Classical Academy reserves the right to take appropriate action to prevent the unauthorized removal from School premises of School property.

#### **IV. Approvals for Inspections**

- 1) In instances in which the inspection or search is conducted because there is reasonable suspicion that a particular employee or group of employees may be in possession of prohibited materials in violation of this Guideline or may be using School property in an unauthorized manner, and in instances in which an item of the employee's personal property will be searched, the inspection or search will be approved in advance by the highest ranking member of management in the Division who is available at the time the inspection or search is to be conducted and by the Human Resources Manager or their designated alternate(s) in the event of unavailability.
- 2) All inspections or searches that are conducted as part of Addenbrooke Classical Academy's program of periodic (and unannounced) inspections will be approved in advance by the Human Resources Manager, who will inform the Division Manager of the impending inspection prior to its occurrence.

#### **V. Disciplinary Action**

Employees who are found to be in possession of prohibited materials in violation of this Guideline and/or in violation of School Property; Proprietary and Confidential Information Guideline, the Technology Use and Privacy Guideline, and the Drug-Free Workplace Guideline, or employees who are found to have used School property in an unauthorized manner, will be subject to discipline, up to and including discharge, regardless of Addenbrooke Classical Academy's reason for conducting the search or inspection.

#### **VI. Confidentiality**

Managers and supervisors will make their best effort to restrict communications concerning a violation or possible violation of this Guideline to persons who have an important work-related reason to know.

#### **VII. National Labor Relations Act Activity**

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## **Workplace Violence**

### **I. Statement of Policy**

Addenbrooke Classical Academy recognizes that workplace violence is a concern among employers and employees across the country. Addenbrooke Classical Academy is committed to providing a safe, violence-free workplace. In this regard, Addenbrooke Classical Academy strictly prohibits employees, consultants, customers, visitors, or anyone else on School premises or engaging in a School-related activity from behaving in a violent or threatening manner. Moreover, Addenbrooke Classical Academy seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

Addenbrooke Classical Academy believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures within Human Resources for responding to any situation that presents the possibility of violence.

### **II. Workplace Violence Defined**

Workplace violence includes, but is not limited to, the following:

- 1) Threats of any kind;
- 2) Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- 3) Other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of School property, or a demonstrated pattern of refusal to follow School policies and procedures;
- 4) Defacing School property or causing physical damage to the facilities; or
- 5) With the exception of security personnel, bringing weapons or firearms of any kind on School premises, in School parking lots, or while conducting School Addenbrooke Classical Academy.

### **III. Reporting**

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, they should notify Human Resources immediately.

Further, employees should notify Human Resources and their supervisor if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace. No adverse employment action will be taken against an employee because they notify Addenbrooke Classical Academy of a potentially violent non-work situation.

### **IV. Investigation**

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, Addenbrooke Classical Academy will inform the reporting individual of the results of the investigation. To the extent possible, Addenbrooke Classical Academy will maintain the confidentiality of the reporting employee and of the investigation. Addenbrooke Classical Academy may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. Addenbrooke Classical Academy will not tolerate retaliation against any employee who reports workplace violence.

### **V. Corrective Action and Discipline**

If Addenbrooke Classical Academy determines that workplace violence in violation of this policy has occurred, Addenbrooke Classical Academy will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, Addenbrooke Classical Academy will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, Addenbrooke Classical Academy may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, Addenbrooke Classical Academy may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

## **VI. National Labor Relations Act Activity**

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## **VII. Employee Assistance Program**

Any employee who believes that they may have a problem that could lead to violent behavior is encouraged to use Addenbrooke Classical Academy's Employee Assistance Program. The EAP is a professional, confidential counseling service that is available to all personnel and members of their household to assist in resolving emotional difficulties, marital and family conflict, stress, chemical dependency, conflicts at work, and other concerns. The EAP counselor can help to clarify a problem and to develop an action plan during the counseling session. EAP services are prepaid by Addenbrooke Classical Academy.

Further information regarding Addenbrooke Classical Academy's Employee Assistance Program may be obtained from your supervisor or from Human Resources.

## **Weather**

### **I. Closure Announcements**

Closure due to inclement weather, or public health or safety emergency will always be the same as the Jefferson County School District. Listen to the major radio or television stations for snow closure announcements. If the Jefferson County School District determines that the weather has deteriorated to the point where they will be closing school during the day, we will do the same. For District-wide closure information, you can call (303) 982-6600 or go to <http://jeffcoweb.jeffco.k12.co.us/communications/closures.html>. If the other District schools are closed and there is no message concerning Addenbrooke Classical Academy, you may assume Addenbrooke is closed as well. Please do not call the school office but listen to a radio or TV station for closure details.

Parents are asked to stay in the foyer during emergency dismissals for tornadoes, snowstorms or other weather-related dismissals. Parents will not be allowed to pick up children other than their own without

written permission. The children involved will then be called to the office area.

Addenbrooke Classical Academy will close if weather-related conditions close the Jefferson County Public Schools. A recorded message will be placed on our main number (303-989-1336) if school is closed.

## **II. Inclement Weather**

If it is thundering or lightening, colder than 20 degrees (wind chill considered), or there is too much ice on the blacktop outside, the children will remain within the building and will engage in various activities of learning and play.

## **Safety Program**

Addenbrooke Classical Academy is committed to providing and maintaining a healthy and safe work environment for all employees. Every employee will receive a copy of Addenbrooke Classical Academy's General Safety Rules. A complete copy of Addenbrooke Classical Academy's General Safety Rules is kept by the Facilities Manager and is available for your review.

In case of a broken water main, gas leak, fire or other incidents evacuation of the building may be necessary. Please see the evacuation plan for specific details. You are required to know and comply with Addenbrooke Classical Academy's General Safety Rules and to follow safe and healthy work practices at all times. You may be subject to discipline for engaging in any unsafe or unhealthy work practice or for violating established safety rules. You also are required to report immediately to your supervisor any potential health or safety hazards, and all injuries or accidents. First aid supplies are located at Health Aide's Office.

## **Infectious Disease Control Policy**

Addenbrooke Classical Academy will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

## **I. Staying Home When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. We provide

certain time off benefits to compensate employees who are unable to work due to illness. Information on time off benefits can be found in the time off policies in this handbook.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

## **II. Requests for Medical Information and/or Documentation**

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

## **III. Confidentiality of Medical Information**

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

## **IV. Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, Addenbrooke Classical Academy may implement these social distancing guidelines to minimize the spread of the disease among the staff.

### **A. During the workday**

Employees are requested to:

- 1) Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct Addenbrooke Classical Academy as much as possible, even when participants are in the same building.
- 2) If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- 3) Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- 4) Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- 5) Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- 6) Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

### **B. Outside activities**

Employees might be encouraged to the extent possible to:

- 1) Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour

crowding on public transportation.

- 2) Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

## Visitors

Maintaining the security of Addenbrooke Classical Academy is every employee's responsibility. All volunteers will successfully complete a background check. When you leave the premises make sure that all entrances are properly locked and secured. **Do not prop open any outside doors at any time.** Staff members who take students outside during the school day need to inform the front office that they will be outside and get a radio from the front office.

You must enter and exit the building through the front main entrance.

Addenbrooke Classical Academy is a closed campus. State and Federal law mandate that all visitors and volunteers must check in at the school office, present a valid driver's license at the office and get checked in there and receive a name badge before proceeding into the classroom area, and check out as they leave. Volunteers are welcome in the classroom as long as they do not cause any disruption. Visitors, other than parents, are not allowed in the classroom unless they have permission from the Principal. During the time visitors or volunteers are in the building a nametag, which is available at the office, must be worn. Children who are not Addenbrooke Classical Academy students are considered visitors and must be accompanied by a parent or adult at all times. If an employee notices visitors in the building without proper identification, please be friendly and escort the visitor to the main office to receive a visitor badge.

For classroom observations, parents should call the front office at least two business days in advance in order to check with the teacher regarding scheduling for the day they would like to visit.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## School Property; Confidential and Personal Information

The security of School property is of vital importance to Addenbrooke Classical Academy. School property includes not only tangible property, like desks and computers, but also intangible property such as confidential information. It is critical for Addenbrooke Classical Academy to preserve and protect its confidential information, as well as the confidential information of customers, suppliers, and third parties. All employees are responsible for ensuring that proper security is maintained at all times. Addenbrooke Classical Academy property may not be borrowed, lent or sold without prior written approval of the Executive Director.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited

to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## **I. Confidential and Personal Information**

"Confidential Information" means all information, not generally known, belonging to, or otherwise relating to the Addenbrooke Classical Academy of Addenbrooke Classical Academy or its clients, customers, suppliers, vendors, affiliates or partners, regardless of the media or manner in which it is stored or conveyed, that Addenbrooke Classical Academy has taken reasonable steps to protect from unauthorized use or disclosure. Confidential Information includes but is not limited to trade secrets as well as other proprietary knowledge, information, and know-how; non-public intellectual property rights, including Addenbrooke Classical Academy plans and strategies; manufacturing techniques; formulae; processes; designs; drawings; discoveries; improvements; ideas; conceptions; test data; compilations of data; and developments, whether or not patentable and whether or not copyrightable.

"Personal Identification Information" includes individually identifiable information about employees, customers, consultants, or other individuals, such as Social Security numbers, background information, credit card or banking information, health information, or other non-public information entrusted to Addenbrooke Classical Academy regarding an individual's personal identity. There are laws in the United States and other countries that protect certain types of Personal Identification Information, and employees should not disclose such protected Personal Identification Information that has been acquired and retained by Addenbrooke Classical Academy about other individuals to any third party or from one country to another without prior managerial approval.

Given the nature of Addenbrooke Classical Academy's Addenbrooke Classical Academy, protecting Confidential Information and Personal Identification Information is of vital concern to Addenbrooke Classical Academy. This information is one of Addenbrooke Classical Academy's most important assets. It enhances Addenbrooke Classical Academy's opportunities for future growth, and indirectly adds to the job security of all employees.

Failure to take reasonable measures to protect Addenbrooke Classical Academy's Confidential Information may jeopardize its status as a trade secret. While employed by Addenbrooke Classical Academy, employees must not use or disclose any Confidential Information or Personal Identification Information that they produce or obtain during employment with Addenbrooke Classical Academy, except to the extent such use, or disclosure is required in connection with performing their jobs. Employees may not use or disclose Confidential Information or Personal Identification Information for any reason after the employment relationship with Addenbrooke Classical Academy ends. Misuse or unauthorized disclosure of Confidential Information or Personal Identification Information may result in immediate termination, as well as potential personal and criminal liability. Nothing in this Guideline restricts an employee from discussing their wages or other terms and conditions of employment with coworkers or others, to the extent protected by law.

## **II. Obligations on Termination**

On termination of employment, whether voluntary or involuntary, all tangible and intangible School property must be returned to Addenbrooke Classical Academy immediately. This includes documents, materials, data files, and records of any kind, including any that contain Confidential Information or

Personal Information, and any copies thereof. Also, the terminating employee must immediately notify Addenbrooke Classical Academy if the employee has Confidential Information or Personal Information stored in the employee's personal computer, or in a mobile, cloud, or other storage medium, and work with Addenbrooke Classical Academy to identify all such Information and its location and help ensure it is retrieved and/or permanently deleted by Addenbrooke Classical Academy (or Addenbrooke Classical Academy's designated agent).

### **III. Security**

To avoid loss of School property, the Security Department maintains and promulgates security procedures, which include maintaining control of entrances, exits, restricted areas, document control, and record keeping. Specific procedures regarding the protection of School property, traffic throughout the facilities, and designation of restricted areas are issued by the Security Department and posted on School bulletin boards. In addition, employees are expected to comply with School policies regarding the authorized and secure use of Addenbrooke Classical Academy's computer technology. Employees are expected to abide by all of Addenbrooke Classical Academy's security procedures.

Avoiding loss or theft of Confidential Information or Personal Identification Information is an important part of each employee's job. Accordingly, employees must observe good security practices. Employees are expected to keep Confidential Information secure from outside visitors and all other persons who do not have legitimate reason to see or use such information. Employees are not to remove School property without authorization. Failure to adhere to School policies regarding Confidential Information and Personal Identification Information will be considered grounds for dismissal.

Given the sensitivity of Confidential Information and Personal Identification Information, employees may only dispose of such information by secure methods approved by Addenbrooke Classical Academy. If an employee has any doubt or question about how to handle Confidential Information or Personal Identification Information, the employee should consult with Addenbrooke Classical Academy's Security Department.

### **IV. Keys**

All keys are issued to teachers by the Director of Facilities and are to be returned to them at the end of service to the school. No keys are to be duplicated or distributed to others without the Director of Facilities advance permission.

## **Use of Communications and Computer Systems**

Addenbrooke Classical Academy's communication and computer systems are intended primarily for Addenbrooke Classical Academy purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other School policy. This includes voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of Addenbrooke Classical Academy's systems.

Addenbrooke Classical Academy may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of Addenbrooke Classical Academy when Addenbrooke Classical Academy deems it appropriate to do so. The reasons for which Addenbrooke Classical Academy may obtain such access include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws;

complying with legal and regulatory requests for information; and ensuring that School operations continue appropriately during the employee's absence.

Further, Addenbrooke Classical Academy may review Internet usage to ensure that such use with School property, or communications sent via the Internet with School property, are appropriate. The reasons for which Addenbrooke Classical Academy may review employees' use of the Internet with School property include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that School operations continue appropriately during the employee's absence.

Addenbrooke Classical Academy may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

Addenbrooke Classical Academy's policies prohibiting harassment, in their entirety, apply to the use of School's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since Addenbrooke Classical Academy's communication and computer systems are intended for Addenbrooke Classical Academy use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## Social Networking

Addenbrooke Classical Academy respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect School interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Staff members are highly discouraged from using any kind of personal social networking (Facebook, Twitter, etc.) to communicate with Addenbrooke Classical Academy parents. Social networking between Addenbrooke Classical Academy staff members and students is not prohibited.

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with School equipment or property. All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions Addenbrooke Classical Academy and also expresses either a political opinion or an opinion regarding Addenbrooke Classical Academy's actions that could pose an actual or potential conflict of interest with Addenbrooke Classical Academy, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is their personal opinion and not Addenbrooke Classical Academy's position. This is necessary to preserve Addenbrooke Classical Academy's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. School policies apply equally to employee social media usage.

Addenbrooke Classical Academy encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is not prohibited by this policy. Addenbrooke Classical Academy will not enforce the social media policy in a manner that would interfere with employees' rights under the NLRA to engage in protected concerted activity, such as discussing the terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## **Mobile Device Policy**

Addenbrooke Classical Academy prohibits the use of all handheld mobile devices including cell phones, smart phones, tablets, personal organizers, or other devices for work purposes while operating a motor vehicle, or for personal purposes while operating a motor vehicle during working hours or on School Addenbrooke Classical Academy. Moreover, all use of School-issued mobile devices, or personally owned mobile devices used for work-related purposes, must be made in accordance with School Use of Communications and Computers Systems and Social Networking policies.

Employees may use hands-free mobile devices while driving when safe and lawful to do so. Special care should be taken in situations where there is heavy traffic, inclement weather, or the employee is driving in an unfamiliar area. Employees must adhere to all federal, state, and local rules and regulations regarding the use of mobile devices while driving.

Under no circumstances are employees allowed to use mobile devices to write, send or read any emails, text or other written messages for work purposes while operating a motor vehicle, or for personal purposes while operating a motor vehicle during working hours or on School Addenbrooke Classical Academy.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## Electronic Surveillance

Addenbrooke Classical Academy reserves the right to install security cameras in work areas for specific Addenbrooke Classical Academy reasons, such as security, theft protection or protection of proprietary information. Addenbrooke Classical Academy may find it necessary to monitor work areas with security cameras when there is a specific job or Addenbrooke Classical Academy-related reason to do so. Addenbrooke Classical Academy will do so only after first ensuring that such action is in compliance with state and federal laws. Employees should not expect privacy in work-related areas. Employee privacy in nonwork areas will be respected to the extent possible. Addenbrooke Classical Academy's reasonable suspicion of an onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Employees should contact their supervisor or the Human Resources Department if they have questions about this policy.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## Addenbrooke Classical Academy Communications

### I. Parent Communication

Notes, letters, and signs for the parents should be created on the computer and submitted to the Principal for approval before sending them home, whether in the Thursday Folders or on another day of the week. Phone calls and email are the required types of communications from teachers to parents. All teachers must submit all correspondence that is sent to parents in general to the Principal for approval before it is sent home. **Extreme** care should be taken when sending out written materials to parents, whether it is general correspondence in written or email form or notes or emails to individual parents, to ensure that it is of the highest professional standard in tone, information, spelling and grammar. These publications are a reflection of our professional integrity. **Copies of all information sent to parents must be sent electronically to the Principal. Teachers should keep copies of all personal notes to parents of students.**

## II. Communication with Colleagues

Employees are to be professional and courteous at all times with other staff members during the school day. In the event that you are having difficulty with a faculty or staff member you are encouraged to talk with that employee. If the dispute is not resolved the employees are encouraged to meet with the Principal for help in resolving the conflict. Any inappropriate behavior with an employee, such as cursing, fighting, spreading rumors or ruining the reputation of the employee can be grounds for termination.

## III. Voice Mail and E-mail Communication

Staff members are asked to check their email and voicemail messages at least once a day. If an e-mail or voice mail requires a response, staff members need to respond within 48 hours. If a lengthier response is required, please at least respond back within 48 hours to acknowledge receipt of the message and give a reasonable timeline in which you will fully respond.

## External Communications

Occasionally employees may be contacted by outside sources requesting information about School matters, including information regarding current or former employees, School projects, or other workplace issues. In order to avoid providing inaccurate or incomplete information to outside sources, and the possible negative exposure that may result from providing information about Addenbrooke Classical Academy to outside sources, any employee asked to speak for or on behalf of Addenbrooke Classical Academy by any outside source should immediately contact the appropriate School official, as detailed below.

Employees violating this policy may be subject to discipline, up to and including termination of employment.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.

## I. Media Contacts

Addenbrooke Classical Academy will respond to media inquiries in a timely and professional manner only through the designated spokesperson. If an employee is contacted by a representative from any media organization (e.g., television, radio, or newspaper reporters) to speak for or on behalf of Addenbrooke Classical Academy, the employee should notify the media representative that they are not authorized to make a public comment on behalf of Addenbrooke Classical Academy and immediately refer the media representative to the President/Executive Director. No employee may communicate with media agents on behalf of Addenbrooke Classical Academy without prior authorization from the Executive Director.

## II. Outside Attorneys and Investigators

If an employee is contacted by an outside attorney or investigator regarding School Addenbrooke

Classical Academy, including information regarding current or former employees, School projects, or other workplace issues, the employee should inform the inquiring party that they are not authorized to speak on behalf of Addenbrooke Classical Academy and immediately obtain the individual's name and telephone number. The individual's name and telephone number should then be provided to the Human Resources Department. Nothing in this policy restricts an employee from discussing their wages or other terms and conditions of employment with coworkers or others, to the extent protected by law.

### III. Employment References and Verifications

Employees contacted by outside sources requesting an employment reference or employment verification for a current or former employee should not provide any information to the requesting individual or organization. Instead, employees should refer the requesting individual or organization to the Human Resources Department. No employee, other than the Human Resources Manager, is authorized to provide employment references or employment verifications for any current or former employee. Addenbrooke Classical Academy's authorized representative(s) may verify dates of employment and last position held but will not disclose any other information unless the current or former employee provides written authorization to Addenbrooke Classical Academy to provide additional detail.

### Dress Code

Your appearance reflects not only on you as an individual, but on Addenbrooke Classical Academy as well. We expect you to take pride in your appearance and strive to achieve a positive educational and business-like image when representing the school. Employees should use good judgment in accordance with the following standards in determining dress and appearance while at work.

**General:** It is the intent of the school to establish general guidelines for dress. Employees are asked to comply with the following principles in choosing work apparel that is appropriate to the work being performed:

- A. Maintain a neat and clean appearance, keeping dress modest and moderately conservative.
- B. Maintain a business/professional like appearance and dress in a manner consistent with work responsibilities.
- C. Dress as perceived to be appropriate in an educational organization with Addenbrooke Classical Academy's educational objectives.
- D. It is your responsibility to know the student dress code and enforce it. All staff should follow the length of dresses and shorts and general guidelines of the dress code.

**Administration, Teachers, Paraprofessionals and Support Staff:** Employees who work in public areas, move about the building, or have outside contact are to dress professionally and follow the guidelines below:

- A. Because of the nature of the work and contact with the public, administrators, teachers, paraprofessionals, and support staff are asked to dress professionally. Shirt and tie, golf shirts, sweaters, slacks are appropriate for men; skirts, slacks or dresses are appropriate for women. Skirt, short, and dress length should follow the guidelines that are set forth in the Student Dress Code. Jeans, warm-up suits and T-shirts are not appropriate on a regular basis. Jeans may be worn on casual Friday. Warm-ups and t-shirts can be worn on certain special occasions as circumstances dictate (such as Field Studies or Field Day) but should not be worn on other days.
- B. Exceptions: Employees whose work requires that they perform physical activity may wear appropriate casual attire that is in good repair, including jeans and closed-toe casual shoes such

as tennis shoes. Employees should always consider safety in choosing their work attire. Those with medical/physical conditions or needs will also be considered for an exception to portions of the policy above, on a case-by-case basis, but must get approval from the Principal.

Nothing in this dress code is intended or should be construed to violate, restrict or discriminate against any employee's actual or perceived race (including hair texture and natural hair styles), religion, religious creed, sex, sexual orientation, gender, gender identity or status, gender expression, national origin, ancestry, age, nursing mothers, or any other basis protected by local, state, or federal laws. If any employee believes that their protected rights based upon a protected class are being restricted or violated in some manner by the dress code, please contact your manager or human resources so that these concerns can be addressed. Any employee who needs medical or religious accommodation to Addenbrooke Classical Academy's dress and grooming standards should contact the Human Resources Department.

## Smoking

The entire Addenbrooke Classical Academy campus has been designated a year-round smoke-free and alcohol-free environment. Accordingly, no employees are to smoke, use tobacco products, (including, but not limited to, cigarettes including electronic smoking devices or e-cigarettes, pipes, hookahs, cigars, snuff, or chewing tobacco) use intoxicants or be under the influence of intoxicants on campus.

## Solicitation, Distribution, and Bulletin Boards

Employees may engage in solicitation on School premises only during their nonworking time. Nonworking time means time during meals or breaks and before or after work.

Employees may distribute or circulate non-School written materials only during nonworking time and only in nonwork areas. If an employee is not certain whether an area is a work or nonwork area, they should consult their immediate supervisor for clarification.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on School property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on School property at any time. The sole exception to Addenbrooke Classical Academy's no-solicitation rule applies to Addenbrooke Classical Academy's annual participation in (specify designated charity participation, if any).

Addenbrooke Classical Academy has bulletin boards located throughout the facility for the purpose of communicating with employees. Postings on these boards are limited to items posted by Addenbrooke Classical Academy, including statutory and legal notices, safety and disciplinary rules, School policies, memos of general interest relating to Addenbrooke Classical Academy, local operating rules, and other School items. All postings require the prior approval of the Division Manager or the Human Resources representative. No postings will be permitted for any other purpose.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected

under Section 7 of the NLRA, such conflicting provisions will be void.

## Operation of Vehicles

Employees who are required to drive a School or personal vehicle on School business will be required to show proof of current, and valid driver licenses.

All employees who drive as a part of their job and any of its passenger(s), must wear a seat belt. Under no circumstances will you drive while under the influence of drugs and/or alcohol. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

School owned or leased vehicles may be used only as authorized by management.

Addenbrooke Classical Academy retains the right to transfer to an alternative position, suspend or terminate an employee whose license is revoked, or who is uninsurable under Addenbrooke Classical Academy's policy.

## Holidays

Addenbrooke Classical Academy acknowledges the importance of holidays with religious origins in our national, social and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators should excuse students who do not wish to participate in holiday events. Acknowledging religious holidays serves the academic goal of educating students about history and culture, as well as the traditions of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holiday. Addenbrooke Classical Academy observes the following standard holidays each year:

New Year's Day  
Martin Luther King, Jr., Day  
Presidents' Day  
Memorial Day  
Labor Day  
Thanksgiving Day  
Friday After Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve

Eligible employees will receive a day off on each of the holidays listed above. Any employees wishing to take off religious holidays, please see the Human Resources Department.

### I. Eligibility

Unless otherwise provided in this policy, all full-time employees will receive time off with pay at their normal base rate for each School-observed holiday. Part-time and temporary employees are not eligible for paid holiday benefits. Addenbrooke Classical Academy reserves the right to determine how many and which holidays will be paid per year. Moreover, all employees are ineligible for holiday benefits while they are on leave of absence.

Non-exempt employees must work their scheduled workday before and after the holiday in order to be eligible for holiday pay, unless the employee is absent with prior permission from their supervisor.

## II. Weekends and Vacations

Holidays falling on Saturdays will normally be observed on the preceding Friday. Holidays falling on Sundays will normally be observed on the following Monday. Holidays that occur during an eligible employee's vacation/PTO will not be counted as vacation days taken.

## III. Pay In Lieu of Time Off

Addenbrooke Classical Academy may, in its sole discretion, require some or all employees to work on School-observed holidays, in which case Addenbrooke Classical Academy will provide pay in lieu of time off.

## IV. Rate of Pay

Nonexempt employees required to work on a School-observed holiday will be paid at 1 ½ times their normal base rate for all hours worked. Overtime provisions will apply.

## Paid Time Off

The school assumes that the staff at Addenbrooke Classical Academy are committed to their students and know that uninterrupted attendance is critical to student success. Nevertheless, the school recognizes that there are valid reasons for staff absences.

### I. Eligibility

All staff are eligible to receive 6 days or 48 hours of personal paid leave for the Calendar year.

### II. Use

Employees may use PTO as soon as it is granted. Employees may take PTO for any reason, including the following: vacation, personal illness, bereavement leave, medical and dental appointments, emergencies, family care and medical leave, disability leave, any reason for which paid sick and/or safe leave is allowed under applicable local ordinances, and personal commitments. Nonetheless, employees should make every effort to schedule time off for personal appointments (medical appointments, teacher conferences, auto repairs, etc.) before and after working hours.

Non-exempt employees must record all absences (whether paid or unpaid) on their weekly timecards. Exempt employees must record all PTO on a PTO Request Form for submission to the Payroll Department. PTO is recorded by the Payroll Department in increments of ¼ hour and charged against an employee's accrued PTO.

### III. PTO Grant

New hires will receive 6 days or 48 hours of personal paid leave upon hire and on August 1<sup>st</sup> each year thereafter. Unused PTO will otherwise roll over into the next year.

Personal leave days may be accumulated up to a maximum of 20 days. Employees who accumulate the maximum benefit allowed will not earn additional PTO pay benefits until their accumulated total has been reduced below the maximum. Thereafter, personal leave days will be allocated only up to the maximum amount.

An employee's anniversary date corresponds to the month and day the employee was hired and is subject to adjustment for the portion of any leave of absence in excess of 20 days.

Employees do not accrue PTO during any unpaid leave of absence or while on disability salary continuation. PTO accruals recommence when the employee returns to work.

#### **IV. Compensation For PTO**

Eligible employees will receive pay at their normal base rate for any PTO taken. However, employees who are absent during their introductory periods will not be compensated. No employee will receive pay in lieu of PTO except on the termination of their employment, as described below, unless the employee has deferred their PTO at Addenbrooke Classical Academy's request.

#### **V. Approvals For PTO**

When an employee knows that they will be absent for a full or partial workday, a request for leave using a Leave Notification form must be completed and submitted to the employee's Principal or Manager for approval. Notice to the Executive Director that personal leave is to be taken should be given at least two days before taking such leave, except in cases of emergency. Five days' notice must be given if more than two days' leave is being requested, except in cases of emergency.

**An employee taking leave is responsible for scheduling guest teacher coverage during their absence.**

Emergency, sick, and personal days will be recorded as half-, or full-day absences as follows: Three-and-a-half hours or less will be recorded as a half-day absence. More than three-and-a-half hours will be recorded as a full-day absence.

#### **VI. PTO Advances**

After leave days are used, time for additional days off will be deducted from pay at the employee's normal hourly or annual daily rate, with employees written authorization.

#### **VII. Payment of Accrued PTO Upon Separation from School**

Upon separation of employment, whether voluntary or involuntary, the employee will be paid all banked but unused PTO at the employee's final rate of pay at the time of separation.

#### **VIII. PTO For Family Care and Medical Leave Purposes**

Employees who request family care or medical leave pursuant to Addenbrooke Classical Academy's FMLA and/or state-mandated leave policy generally must apply any available PTO to the unpaid portion of their family care or medical leave, as permitted by law; please see Human Resources for more information. Additionally, employees who use personal leave days for an illness may be asked to provide medical verification.

## Leaves of Absence

### I. Family and Medical Leave Act (FMLA)

Addenbrooke Classical Academy will provide Family and Medical Leave to its eligible employees. Addenbrooke Classical Academy posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in Staff workrooms.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact Human Resources Department in writing.

#### A. General Provisions

Under this policy, Addenbrooke Classical Academy will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

#### B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for Addenbrooke Classical Academy for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- 3) The employee must work in a worksite where 50 or more employees are employed by Addenbrooke Classical Academy within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

#### C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
  - a. Under the Colorado Family Care Act, this is expanded to recognize

- i. Civil Unions under Colorado Law;
- ii. Domestic Partnerships that are registered in the municipality in which the person resides or with the state; or
- iii. Domestic Partnerships recognized by the employee's employer. These partners can be of the same or different sex.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- b. *short-notice deployment*
- c. *military events and activities*
- d. *child care and school activities*
- e. *financial and legal arrangements*
- f. *counseling*
- g. *rest and recuperation*
- h. *post-deployment activities, and*
- i. *additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.*

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which the employee is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember.

- a) A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- b) A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."
- c) Under the FMLA, a "spouse" means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.
- d) The "next of kin of a covered servicemember" is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as the employee's nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care

to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as the employee's next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(k).

“Covered active duty” means:

- (a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- (b) (2) Covered active duty or call to covered active-duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- 4) Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term “covered servicemember” means:

- (a) a 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; or
- (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

*The term “serious injury or illness means:*

- (a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
- (b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered

servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the employee's office, grade, rank or rating.

- (c) Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

#### **D. Amount of Leave**

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. Addenbrooke Classical Academy will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, Addenbrooke Classical Academy will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, Addenbrooke Classical Academy will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for Addenbrooke Classical Academy and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for Addenbrooke Classical Academy and each wish to take leave to care for a covered injured or ill servicemember, the spouses may only take a combined total of 26 weeks of leave.

#### **E. Employee Status and Benefits During Leave**

While an employee is on leave, Addenbrooke Classical Academy will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Addenbrooke Classical Academy will require the employee to reimburse Addenbrooke Classical Academy the amount it paid for the employee's share of the health insurance premium during the leave period.

Under current School policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, Addenbrooke Classical Academy will continue to pay the premiums, and the employee will sign an authorization to deduct their owed premium payments when they return to work.

#### **F. Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. Addenbrooke Classical Academy may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

### **G. Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave because of the employee's own serious health condition, or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by Addenbrooke Classical Academy's sick leave policy) prior to being eligible for unpaid leave.

### **H. Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

Addenbrooke Classical Academy may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, Addenbrooke Classical Academy and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with Addenbrooke Classical Academy

before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

### **I. Certification for the Employee's Serious Health Condition**

Addenbrooke Classical Academy will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

Addenbrooke Classical Academy may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. Addenbrooke Classical Academy will not use the employee's direct supervisor for this contact. Before Addenbrooke Classical Academy makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, Addenbrooke Classical Academy will obtain the employee's permission for clarification of individually identifiable health information.

Addenbrooke Classical Academy has the right to ask for a second opinion if it has reason to doubt the certification. Addenbrooke Classical Academy will pay for the employee to get a certification from a second doctor, which Addenbrooke Classical Academy will select. Addenbrooke Classical Academy may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, Addenbrooke Classical Academy will require the opinion of a third doctor. Addenbrooke Classical Academy and the employee will mutually select the third doctor, and Addenbrooke Classical Academy will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

### **J. Certification for the Family Member's Serious Health Condition**

Addenbrooke Classical Academy will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

Addenbrooke Classical Academy may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. Addenbrooke Classical Academy will not use the employee's direct supervisor for this contact. Before Addenbrooke Classical Academy makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, Addenbrooke Classical Academy will obtain the employee's family member's permission for clarification of individually identifiable health information.

Addenbrooke Classical Academy has the right to ask for a second opinion if it has reason to doubt the certification. Addenbrooke Classical Academy will pay for the employee's family member to get a certification from a second doctor, which Addenbrooke Classical Academy will select. Addenbrooke

Classical Academy may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, Addenbrooke Classical Academy will require the opinion of a third doctor. Addenbrooke Classical Academy and the employee will mutually select the third doctor, and Addenbrooke Classical Academy will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

#### **K. Certification of Qualifying Exigency for Military Family Leave**

Addenbrooke Classical Academy will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

#### **L. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave**

Addenbrooke Classical Academy will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

#### **M. Recertification**

Addenbrooke Classical Academy may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of the employee's leave. Otherwise, Addenbrooke Classical Academy may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. Addenbrooke Classical Academy may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

#### **N. Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR manager. Within five Addenbrooke Classical Academy days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next Addenbrooke Classical Academy day. When the need for FMLA leave is not foreseeable, the employee must comply with Addenbrooke Classical Academy's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

## **O. Designation of FMLA Leave**

Within five Addenbrooke Classical Academy days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

## **P. Intent to Return to Work from FMLA Leave**

On a basis that does not discriminate against employees on FMLA leave, Addenbrooke Classical Academy may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

## **II. Colorado Paid Family and Medical Leave**

Addenbrooke Classical Academy is exempt from participating in the Colorado Paid Family and Medical leave because of its status as a state employer.

## **III. Other Disability Leaves**

In addition to medical or pregnancy-related disability leaves described in this handbook, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or a disability under the ADA or any applicable State or local disability laws. Any disability leave under this section will run concurrently with any medical leave to which the employee is entitled to.

Disability leaves under this section will be unpaid.

Employees taking disability leave must comply with the Family Care, Medical and Military Family Leave provisions regarding substitution of paid leaves, notice, and medical certification. For the purpose of applying these provisions, a disability leave will be considered to be a medical leave.

If a disability leave under this section extends beyond 12 weeks in a 12-month period, the employee will not be entitled to any continued employer contributions towards any employee benefit plan unless otherwise required by law. An employee, however, may elect to continue participating in such benefit plans, at the employee's own expense, to the extent permitted by such plans.

The duration of a leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of their position, with or without reasonable accommodation. For a full explanation of leave duration and reinstatement rights, employees should contact the Human Resources Department.

## **IV. Other Leaves of Absence**

### **Military Leave of Absence**

Addenbrooke Classical Academy will grant employees a military leave of absence up to an equivalent of three (3) weeks of work of the person's regular work schedule of unpaid leave each calendar year for military training for members of the Colorado National Guard or US military reserve forces. Upon satisfactory completion paperwork presented to Addenbrooke Classical Academy, the employee is entitled to be restored to their former or similar position with no loss of benefits.

This also applies to members of the National Guard who are absent for any length of time in order to engage in active service.

Private employees returning from state National Guard or US reserve training are entitled to reinstatement to their pre-leave, non-temporary job or a job with similar status, pay and seniority, with full retention of benefits, provided the employee gives evidence of satisfactory completion of service and is still qualified to perform the duties of their job.

A private employee who is a member of the state National Guard and who is absent from work (regardless of the length of absence) for active service for state purposes must receive the same reinstatement rights described above, as long as the employee gives evidence of satisfactory completion of service and is still qualified to perform the duties of the job.

An employee's absence will not affect the employee's right to receive normal vacation, sick leave, bonus, advancement or other advantages of employment normally afforded to that employee's position.

Addenbrooke Classical Academy prohibits discrimination against an employee because they take time off under this policy.

### **Volunteer Civil Air Patrol Mission Leave**

Employees who serve as volunteers for a qualified volunteer organization, who are requested to respond to a disaster emergency, or are members of the Civil Air Patrol, Colorado Wing, who are called to duty for a civil air patrol mission, are entitled to an unpaid leave of absence of up to 15 days in any calendar year. This leave is not available to temporary employees.

Upon return to work, the employee must provide Addenbrooke Classical Academy with evidence of the satisfactory completion of the disaster response or civil air patrol service.

Employees taking qualified leave under this policy will be restored to the same or similar position held prior to the leave of absence.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Addenbrooke Classical Academy is permitted to deny leave if more than 20% of the workforce requests it at one time.

### **Jury and Witness Duty**

Addenbrooke Classical Academy will provide employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. Addenbrooke Classical Academy will pay an employee up to \$50 per day for the first three days of juror service.

However, exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek. Employees may elect to substitute accrued vacation during any unpaid leave due to jury duty or a witness appearance.

Employees are required to provide reasonable advance notice of the need for jury/witness leave. Employees also are expected to report to work each day or portion of a day they are not performing jury/witness duty.

However, exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek. Employees may elect to substitute accrued vacation during any unpaid leave due to jury duty or a witness appearance.

Employees are required to provide reasonable advance notice of the need for jury/witness leave. Employees also are expected to report to work each day or portion of a day they are not performing jury/witness duty.

### **Voting Time Off**

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least one day in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work.

### **Parental Involvement in K-12 Education Act**

Employees may take up to 18 hours of unpaid leave per school year to attend conferences and classroom activities related to the employee's child which cannot be scheduled outside of regular work hours. Although this leave is unpaid, the employee may opt to use vacation time for this purpose.

### **Leave for Organ Donation**

Public employees may take up to two days of paid leave per year for the purpose of donating organs, tissue, or bone marrow for a transplant. This leave may not be accumulated and may be transferable to family members if life-altering events beyond the employee's control occur.

### **Time Off for Qualified Volunteers for Disaster Relief**

A team member who is considered a "qualified volunteer" under state law and who is called into service by a volunteer organization for a disaster is entitled to a leave of absence of no more than 15 workdays in any calendar year. This leave is only allowed in the event that the volunteer is called into service for a disaster and provides proof that they are a qualified volunteer under state law.

The leave under this policy is unpaid unless PTO applies and is used. The leave under this policy is allowed only if you return to your employment as soon as practicable after being relieved from emergency volunteer service. We will return you to the position you held prior to the leave or to a similar position.

We are not required to provide leave under this policy to more than 20% of our team members on any workday. Any employees who we deem to be essential to the operation of the daily enterprise, whose absence would likely cause us to suffer economic harm or whose duties include assisting in disaster recovery for Addenbrooke Classical Academy are not entitled to leave under this policy.

### **Victim Protection Leave**

Addenbrooke Classical Academy will provide three working days leave to an employee who has been with Addenbrooke Classical Academy for 12 months or more, and who has been the victim of domestic violence, sexual assault or stalking to seek any relief, including, but not limited to:

- Seeking a civil protection order to prevent domestic abuse,
- Obtaining medical care or mental health counseling or both for themselves or their children to

address physical or psychological injuries resulting from the act of domestic abuse, stalking, or sexual assault, or other crime involving domestic violence,

- Making their home secure from the perpetrator of the act of domestic violence, stalking, or sexual assault or other crime involving domestic violence or seeking new housing to escape said perpetrator,
- Seeking legal assistance to address issues arising from the act of domestic violence, stalking, or sexual assault or other crime involving domestic violence and attending and preparing for court-related proceedings arising from said act or crime,

Employees seeking such leave should give appropriate advance notice and may need to provide evident of the need for this leave. Employees with eligible vacation time may take any such available paid time off, consistent with such law, for the purposes set forth in this policy.

Addenbrooke Classical Academy prohibits discrimination, discharge, or retaliation against an employee for taking time off or requesting an accommodation under this policy, or based on the employee's status as a victim of domestic violence, sexual assault, and/or stalking. Addenbrooke Classical Academy will maintain certifications as confidential if it identifies the employee as a victim of domestic violence, sexual assault, or stalking, and will disclose such information only as required by law, or as necessary to protect the employee's workplace safety.

### **Crime Victim Leave**

Employees may take time off from work for the purpose of responding to a subpoena to testify in a criminal proceeding or to participate in the preparation of a criminal proceeding, if:

- The employee is a victim of the crime at issue in the proceedings;
- The employee is the victim's spouse, child by birth or adoption, stepchild, parent, stepparent, sibling, legal guardian, or significant other (someone in a family-type living arrangement with a victim and who would constitute the spouse of the victim if they were married); or
- The victim died or is incapacitated, and the employee is the victim's spouse, parent, child, sibling, grandparent, significant other or other lawful representative.

An employee is ineligible for leave if they are in custody for the crime, accused of the crime or otherwise accountable for the crime or for a crime arising from the same conduct, criminal episode or plan.

### **Bereavement Leave**

Employees will be allowed up to three consecutive working days off to arrange and attend the funeral of an immediate family member. For purposes of this policy an employee's immediate family is defined to include the employee's current spouse, current domestic/civil-union partner, father, step-father, mother, step-mother, sister, step-sister, brother, step-brother, children, step-children, current parent in-law, grandparents, current grandparents in-law and grandchildren.

This leave is unpaid

If an employee requires more than three days off for bereavement leave, the employee may request additional unpaid leave or may request the opportunity to use any accrued vacation time.

### **Personal Leave of Absence Policy**

In its sole discretion, Addenbrooke Classical Academy may grant a personal leave of absence for a

compelling personal reason that does not fall within another leave category. Employees who have completed at least one year of continuous service may submit a written request to Human Resources for a personal leave of absence or vacation, without pay, for any length of time up to a maximum of three (3) months. Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for personal leaves will be granted at the sole discretion of Addenbrooke Classical Academy, based on the facts and circumstances surrounding each individual request.

Addenbrooke Classical Academy is not able to guarantee reinstatement following return from a personal leave of absence. Addenbrooke Classical Academy will make reasonable efforts to place the employee in a suitable vacancy if one exists. Such employees may be terminated or denied reinstatement if Addenbrooke Classical Academy necessity requires that the employee be replaced during the leave or if the employee is terminated or the position is eliminated due to a layoff, reorganization or other intervening cause.

While on personal leave, employees with health insurance will be required to continue paying their customary share of premiums for medical coverage for the duration of the leave. Payments must be made by the first day of each month. With fifteen days' notice, Addenbrooke Classical Academy can cancel the coverage of employees who fail to make timely premium payments or else elect to pay the premiums and recover them from the employee upon return to work, or upon termination, as permitted by law.

## **Employee Benefits**

Addenbrooke Classical Academy provides benefits as described in general terms below. The terms on which benefits are made available to employees are set forth in the governing plan documents. In the event of a conflict between the following descriptions and the terms of the plan documents, the plan documents will control. This handbook is not a plan document and does not create any enforceable rights with respect to benefits or otherwise. Addenbrooke Classical Academy reserves the right to eliminate or modify any of its benefits at any time without prior notice. Employees who have any questions regarding benefits should contact the Human Resources Manager.

### **I. Insurance Benefits**

#### **A. Workers' Compensation Insurance**

Addenbrooke Classical Academy carries workers' compensation insurance coverage as required by law to protect employees injured on the job. This insurance provides coverage for certain medical, surgical, and hospital treatment in addition to payment for a portion of any lost earnings that result from work-related injuries. Compensation payments generally begin on the first day of an employee's hospitalization or on the fourth day following the injury if an employee is not hospitalized. The cost of this coverage is paid completely by Addenbrooke Classical Academy.

Any leave of absence due to a workplace injury runs concurrently with all other School leaves of absence. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

Addenbrooke Classical Academy does not provide workers compensation benefits, or accept any liability, for any illness or injury that arises from an employee's voluntary participation in any off-duty recreational, social, or athletic activity or event that is not an expected or required as part of the employee's work-related duties. Employees who choose to participate in any such off duty activities

may be required to sign a written agreement to confirm that they are voluntarily assuming the risk of injury or illness and releasing Addenbrooke Classical Academy from any such liability.

### **B. Short-Term Disability Insurance (School-Provided Benefit)**

All employees classified by Addenbrooke Classical Academy as full-time employees currently are eligible to participate in Addenbrooke Classical Academy's short-term disability insurance plan. The insurance Company makes all benefit and eligibility determinations.

### **C. Medical, Dental, and Vision Insurance**

All employees classified by Addenbrooke Classical Academy as regularly working at least 30 hours per week and their dependents currently are eligible to participate in Addenbrooke Classical Academy's medical, dental, and vision insurance plans starting the first day of the month following 60 days of full-time employment. The premium cost for eligible employees will be provided to you separately. You also may contact the Human Resources Department to obtain the current premium schedule.

### **D. Life Insurance**

All employees classified by Addenbrooke Classical Academy as regular full-time employees currently are eligible for group life insurance on the first day of the month following 60 days of full-time employment. The Academy offers supplemental life insurance at an additional cost to the employee. Please see your Human Resources Manager for details.

### **E. Premium Payments for Employees on Leave**

Addenbrooke Classical Academy will pay the employer's portion of premiums for continuation of School-sponsored group health plan benefits during the first 60 days of any authorized leave. Thereafter, the employee may only continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and must pay the full cost of doing so.

If an employee is on an approved FMLA and/or state-mandated leave, Addenbrooke Classical Academy will permit the employee to continue coverage under School-sponsored group health plans by paying only the amount charged to similarly situated active employees. If an employee does not return to work at the expiration of an FMLA and/or state-mandated leave, regardless of whether they continued coverage during the FMLA and/or state-mandated leave, they normally will be eligible to elect COBRA continuation coverage with respect to School-sponsored group health plans, with the COBRA qualifying event normally being the expiration of the leave.

### **F. Conversion/Post-Employment Insurance Options**

Pursuant to COBRA eligible employees and their dependents may be entitled to continue certain benefit coverage after employment with Addenbrooke Classical Academy ceases or certain other qualifying events occur. COBRA information is provided separately. In addition, you also can contact the Human Resources Department to obtain COBRA information.

### **G. Insurance Coverage Information**

Eligibility requirements and further information concerning insurance coverage are fully explained in the applicable plan documents, summary plan descriptions, and any applicable summaries of material modification, available from the Human Resources Department. In all cases, however, the applicable plan document controls over any summary or other communication for purposes of determining your rights and benefits.

## **II. PERA: Required Retirement Contribution**

Your retirement benefits are provided through Colorado PERA. In lieu of Social Security, both you and Jeffco make mandatory contributions toward your retirement benefits (pension).

The current mandatory employee contribution is 11% and the employer mandatory contribution is 21.4%, PERA may change the contribution amounts based on the year-end financial position of the plan.

Please log into your account at [www.copera.org](http://www.copera.org) for information regarding your PERA benefits and to receive your monthly benefit estimate. To apply to receive your PERA benefits, please contact CO PERA directly.

## **III. Employee Assistance Program**

Please speak with your Human Resources Department for Jeffco's Employment Assistance Program.

## Teacher Policies

### I. Teacher Duties

Staff may be assigned extra duties by the Executive Director and/or Principal as needed.

### II. Teacher Boxes

Boxes for notes, communications and phone messages are located near the front office for K-8 staff. Teachers should check these boxes daily to assure timely communications.

### III. School Functions

School functions are extra-curricular events held throughout the school year, which involve the families of the school and/or the community. These events offer an opportunity for the staff and the families to be together. For this reason, it is important that all staff be present whenever possible. These functions include, but are not limited to:

Required:

- All scheduled staff meetings
- Back to School Night
- Open House Nights
- Parent/Teacher Conferences
- Other special events

Compensation for these events is included in the annual salary, while hourly employees will be compensated at their regular rate of pay if their attendance is required by the Principal and exceeds regular hours.

### IV. Classroom Environment

Teachers are responsible for the entire environment in their classrooms. In every respect, rooms must be kept clean, orderly, attractive, and stimulating.

#### A. General Classroom Management

**Courtesy and Respect:** Children are expected to behave respectfully to both adults and peers in words and actions.

**Noise:** Generally, the noise level in the classrooms and the halls should be maintained at a level of respect for the others in the building. Planned activities that require livelier student interaction should be conducted with the same respect.

**Raising of Hands:** In most classroom situations, students are expected to raise their hands and be recognized by the teacher in order to speak or leave their seats unless other classroom procedures or methods have been established to supersede this.

**Hallway Behavior:** Student behavior in the hallways should be closely monitored by the teacher. Generally, students should not talk while in the hallway so that other classrooms are not disturbed. When classes are traveling through the hallways, teachers should be with students at all times and should monitor student behavior. Behavior in the hallways when students are traveling by themselves should be discussed with students at the beginning of the year and students should travel through the

hallways without talking or disrupting other classrooms.

## **V. Substitute Folder**

Each teacher shall have a folder on file in their classroom and in the office (Substitute Folders will be due in the office by the second week of school) that consists of the following:

List of all students in the class and students that may come from other classes for other subjects, including names and ages, allergies and medical conditions for all children. Health plans and behavior contracts for students should also be included.

- Any MTSS, IEP, or 504 strategies that need to be provided to students.
- Current seating chart or pre-made name tags for each student.
- List of dependable students.
- List of pertinent school personnel.
- Disciplinary procedures for the classroom and school.
- Procedures for all routines: opening of class, recess and lunch supervision schedules, lunch procedure, etc.
- Location of and procedures for sending students to the Clinic.
- Procedure for emergencies and drills
- Classroom rules.
- Daily academic schedule.
- Location of plan book, teacher manuals, grade books, etc.
- Map of the facility with fire evacuation route.

Please make sure that all information is kept up to date as changes occur throughout the year.

## **VI. Teacher Responsibility for Clean Up**

You are expected to keep your work area neat, clean and orderly at all times, which includes the classroom! Keeping your classroom and other teaching areas neat and orderly is a reflection of your professionalism and also encourages students to respect the school and its belongings. This also includes all common spaces including kitchen and bathrooms. Please report anything that needs repairing or replacing to the office immediately.

Throughout the day, and at the beginning and end of each day, teachers will be responsible for adhering to Addenbrookes Cleaning and Disinfecting plan to reduce the transmission of illnesses. At the end of each day Teachers and their students will be responsible for generally “picking up” their room. Please see to it that all trash is picked up and chairs are stacked or placed on desks. Anything that you can do to help the janitorial staff save time would be appreciated. Classrooms may be used for extracurricular activities (this will be approved by that classroom teacher) and the supervisor of that activity will take the responsibility of cleaning up at the end of their activity. Please follow these guidelines:

- A. Clean and organize the classroom so it is prepared for the following day.
- B. Turn off all lights, stereos, computers, etc., close your window shades, cover animal cages and close and lock your classroom doors.

Our school does have janitorial service, yet this may not adequately address the environmental and sanitation needs of your classrooms on a daily basis. Teachers are expected to contribute to the housekeeping needs of their classrooms.

## VII. Liability

Teachers are legally responsible for the supervision and wellbeing of the students in their charge in particular, and of students in their vicinity in general. Liability suits against teachers typically result when a teacher (1) is absent from their place of assigned duty, (2) uses equipment that is not in good repair, or (3) fails to give adequate instruction before a student attempts an activity in which skill is involved.

## Student Policies

### I. Student Conduct and Discipline

The purpose of discipline is inherent in the word itself. Discipline derives from disciple, meaning “learner” or “student”. It is not the intention of the school discipline plan to simply punish a student for wrongdoing, but to instruct, train, and educate that student so that they will make a better choice at the next opportunity. Although it is necessary to have school and classroom rules, our emphasis will not be on what children can and cannot do, but on guiding students to make choices and accept the consequences of those choices, whether it brings reward or correction.

Addenbrooke Classical Academy students are expected to act appropriately at all times in the classroom and lunchroom, in the hallways and bathrooms, during recess, on field studies, and at any school function. Students are expected to act appropriately with and follow directions from all staff members of the school, parents who are responsible for students during school hours and on field studies, and guest teachers. Students should be well-behaved and respect themselves, others, and property.

Inappropriate behavior is behavior that interferes with the teaching and learning process. It is Addenbrooke Classical Academy’s philosophy that teachers have the right to teach and students have the right to learn. No student will be allowed to disrupt the education of other students. It is also Addenbrooke Classical Academy’s belief that discipline is an opportunity for students to learn skills and behaviors necessary for social interaction and to develop character and responsibility.

It should be noted that as a Jefferson County school, we follow the *Jefferson County Public Schools Student Conduct Code*. The *Jefferson County Public Schools Student Conduct Code* is available to parents on the Jefferson County School District website or on the Addenbrooke Classical Academy website. The Conduct Code details state law concerning student conduct.

Since the classroom teacher is the one who works closest with the students, they carry the bulk of the discipline responsibility. It is important that the teacher works closely with the parents in these matters and communications are open and honest. A teacher may feel the need to invite an administrator into a discipline issue. However, serious discipline incidents such as fighting, bullying, alcohol/drugs, and threats require an administrator to be part of the process.

Appropriate behavior should follow our Four School Rules:

#### A. Four School Rules

1. Keep all communications honoring to one another and oneself.
2. Keep your hands and feet to yourselves.
3. Respect and obey all supervising adults.
4. Be a good caretaker of all things.

## B. Our Core Beliefs

Each student is a unique individual with their own personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to each student in each situation. The odds for children learning from their mistakes increase dramatically when they see a reasonable connection between their behavior and the resulting consequences.

The Addenbrooke Classical Academy staff dedicates itself to following a set of core beliefs which provides a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

We believe that the adult's emphasis should be placed on guiding students to solve the problems they create and to shape and adopt new behaviors, instead of punishing students for misdeeds.

1. We believe that every attempt should be made to maintain the dignity of both students and adults, not only during a disciplinary action, but at all times.
2. We believe that misbehavior should be handled with natural or logical consequences, so that students have the opportunity to see a reasonable connection between their actions and the consequences that follow.
3. We believe that students and adults should show respect for each other through words and actions.

## C. K-12 Discipline Procedures

Addenbrooke Classical Academy utilizes Incident and Discipline Reports to inform parents of behavior issues. These reports require a parent signature and that they be returned to school to ensure that school-to-home communication has occurred. A phone call home is not always made for a discipline issue. Parents are welcome to call the adult issuing an Incident/Discipline Report if any further clarification of the incident is needed.

1. **Classroom intervention:** When appropriate, a supervising adult uses strategies such as redirection, recovery, and verbal discussion to interrupt disruptive or unacceptable behavior.
2. **The issuance of an Incident Report:** An Incident Report may be issued to a student by a supervising staff member for an incident that reflects poor or unacceptable behavior. This form will state the facts of what has happened, and the action taken by the staff member. A parent must sign this form and the student will return it the next day.
3. **The issuance of a Discipline Report:** A Discipline Report may be issued for those behaviors that are of a more serious nature or if a pattern of unacceptable behavior is established. This form will state the facts of what has happened, and the action taken by the staff member. An administrator will be involved in this process. A parent must sign this form and the student will return it the next day.
4. **Suspension:** The Principal or designee have the authority and option to suspend a student from school. Suspensions may occur based on grounds outlined in the *Jefferson County Public Schools Student Conduct Code* or at the Principal's discretion.
5. **Expulsion:** Expulsion may occur based on grounds outlined in the *Jefferson County Public Schools Student Conduct Code*.

## D. Habitually Disruptive Student Process

State law and District policy define disruptive behavior as behavior initiated, willful, and overt on the part of the student and which requires the attention of school personnel to deal with the disruption.

Any student who displays a pattern of disruptive behavior may be placed on the Habitually Disruptive Student Process and will have a behavior plan developed. If the student continues to engage in disruptive behavior (after being placed on the Habitually Disruptive Process) and receives a third suspension in the Habitually Disruptive Process in any one school year, they shall be declared a habitually disruptive student and shall be subject to a mandatory expulsion process.

### **1. Mandatory Expulsion Process**

Addenbrooke Classical Academy follows *Jefferson County Public Schools Student Conduct Code* for the Expulsion process.

### **2. Disruptive Behavior and Students with Disabilities**

Students with disabilities are subject to suspension and expulsion on the same grounds as students without disabilities, except that such students are subject to the special considerations and procedures outlined in the *Jefferson County Public Schools Student Conduct Code*.

### **3. Environment**

It is the policy of Addenbrooke Classical Academy to maintain an environment for its students that is free from alcohol, drugs, and any form of harassment. Any student caught partaking in these activities will face administrative action, and perhaps district or legal involvement, ranging from suspension or expulsion to legal/criminal charges against the student. In these cases, the school resource officer or other officers of the jurisdiction may question students, and parental notification will take place consistent with the *Jefferson County School District* guidelines. Students and parents are encouraged to carefully read the *Jefferson County Public Schools Student Conduct Code* distributed by the Jefferson County School District.

The administration of Addenbrooke Classical Academy is bound to follow these procedures and directives.

Complaints of any kind of harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent.

**Reporting:** Any student witnessing or suffering harassment shall immediately report the matter to their teacher. If a student feels like the complaint was not resolved, they may then report the matter to an administrator. The teacher or administrator receiving the complaint will initiate the investigation process. Retaliation is prohibited for reports of harassment made in good faith.

1. Addenbrooke Classical Academy students are expected to act appropriately at all times in the classroom and lunchroom, in the hallways and bathrooms, during recess, on field studies, and at any school function. Students are expected to act appropriately with and follow directions from all staff members of the school, parents who are responsible for students during school hours and on field studies, and guest teachers. Students should be well-behaved and respect themselves, others, and property.
2. Inappropriate behavior is behavior that interferes with the teaching and learning process. It is Addenbrooke Classical Academy's philosophy that teachers have the right to teach and students have the right to learn. No student will be allowed to disrupt the education of other students. It is also Addenbrooke Classical Academy's belief that discipline is an opportunity for students to learn skills and behaviors necessary for social interaction and to develop character and responsibility.

3. Addenbrooke  
Jefferson County  
Related Policies—A

90-100% .....	A
80-89% .....	B
70-79% .....	C
60-69% .....	D
Below 59% .....	F

Classical Academy adheres to the *Public Schools Student Conduct Code and Guide for Parents and Students*.

Additionally, Addenbrooke Classical Academy adheres to specific administrative policies developed to enforce behavior expectation as documented in Addenbrooke Classical Academy’s Parent/Student Handbook.

- a. Pursuant to C.R.S. § 22-33-106 serious violations in a school building or in or on school property may result in mandatory expulsion. Addenbrooke Classical Academy students being recommended for expulsion by the Principal, for any reason, shall be referred first to the designated school administrator and the Addenbrooke Classical Academy Board and then to the District Superintendent or their designee and ultimately to the Jefferson County R-1 School Board of Education.
- b. The Executive Director and Principals at Addenbrooke Classical Academy and designee shall have the authority, pursuant to C.R.S. § 22-33-106, to suspend a student. The Board President of Addenbrooke Classical Academy shall be notified when an out-of-school or in-school suspension is given for more than five (5) school days.
- c. The Board believes in a fair but strict discipline policy that is rigorously enforced. Consequences should be immediate and relevant. A safe environment that is conducive to learning is of the utmost priority. All policies shall be in accordance with state law.

Classroom teachers and staff should be supported in their efforts to discipline students. All staff will be expected to use Board and administrative policies when disciplining students.

## II. Academic Dishonesty

Addenbrooke Classical Academy seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another’s work or ideas as one’s own—cheating or plagiarizing— will be treated with utmost gravity.

## III. Student Attendance

Each classroom will maintain daily attendance for their room. Please record absences in Campus on the computer. Attendance records must be recorded by 8:05 am. The office will call the parents of any child that is absent unless they were previously notified. The daily attendance records of the children constitute a legal register of attendance. They must be kept accurately. Excessive absenteeism should be reported to the school secretary so that the family may be contacted regarding minimum requirements. Tardies are to be recorded as well.

## IV. Grading

Parents receive both interim reports and full report cards regarding their children’s academic standing and citizenship. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning interim-report and full-report card grades.

Teachers assign letter grades 3rd through 12th:

90-100% .....	A
80-89% .....	B
70-79% .....	C
60-69% .....	D
Below 59% .....	F

grades according to the following scale for

Teachers will give a minimum of ten graded assignments or activities per semester. Teachers are required to update and post grades, at the least, every two weeks. Grades are based on four weighted areas in grades 9th - 12th:

- Daily Work - 35%
- Tests and Quizzes - 25%
- Participation - 25%
- Final Exam - 15%

Teachers are required to update and post grades, at the least, every two weeks. Grades are based on three weighted areas in grades 3rd - 8th:

- Assignments - 40%
- Tests, Quizzes and Projects - 50%
- Participation - 10%

#### Grading Scale for Kindergarten through 2nd Grade:

<b>4 (Advanced)</b>	Student is able to accomplish the task autonomously. Student has “mastered” the content.
<b>3 (Proficient)</b>	Student is able to accomplish the task with support. The student is working toward mastery but needs some support.
<b>2 (Partially Proficient)</b>	Student needs individualized support and guidance. The concept is relatively new and/or difficult for the student. More practice and skill development are needed to move toward mastery.
<b>1 (Unsatisfactory)</b>	Student has just been introduced to the concept. The concept is brand new and/or very difficult for the student. Much more practice is needed in order to move toward mastery.
<b>NA (No Attempt)</b>	Student did not attempt to complete the task.

Kindergarten through 2nd students will receive a report card sent home once per semester.

## V. Parent/Teacher Conferences

It is a commitment of the staff to be available to communicate with parents throughout the school year. This can be done at the regularly scheduled conferences in the fall and spring (at the end of the first and third quarters). Additional time may be deemed necessary by the staff and/or the parents. Every conference **MUST** be documented in the teacher’s student log whether it is a phone or personal conference.

It is important to remember that we are in partnership with parents in caring for their children. Teachers should do everything possible to establish an atmosphere of collaboration that will put the parent at ease and promote trust and confidence in their relationship with Addenbrooke Classical Academy.

### A. Expectations of a Conference

- Regular and consistent tracking (no less than weekly) of the child is required and should be available to document progress or lack thereof. This information is needed for parent conferences and should be made available when requested by the Principal.

- Difficult conferences should be discussed prior to the set conference date with the administration. A decision will be made to determine if the Principal or designee should sit in on the conference.
- Parents will be given time to voice their observations and concerns.

Both parents are requested to attend conferences. We consider the conferences our major communication during the year, at which we present an evaluation for the parents. They are also the clearest signal we give of the job we are doing and of our perception of their child. Your preparation and sensitive evaluation of the student are a key element in developing the parent's confidence in the quality education available to their child. You are asked to make your conference times as convenient as possible for the parents.

## **VI. Report Cards**

Addenbrooke Classical Academy's school year is divided into semesters. Therefore, there are two separate grading periods. In the Elementary, upon conclusion of each semester, report cards will be issued to each student in the kindergarten through second grade. These will be sent home in separate envelopes and the envelopes should be signed and returned to the teacher after the first semester. Teachers should turn a copy of each report card into the office so they can be placed in cumulative folders. These copies need to be turned in to the front office within two days of going home with students. In the third through twelfth grades, final grades will be posted at the end of each semester. At the end of the first and third sessions, there are mandatory Parent/Teacher conferences for both Elementary and Secondary students. Both parents are expected at these conferences if at all possible.

### **A. Student Evaluation and Report Cards**

- Report Cards are sent home twice a year in Kindergarten through second grade with a conference with the parents at least twice yearly.
- Final grades are posted twice a year in Infinite Campus in grades 3rd through 12th.
- A copy is given to the parents and a copy is kept on file at the school. See Addenbrooke Classical Academy calendar for dates.

## **VII. Communications**

Apart from the normal midterm parent-teacher conferences, teachers are asked to communicate with parents regarding the quality of student work. Teachers are also encouraged to accept parent calls during appropriate Academy hours or to make appointments to discuss student work. In so doing, parents are kept consistently apprised of their student's work. Employees are required to respond back to stakeholders within 48 hours.

## **VIII. Homework**

Homework is a fundamental part of the Addenbrooke Classical Academy program. Homework, as a vehicle for meaningful, extended learning, fosters good study habits and is vital for optimal development. It prepares students for high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills.

Homework's immediate educational purpose is:

- to reinforce skills and concepts learned in class;
- to develop study skills and habits;
- to practice skills and knowledge in ways that are not readily accomplished in the

- classroom;
- to inform parents of what is being taught in the classroom.

We also hope that each child reads, or is read to, on a consistent basis (preferably every day). As cited in *A Nation at Risk*, “The single most important factor for determining whether children will go to college is being read to as a child.” Going to college is not necessarily a goal for everyone but becoming a life-long learner should be if one hopes to remain competitive throughout one’s lifetime. We believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world. By reading to your child, you encourage your child’s growth and strengthen family ties. By making sure your child is reading at home you are directly contributing to his education. By reading in front of your children, you model good habits and reinforce your expectations.

The expected homework time allotment for each grade is as follows:

Kindergarten	10 minutes plus reading time
Grade 1	10-20 minutes plus reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grades 6 – 8	60 minutes plus reading time
Grades 9- 12	90 minutes plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student’s organizational skills and study habits, and the nature of the assignments. The teacher determines homework assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Questions about homework should be directed to your child’s teacher.

### **A. Elementary Make-Up Work**

It is the family’s responsibility to contact the teacher to request make-up work for schoolwork missed due to an absence. Please call no later than 10:00 am to request make-up work to be sent home at the end of the day. Additional time is needed if more than the current day’s work is requested. For an excused absence, a student is allowed two days to make up the work missed for every day excused. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with classes. Students who complete make-up work within the required timeline will receive full academic credit earned for the make-up work. (ref. Jefferson County Policy JH-R)

**No matter what your schedule, it is everybody’s responsibility to ensure that children are always, always, always supervised properly!**

## B. Elementary Thursday Folders

Every Thursday, “Thursday Folders” are sent home with students, which should include all the written communication for that week. This may include, but not be limited to, school newsletter (for parents who request a hard copy), class newsletters, permission slips, conference information, special event fliers, homework, and teacher requests. During weeks where there are only one or two days of school, Thursday Folders will not be sent home. Parents should look for the envelope each week, read the contents, sign any documents needing to be returned, and return the folder to school with their student.

## C. Secondary Late Work Policy

Work not turned in by the due date is subject to the following policy:

- The day after the due date, the grade drops to a maximum of 50%
- Middle School: Late work will be labeled missing, and students will have thirty days to submit work for a maximum of 50%. As soon as the work is turned in and graded, the missing label should be removed. After 30 calendar days, the assignment will be changed to a 0% and marked late, missing label removed, and may no longer be turned in.
- High School: Late work will be labeled missing and worth a maximum of 50% for five school days. After five school days, work will be labeled 0% and marked late, missing label removed, and may no longer be turned in.
- Certain assignments may be marked 0% immediately for all secondary students, e.g. work done and turned in during the class period. A student who is absent during that work will receive an exemption.
- Absent students have two calendar days per day absent to turn in missing work upon their return to school before it is considered late. Students will be responsible for obtaining, completing, and turning in makeup work.
- Students that have been absent prior to/on the due date for a test or long-term paper/project - must immediately, upon return, arrange with the teacher a makeup date which falls within five days of their return to receive full credit. Tests and long-term projects are not subject to the “two days for every day absent” policy.

In the case of extended absence due to serious illness, the policy may be modified with the approval of the secondary principal.

## IX. Movies in the Classroom

From time to time, videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Videos and movies must relate to the curriculum and have a specific purpose in order to be shown in classrooms. **Teachers must receive prior approval from the Principal in order to show a video.**

Teachers are responsible for previewing videos to ensure that they are appropriate. Based on Jefferson County School District Policy IMB, “Controversial issues include matters characterized by significant differences of opinion usually generated from differing underlying values, beliefs, and interests, which produce significant social tension, and which are not necessarily resolvable by reference to accepted facts. Matters usually become controversial not so much due to disagreement about facts but as to the interpretation or values to be applied to facts.

Jefferson County School District Policy IMB-R states:

## A. Guidelines for Teachers

Teaching about controversial issues and use of controversial learning resources are permitted in accordance with this regulation as long as the issue or resource is relevant to the content standards and curriculum objectives of the course.

1. Controversial learning resources include learning resources which are not included in the approved learning resources of the district, and which are subject to disagreement as to appropriateness because they refer or relate to controversial issues or present material in a manner or context which is itself controversial. Examples of such materials include, but are not limited to, those that depict explicit sexual conduct, graphic violence, profanities, drug use, or other socially undesirable behaviors, or materials that are likely to divide the community along racial, ethnic, or religious lines. If a teacher has a question as to whether a resource is controversial within the meaning of this policy, they shall contact the Principal.
2. R, PG-13, or PG rated films and/or videos shall be considered controversial within
  - a) the meaning of this policy and regulation and shall require prior approval of the Principal according to the guidelines listed below. X rated and NC-17 rated films and videos shall not be used in Jefferson County Schools.
  - b) PG, PG-13, and R rated films and videos shall be considered controversial at the elementary level.
  - c) PG-13 and R rated films and videos shall be considered controversial at the middle level.
  - d) R rated films and videos shall be considered controversial at the senior high level.
3. Issues and learning resources selected for discussion and study must be appropriate for instructional use and contribute to the attainment of the content standards and educational objectives of the course.

## X. Elementary Snack Policy

We invite students to bring a snack each day to be eaten in the classroom during snack time; however bringing a snack is optional. Snacks can only be eaten during designated snack times unless a student has special permission. Students should bring nutritious snacks that support their learning and can be eaten in 5-10 minutes. We find that snacks high in sugar and/or fat tend to make kids lethargic. We also encourage students to bring water bottles (filled with plain water only).

## XI. Field Trips

At Addenbrooke Classical Academy, field trips are part of our program. Addenbrooke Classical Academy encourages and supports student learning experiences in the most appropriate setting possible and utilizes the most appropriate talent and materials available. We use field trips as often as possible to enrich the learning experience. Most grade levels go on field studies to tie into units of study at least once per quarter. We will be taking walking excursions as well as other trips involving transportation away from school.

Trips must be approved by the Principal in advance and must contribute to the current study in the classroom. Please follow the guidelines in the Field Trip Checklist. The checklist must be followed in order to organize a Field Trip. **Money must be turned into the office prior to the trip; with a listing of**

**students and amounts they paid. A list of students attending a Field Trip must also be turned in to the Clinic Aide or School Secretary at least two weeks in advance.** Required forms are available in the office. **No check will be issued for any event without an invoice.** One should be requested seven business days ahead of time if possible. It is the teacher's responsibility to schedule, coordinate transportation, and account for all money collected for field study. If sufficient money is not collected trips may be canceled.

Teachers will send home individual permission slips for class field trips.

Addenbrooke's Field Trip Policy is that the student's teacher, prior to a scheduled Field Trip, sends a permission slip home (at least ten days prior to the event) to be signed and returned to school. The notification will list the date, day, time, destination, incidental charges and other necessary information. Permission slips/money (if applicable) are due no later than the day before a Field Trip unless a due date is specified on the slip. The student cannot accompany the class unless this slip is returned to their teacher.

Students who don't return a permission slip for a scheduled Field Trip will remain at school in a supervised study period. Teachers need to arrange for students remaining at school, including work and a place for them to stay (either a teacher from the grade level stays behind or students stay with teachers from other grades). A list of students remaining at school and their location should be left with the front office.

The following guidelines apply for medications on Field

Trips:

- Medications will be put into a baggie with a field trip medication form. The name of the students and the dosage of medicine will be written on the baggie.
- The teacher must come to the office for the medication.
- The medication is to remain in the possession of the teacher at all times.
- Medications are to be administered only by the teacher. Chaperones are not allowed to administer unless it is their own child.
- The field trip medication form must be signed, dated and time given by the teacher when the medication is administered.

**Medications given out for Field Trips must be returned to the Clinic Aide immediately after the Field Trip.**

Two copies of the itinerary, names of children and adults, and adult cell phone numbers will be made with one left in the front office and the other taken on the trip. The staff will maintain the same level of supervision of the field trip as they exercise within the classroom. Teachers should also inform parents of expectations for behavior on field trips.

Each driver will have a list of the children being transported in their car with the names and phone numbers of parents and / or guardians. The driver of the car and all passengers will wear either seat belts, or be in car seats, according to Colorado State Law. It is the teacher's responsibility to review current law and be sure all drivers are aware of their responsibility. All persons riding in the car will abide by the following rules of safety; everyone will remain seated and wear seat belts at all times.

There will be no loud voices used inside the vehicle and no body parts outside the vehicle at any time.

Transportation for these trips may be provided in vehicles of parents or guardians of children in the school. Those volunteering to drive will be required to fill out a form in the front office certifying that they have a valid driver's license, hold a certificate of appropriate insurance which lists Addenbrooke Classical Academy name and expiration date, and their car is safe and in good operating condition. They must also fill out a form that is sent to the district and approved. This will take several days, so parents need to be chosen and approved in advance of the Field Trip.

To assure maximum safety for the children, we ask that all vehicles travel in a convoy, if traffic allows.

Although we hope this never happens, please be sure that our volunteer drivers are prepared in case of an accident:

- If the vehicle is separated from the convoy and involved in an accident, call or have the school called at the first opportunity. Briefly explain the situation and the measures taken thus far. The school will make every effort to send help and/or meet a child at a hospital, if necessary.
- Staff members must ensure that children are SUPERVISED at a safe distance from the scene of the accident and the road. Try to keep as calm as possible.
- Should medical evaluation of a child be necessary, the Principal must be notified. The parents will be notified by the office, and someone will meet the child at the hospital. If enough supervision is guaranteed at the accident site, a staff member should accompany the child. NEVER leave the children unattended or in the care of a stranger.

Addenbrooke Classical Academy authorizes and encourages field trips for educational purposes provided such trips are properly planned and have been approved by the designated school administrator.

A child may not go on a field trip without written parental permission. Students who do not present signed permission forms will be excluded from the field trip. Arrangements and schedules must be approved by the Principal of the school in advance of the field trip. If the field trip involves unusual expenses, distances, duration, or activities, the Executive Director will consult with the Board, if applicable, before granting or denying approval.

No student shall be transported in unauthorized vehicles. The school is responsible only for students who travel in authorized vehicles going to and from school-approved events. All students will use seatbelts.

An "authorized vehicle" is a vehicle the designated school administrator or their designee has approved for use in the field trip. The designated school administrator shall take the following factors into account in approving a vehicle: the suitability of the vehicle for the intended purpose, the driver, the number of operational seatbelts, the date of use, and any other factors deemed relevant by the designated school administrator.

For all school-sponsored trips involving students, school employees must make provision for proper supervision of students. Parents are permitted and encouraged to assist school staff in such supervision.

### **A. Children Arriving Late and Their Class is Away From School**

Children who arrive after the start of the class session and find that their class is away from the school will be accommodated in another classroom.

## **XII. Supervision of Students**

The supervision of students is the responsibility of all employees. The employee is expected to take an active part in supervising all Academy students, not just the students under a particular teacher's charge. All students are to be supervised whenever they are on campus during the academic day, whenever they are on campus participating in extracurricular activities and whenever they are off campus on Academy-sponsored trips.

### **A. Identifying Where Children Are During the Day**

At the beginning of the school day, attendance will be taken to determine the children in school each day. As the day progresses, a count of the children will be taken when they return from the playground or move from their classroom. It is the teacher's responsibility to know where children assigned to them are at all times.

### **B. Lost Child**

Should a child become lost or leave the school without our knowledge or permission, the following steps will be taken:

1. Report to the school office and do an immediate search of all areas of the school. If on a field trip, one teacher will retrace the steps of the group while another adult is to stay with the class.
2. Contact the Principal immediately.
3. Phone the parent (guardian) or the emergency contacts (should we not be able to contact the parent/guardian) and alert them to the situation and circumstances surrounding the situation.
4. Phone the police if parent/guardian or emergency contacts cannot be reached.
5. If the child is not located in a reasonable amount of time, then Principal should contact the police.

### **C. Release of Children to Authorized Persons**

Only persons listed on the emergency card will be allowed to pick up their children from school. Persons other than those normally authorized to pick up the child must present identification. Parents/guardians must have informed the school in writing of the new person they are sending for their child prior to dismissal time.

### **D. Student Security**

There are times when the school has a student that is not to have contact with certain people. When this happens, each staff member will be made aware of this and provided as much of a description and/or picture as possible. Please follow the procedures below if contact is attempted:

1. Refer the person to the Principal.
2. Immediately locate the child, get them to a safe place within the building, and stay with the child.
3. Call the police.
4. The Principal will inform the parents of the incident immediately.
5. If someone should call for the child, do not give out any information.
  - a. Tell the person you do not know the student.

- b. Give the information to the Principal immediately.
- c. No information about any student may be given to anyone other than the parent/guardian unless there is a signed consent form.

### **E. Kidnapped Child**

The teacher or staff member will:

- Let the child go if bodily harm/injury is imminent.
- Call the office or another staff member for assistance.
- Get a description of the person and a license number.
- Call police immediately and call district security.
- Have the office call custodial parent(s) immediately to inform them of the events and steps taken by Addenbrooke Classical Academy personnel.

### **F. Reporting Child Abuse**

Any staff member of the school who has reasonable cause to suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which could reasonably result in abuse or neglect, shall immediately report to the County Department of Human Services or the local law enforcement agency. You are requested to consult with the Principal; however, the decision to report remains your professional obligation. Failure to report may result in a violation of the law.

## **XIII. Teaching Controversial Issues**

At least two weeks prior to any unit being taught that contains any content that could be considered controversial, teachers need to send home a letter to parents explaining what will be taught and the rationale behind it.

The teaching of controversial issues at Addenbrooke Classical Academy shall follow Jefferson County School District Policy IMB and IMB-R.

1. Addenbrooke Classical Academy adheres to the Core Knowledge Sequence principle that a well-educated person should have a broad range of knowledge, including knowledge about matters with which they might disagree. Therefore, Addenbrooke Classical Academy employees will teach curriculum in accordance with State and District standards and the Core Knowledge Sequence.
2. Addenbrooke Classical Academy recognizes that controversy from differences of opinion of issues is inherent in a pluralistic society. Controversial issues include matters characterized by significant differences of opinion usually generated from differing underlying values, beliefs, and interests, which produce significant social tension, and which are not necessarily resolvable by reference to accepted facts.
3. Addenbrooke Classical Academy understands that an important function of education is to provide students with an understanding of how controversial issues are dealt with in a democratic republic. This includes the opportunity to learn about the issues, problems, and concerns of contemporary society, to form opinions, and to participate in discussion of these issues and expression of opinion in the classroom.
4. Teachers may use the study and discussion of controversial issues as appropriate to the attainment of course objectives directly related to content standards.

5. Addenbrooke Classical Academy respects the students' and parents' rights to hold diverse views and encourage them to discuss these issues further at home. Parents are encouraged to speak with the administration if they have concerns about controversial topics. With administrative approval, parents are allowed to observe classrooms when topics of concern are taught, keeping in mind that disruptions to the teaching process will not be tolerated.

#### **XIV. Personal Possession of Student Cell Phones**

Personal possessions are not allowed in school. Please do not bring earbuds or headphones, personal electronics, games, cell phones, I-pods, Kindles or other personal readers, or other equipment to school unless requested by the teacher to do so. If a student chooses to bring these items to school, safekeeping, damage, or theft of personal items is the sole responsibility of the owner, but these items must be kept in backpacks or lockers at all times.

**Elementary Policy:** Cell phones can be used after school outside of the building. Students found using a cell phone during school hours will have their phone confiscated.

**Secondary Policy:** No cell phone us in school, please see student handbook.

The proliferation of “spinners” has become a distraction in many classes. Spinners, putty, and other “fidgets” are prohibited in classrooms unless specifically allowed in an IEP, 504 Plan, or MTSS accommodation for that student.

Other items may be added to the prohibited items list upon discretion of the Principal. If students are found with any items on the prohibited list, the teacher or staff member who finds the item will keep it until the end of the day to prevent it from distracting other students from the learning situation. In some instances, it may be required that the parent claim the item.

#### **XV. Sick Students**

Parents are advised to keep their child home if she/he shows signs of a cough, sore throat, rash or generally feels ill. Here are some guidelines we give parents to help them determine how sick is too sick to send to school:

- TEMPERATURE OF 100 DEGREES OR MORE within the last 24 hours
- DIARRHEA or VOMITING
- SERIOUS BREATHING PROBLEMS requiring more than one breathing treatment a day.
- HIVES or RASHES that show possibility of spreading, or bursting, unless a note, provided by a doctor, states the rash is not contagious or until it resolves on its own.
- STREP THROAT – children can return after 24 hours of antibiotic treatment and are symptom free.
- COMMON COLD – keep your child at home if they are not “feeling well”, have a fever, have a lot of nasal discharge, or have a persistent cough.
- PINK EYE (conjunctivitis) – keep your child at home and treated until your physician feels the infection is not contagious; children should return to school with a doctor’s note stating it is okay to return to school.
- IMPETIGO – keep your child home until a doctor advises their return.

- CHICKEN POX – children should remain home for approximately one week after symptoms appear or until all papules (water-filled lesions) are scabbed and crusted over.
- Inability to participate fully in the program, including going outside.

When a child becomes sick at school, teachers should send the students to the Clinic with a pass. Teachers are asked to monitor clinic visits and prompt students to try water and offer band-aides whenever possible. After being seen at the Clinic, if students are able to come back to class, they will be sent back with their pass signed. If students are going home because of illness, we will contact parents, or the person indicated on the emergency card as soon as possible. For the safety and welfare of the students and others in our community, please understand that we cannot have a sick child in attendance. Parents are expected to pick their child up **within 30 minutes** of being notified. We will call parents in the following cases:

- Students do not feel well enough to comfortably participate in the school day
- Oral temperature at or greater than 100.4 degrees F
- Respiratory distress/congestion
- Behavior changes or persistent crying
- Gastrointestinal distress – nausea, vomiting, or diarrhea
- Skin rashes with or without itching
- Possible contagious disease
- Severe, unrelenting headache
- Infection of eye(s) – redness, itching or discharge from eye
- Ear pain or discharge from ear
- Complaints of toothache, swollen gum or jaw areas
- Excessive fatigue
- Severe coughing
- Excessive nasal discharge
- Muscle or body aches
- New loss of taste or smell

### **A. Medication Policy**

All prescription medication and over the counter medication should be sent to the clinic in their original container, properly labeled with a date, the name of the child, the name of the medication, the directions for taking the medicine and the name and telephone number of the doctor prescribing the medication. Over the counter medications should also be in their original container and labeled with the date, the name of the child, and the directions for taking the medicine. Only medication in their original container will be given to a student. A completed medication form #924 must accompany the medicine. No medicine will be dispensed from the clinic unless a completed form is on file. It is the parent's responsibility to make sure that there is an ample supply of medication for the student. Students may not self-medicate at the school without prior approval by the clinic aide, District Nurse and Principal. **The school will no longer provide any over the counter drugs including Tylenol of any type in the clinic.**

## **XVI. Accidents**

Given the nature of children, accidents will happen. Hopefully, they will always be minor bumps and bruises. In the event of an accidental injury, the staff member present will care for the child and notify other staff members and the Front Office. We will attempt to make a determination as to the severity of the injury, and if indicated, a parent will be notified, or the child will be sent home. If necessary, emergency aid may be called.

An accident report will be filled out when there is bodily injury. In completing the report, please do not use the names of other children involved in the incident. The report is to be given to the Principal for signature and then a copy of the report will be kept in the child's file and the original will be given to the parents.

Please use universal safety procedures: You must wear gloves when treating open wounds or while dealing with any bodily fluids.

### **Calling 911:**

1. Whenever possible, and if the situation allows, contact the principal and parents first.
2. Determine and/or recommend that 911 be called.
3. Situations for calling 911 include severe bleeding, severe allergic reaction, difficulty in breathing, ingestion of a poisonous substance, compound bone breaks, head, neck, or back injuries where the child is unable to move or injuries where limbs end up in unnatural or dislocated positions.

### **The individual calling 911 should give:**

1. Their name, our address, location (cross streets) and phone number.
2. Do not hang up until 911 has all the information. Always let 911 hang up first.
3. It is imperative that you remain calm, think rationally, speak clearly and give accurate information.

### **The individual contacting the parents should (in most cases this should only be done by office personnel):**

1. Let them know what had transpired and the nature of the injury.
2. That you are seeking immediate medical attention and where the child has been sent.
3. Have them call ahead to the hospital to give permission for the doctor to administer medical attention.
4. Leave explicit messages acknowledging that this is an emergency situation and the parents have not been reached, contact all emergency numbers on their card and or leave messages in addition.

**Make certain that an adult is with the child at all times.** Keep the child calm, quiet, warm (if necessary) and have other children vacate the area, if possible.

1. Treat for shock, control bleeding, or take other necessary measures while trying to maintain your composure.
2. Have the ambulance sent to the hospital of parent preference whenever possible as indicated on the Emergency card.
3. If the emergency requires that the student be transported to the hospital, whenever

- possible, an administrator or designee should accompany the child to the hospital.
4. If on a field trip, you will need to make the determination to call 911. Please call the school as soon as possible so that parents/guardians may be notified and meet the child at the hospital.

Guest teachers are never allowed to handle emergency situations. They should contact the closest staff person in charge, inform them of all details and turn the situation over to them.

### **A. Playground Supervision for Elementary**

Along with the teachers, paras will have recess playground duty so that there is always one staff member on the playground during recess. Please be aware that the staff and volunteers should not be standing together to socialize on the playground while students are present. Staff members need to be actively involved in activities on the playground while students are present. **A MOMENT'S INATTENTION CAN RESULT IN AN ACCIDENT!** Try to anticipate behavior that might result in an accident.

The following rules will be enforced on the playground:

- All games should be played with a concern for others using the playground. For example, ball games need to be played where balls are not going to be hitting non-players.
- The playground equipment is to be used properly.
- No aggressive playing or pretending to fight.
- Toy weapons of any kind are not allowed on the school grounds. **NO PRETEND GUNS!!!**
- No throwing objects (rocks, snow, sand, or wood chips).
- Jump ropes are only to be used for jumping rope.
- All children need to help to pick up the playground after the playground time is completed.
- Shoes must be worn at all times.
- The Four School Rules apply to the playground as well as the classroom.

## ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO THE HUMAN RESOURCES DEPARTMENT WITHIN ONE WEEK OF EMPLOYMENT.

Employee Name: \_\_\_\_\_

I acknowledge that I have received a copy of Addenbrooke Classical Academy's Employee Handbook. I understand that I am responsible for reading the Handbook and for knowing and complying with the policies set forth in the Handbook during my employment with Addenbrooke Classical Academy, [including the dispute resolution/arbitration provision set forth in other paperwork signed at hire.]

I further understand, however, that the guidelines contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a "fair procedure" prior to termination or other disciplinary action. I also understand that, except for Addenbrooke Classical Academy's at-will employment policy, Addenbrooke Classical Academy may amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because Addenbrooke Classical Academy cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of Addenbrooke Classical Academy's guidelines or procedures, I should consult Addenbrooke Classical Academy's Human Resources Department.

I understand and agree that my relationship with Addenbrooke Classical Academy is "at-will," which means that my employment is for no definite period and may be terminated by me or by Addenbrooke Classical Academy at any time and for any reason, with or without cause or advance notice. I also understand that Addenbrooke Classical Academy may demote or discipline me or otherwise alter the terms of my employment at any time at its sole discretion, with or without cause or advance notice.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by the President of Addenbrooke Classical Academy, that no other employee or representative of Addenbrooke Classical Academy has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by the President of Addenbrooke Classical Academy. I further understand and agree that if the terms of this Acknowledgment are inconsistent with any guideline or practice of Addenbrooke Classical Academy now or in the future, the terms of this Acknowledgment shall control.

Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

I have carefully read this Acknowledgement of Receipt.

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

# Colorado Overtime and Minimum Pay Standards Order Acknowledgment of Receipt

I have been provided and hereby acknowledge receipt of a copy of the Colorado Overtime and Minimum Pay Standards Order (COMPS Order #39) Poster.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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