



## GOAL ACADEMY HIGH SCHOOL

### EMPLOYEE HANDBOOK

2024 - 2025 SCHOOL YEAR

#### Updates and Edits:

##### ADDED:

##### **Operation of Vehicles**

Employees who are required to drive a company or personal vehicle on company business will be required to show proof of current, valid driver licenses, and current Department of Motor Vehicles record (print out).

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.

GOAL Academy participates in a system that regularly checks the DMV records of all employees who drive as part of their job. You are required to notify GOAL Academy immediately if you no longer possess a valid license to drive.

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

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

##### **I. Portable Communication Device Use While Driving**

Employees who drive on GOAL Academy business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the

employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving are prohibited in all circumstances.

## STANDARD OF CONDUCT

All GOAL Academy employees and volunteers are expected to model the school's Mission and Vision. An individual's behavior should reflect these norms and support the Mission and Vision of the school at all times. Employees are expected to model professionalism at all times—and with all constituents—in their dress, words, tone, actions, and contributions to the community. Employees may not engage in illegal, rude, condescending, unprofessional, discourteous, or otherwise socially unacceptable conduct in connection with work activity **or when representing GOAL Academy**. Each employee is responsible for maintaining the expectations of the school, region, and departments social contract and team agreements. Employees may not be insubordinate to supervisors or Administration, including refusing or failing to cooperate with supervisors, co-workers, or students.

## REQUESTS FOR LEAVE

In consideration of other staff and students as well as the continuity of the learning environment, GOAL employees should **consider** not taking PTO immediately preceding or following vacation days, school holiday periods, and the week immediately prior to and the first week of the school year, during October Count, testing windows, and Graduation.

## ABSENCE AND TARDINESS

GOAL Academy does understand that occasionally, because of illness or emergency, an employee may be unable to come to work, arrive on time, or complete a full workday. All employees, if unable to report to work for any unplanned reason, must contact their supervisor or immediate supervisor at least one hour prior to the scheduled arrival time on the day of their absence. It is the employee's responsibility to keep GOAL Academy informed daily during a short-term absence and to provide medical verification when asked to do so. **An absence of four (4) or more consecutive workdays may require documentation.**

## EMPLOYEE CONDUCT WHILE ON LEAVE OR NOT ON SCHOOL GROUNDS

GOAL employees should adhere to the code of conduct and must be mindful of actions while on leave, off the premises, and during nonworking hours so as not to create a conflict of interest with GOAL's students. This is not a prohibition on other off-duty activities that do not pertain to GOAL's students or affect GOAL Academy.

## TOBACCO

In keeping with GOAL Academy's intent to provide a safe and healthful work environment, use or possession of tobacco products in any form, as defined in Colorado Revised Statutes 18-13-121(5)(a), in, on, and near any GOAL Academy locations (e.g., sites, marketing events, offices, in school vehicles, or while accompanying students offsite as a representative of the school) is strictly prohibited. **It is the Employee's responsibility to seek out and be sure to always use the designated smoking/vaping areas.** Violations of this policy will result in disciplinary action, up to and including immediate termination.

## PAYROLL AND EXPENSE REPORTING WORKDAYS

Workdays include in-service and professional development days and are further depicted on the annual school calendar. Workdays are outlined prior to the start of the academic year. **In most cases, the workday is from 8:00 AM to 4:00 PM or 9:00 AM to 5:00 PM.** GOAL reserves the right to modify or alter workdays as needed.

## OUTSIDE EMPLOYMENT

Outside employment that constitutes a conflict of interest **or** interferes with an employee's primary job duties is prohibited. Employees may not receive any income or material gain from individuals outside GOAL Academy for materials produced or services rendered while performing their jobs at GOAL Academy.

**Employees may not have an additional job that conflicts with their GOAL Academy working hours.**

## ATTENDANCE AND PARTICIPATION EXPECTATIONS

### **Business-Related Events and Functions**

**Alcoholic beverages may be available for consumption at certain business-related events, meetings and social occasions, as well as industry meetings and conferences, which an employee may attend in the course and scope of their employment. In addition, alcohol may be available for consumption at certain business-related special events and functions that are authorized or sponsored by GOAL Academy. The purchase and/or consumption of alcohol at these events does not violate GOAL Academy's Drug and Alcohol Use policy. However, being under the influence of alcohol such that judgment and/or job performance is impaired, which results in offensive and/or unprofessional conduct, and/or behavior that endangers and/or compromises the welfare and/or safety of the employee or others, or is harmful to GOAL Academy's business relationships, is specifically prohibited by this policy. Violation of the above rules and standards of conduct will not be tolerated. Employees may be disciplined, up to and including discharge, for violating these policies without prior notice or warning. GOAL Academy also may bring the matter to the attention of appropriate law enforcement authorities.**

## ADMINISTRATIVE LEAVE

GOAL Academy may place a staff member on administrative leave with **or without** pay at its discretion. Such leave is to be used in circumstances when the health or safety of any staff member or of any person or property entrusted to the staff member's care could be adversely affected or during an administrative investigation as determined by the Director of Human Resources. Compensation for administrative leave will be equal to the staff member's base rate

of pay. The length of such leave is solely at the discretion of GOAL Academy. Employees may also be disciplined, including possible termination, for failing to cooperate during the investigation. The Chief Executive Officer and the Director of Human Resources must approve placing a staff member on administrative leave.

## GOAL TECHNOLOGY

Surveillance cameras are strategically positioned in public areas across the premises to ensure the safety of both employees and students. It is strictly forbidden for employees to interfere with or deactivate surveillance cameras, move or conceal them purposefully, or attempt to hack or disrupt the camera systems.

## WORKPLACE ACCOMMODATIONS FOR NURSING MOTHERS

### Lactation Accommodation

GOAL 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. GOAL 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.

Employees who work remotely or telework are entitled to the same breaks as outlined above. During these breaks, the remote/teleworking employee must be free from observation by any GOAL Academy provided or required video system, including camera, security camera or web-conferencing platform.

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

## DELETED

## REQUESTS FOR LEAVE

Leave may be requested at the employee's discretion for illness, professional, or personal reasons. If an employee requests time off and has utilized all available PTO, a request for an unpaid PTO may be made to the employee's supervisor. Unpaid PTO can be denied at the discretion of the Human Resource Director. However, at no time shall unpaid PTO exceed \_\_\_.

## REQUESTS FOR LEAVE

An absence of four (4) or more consecutive workdays may require documentation.

## REPORTING PROCEDURES

When abuse is suspected, GOAL Academy employees shall:

1. Promptly inform the Regional Principal that a report of suspected child abuse or neglect needs to be made.
2. After consulting with the Regional Principal, immediately make an oral report of suspicion or knowledge of child abuse or neglect via telephone to the county human services department or local law enforcement agency.
3. Promptly follow up with a written report on the GOAL Academy Child Abuse Report Form, available from your Regional Principal.
4. Provide a copy of your documentation to the county human services department or appropriate authorities.
- ~~5. Provide a copy of your documentation to your principal.~~
6. Provide a copy of your documentation to the Regional Principal.
7. Retain a copy of your documentation in a confidential personal location for ten (10) years.

## EDITED

### ABSENCE AND TARDINESS

~~Non-exempt~~ Employees are expected to be at their workstation ready to begin work at the beginning of their scheduled shift, and at the end of their scheduled breaks and meal period. Except in an emergency, non-exempt employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

### NO CALL / NO SHOW

The success of GOAL Academy relies on employees showing up to work on time and as scheduled. If an employee fails to report to work as scheduled without proper notice, they may be subject to discipline up to and including termination. If an employee fails to report to work and does not provide reasonable notice within 24 hours thereafter will be terminated for job abandonment.

### PROTECTION FROM RETALIATION

~~Supervisors or management~~ Employees may not retaliate against a victim, reporter, or witness of harassment because of his or her report or other participation in a harassment investigation. Any suspicion of retaliation should be reported immediately to the Regional Principal and or Human Resources.

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## WELCOME TO GOAL ACADEMY

This Handbook is designed to acquaint employees with GOAL Academy and to provide employees with a general understanding of the school's personnel policies. This Handbook does not create, and should not be interpreted as creating, an expressed or implied contract, including a contract of employment. The Handbook does not create, and should not be interpreted as creating property rights, privacy rights, rights to due process, or other contractual or constitutional rights. Not all possible situations are described herein; GOAL reserves the right to exercise discretion in applying the information contained herein.

Contained in this Handbook, employees will find detailed descriptions of the school's professional expectations of its employees, as well as descriptions of the policies, programs, and benefits available to eligible employees.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Employees should direct any questions about this Handbook to GOAL Human Resources or Administration.

To retain necessary flexibility in the administration of policies and procedures, GOAL Academy reserves, to the extent not expressly prohibited by law, the rights to unilaterally change, revise, or eliminate any of the policies and benefits described in this Handbook.

GOAL Human Resources Team

## MISSION AND VISION

### GOAL ACADEMY MISSION

Develop productive members of society.

### GOAL ACADEMY VISION

Helping all students achieve their full potential in a caring, supportive, and personalized environment.

## EMPLOYMENT INFORMATION AND EMPLOYEE FILES AT-WILL EMPLOYMENT

GOAL Academy is an at-will employer. This means that either the employer or the employee may terminate the working relationship at any time, with or without cause, with or without explanation, and with or without any particular period or form of advance notice. This also means that employees have neither an express or implied contract, nor "property rights" in their employment. No administrator or individual board member may make any promise or guarantee that would modify or alter the at-will employment relationship between you, the employee, and GOAL Academy as the employer. This employment at-will relationship will remain in effect throughout your employment with GOAL Academy.

All employees have a responsibility to familiarize themselves with, and abide by, the laws of the State as these affect their work, the policies of the Board, and the regulations designed to implement them.

## PARTICIPANTS IN EMPLOYMENT

Unlike non-charter public schools, employees of GOAL Academy are employed directly by the school and not by a district. GOAL Academy retains autonomy over its employment policies and practices, including but not limited to, hiring, promotion, discipline, and terminations, and establishes its own pay scale and professional expectations. GOAL Academy does rely on its authorizing school district to make determinations regarding qualifications for teaching positions.

## EMPLOYMENT APPLICATIONS

GOAL Academy relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employees are responsible for notifying GOAL Academy of any change in application information within five (5) days of the change.

## EMPLOYMENT BACKGROUND CHECKS

All employees, consultants, contractors, substitutes, and volunteers are subject to undergo a criminal background check. All employees and all others who will have contact with GOAL students must undergo a criminal background check including

fingerprinting, at their own expense prior to commencing employment at GOAL as provided by policy and statute. This applies to all employees, regardless of whether they have had similar background checks conducted through other school districts or through the Colorado Department of Education. All employment offers are contingent upon the successful completion of a background check and legal eligibility for employment.

Employees are responsible for notifying GOAL Human Resources of any change in background and criminal records within five (5) business days of the change. Failure to do so may result in termination of employment.

## EMPLOYMENT TERMS

Each employee shall receive an initial offer letter upon hire which outlines the terms and conditions of his/her employment with the school. The offer letter outlines the expectations between GOAL Academy and the employees. Employment at GOAL is at-will and cannot be modified by the offer letter or benefits letter. Employees continue to have neither express nor implied contracts nor property interest in continued employment at GOAL Academy.

## NEW EMPLOYEE INTRODUCTORY PERIOD

All new employees serve a minimum introductory period of 90 days and are deemed provisional employees during that time. The term “provisional employee” refers to all personnel during the introductory period.

This period shall generally extend for 90 days in duration, and, during the introductory period, a provisional employee may not be offered progressive counseling.

Job reclassifications, transfers, or promotions do not initiate a new introductory period.

Under special circumstances, the introductory period (minimally three months) may be extended at the concurrence of the Director of Human Resources and the appropriate Leader (Chief, Sr. Director, Director, Principal).

The supervisor shall explain the purpose of the introductory period at the time of the selection process. The supervisor is expected to provide the individual with a copy of the employee’s job description and explain the supervisor’s expectations regarding performance.

During the prescribed introductory period, the supervisor is encouraged to conduct mentoring sessions with the individual to determine areas needing improvement, offer suggestions and relevant training for improvement and development, assist in solving problems, and commend outstanding performance.

A formal performance review shall be conducted on all new employees at the conclusion of 80 days. This evaluation shall determine whether to extend the employment relationship beyond the introductory period.

Completion of the probationary period in no way alters the employee's at-will employment status.

## Operation of Vehicles

Employees who are required to drive a company or personal vehicle on company business will be

required to show proof of current, valid driver licenses, and current Department of Motor Vehicles record (print out).

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.

The Company participates in a system that regularly checks the DMV records of all employees who drive as part of their job. Notify the Company immediately if you are no longer obtain a license to drive.

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

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

#### I. Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving are prohibited in all circumstances.

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. the Company's policy.

## STANDARD OF CONDUCT

All GOAL Academy employees and volunteers are expected to model the school's Mission and Vision. An individual's behavior should reflect these norms and support the Mission and Vision of the school at all times. Employees are expected to model professionalism at all times—and with all constituents—in their dress, words, tone, actions, and contributions to the community. Employees may not engage in illegal, rude, condescending, unprofessional, discourteous, or otherwise socially unacceptable conduct in connection with work activity **or when representing GOAL Academy**. Each employee is responsible for maintaining the expectations of the school, region, and departments social contract and team agreements. Employees may not be insubordinate to supervisors or Administration, including refusing or failing to cooperate with supervisors, co-workers, or students.

## EMPLOYMENT CATEGORIES

Exempt, full-time employees (i.e., working 30 hours or more per week), are not eligible for overtime, and will be paid on a salaried basis.

Non-exempt (e.g., short-term, part-time, or full-time) employees are eligible for overtime and may be paid hourly, or salaried depending on the situation.

Any person hired will be required to notify GOAL Academy if they have ever been a participant in Public Employees Retirement Association (PERA).

An employee's exempt or non-exempt classification may be changed only upon written notification by GOAL Academy's Human Resources Department.

## EMPLOYMENT OF RELATIVES

Relatives of employees (e.g., spouses, siblings, parents, or children) will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees may not be permitted to work in the same department or under the supervision of a relative because of employee morale, security, and other legitimate business reasons. In addition, GOAL Academy may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

## ROMANTIC RELATIONSHIPS AT WORK

Employees who develop a romantic relationship with another employee are not required to inform their Regional Principal unless one of the employees is a supervisor or member of the executive team, in which case both employees are required to report the relationship. When management does become aware (whether through self-reporting or by other means) of a romantic relationship between any two employees, management may require both employees to sign a statement that the relationship is consensual and does not involve any form of harassment. In some situations, management may require one of the employees to move to a different position. For instance, GOAL's Anti-Nepotism Policy prohibits a supervisor from being in a romantic relationship with a subordinate.

## PERSONNEL FILES

The school maintains a central file for each employee; supplemental records may be maintained for ease in data gathering. Only duly authorized staff may enter or review information which pertains to the professional and legal role of the employee in the file. Employee personnel files include home addresses, telephone numbers, financial information and other information

maintained because of the employer-employee relationship. Personnel files of individual employees shall be considered confidential. They shall not be open for public inspection.

Personnel files shall only be available to individual board members when properly requested through board action or explicit board approval.

Employees must submit a written request to the Human Resources department to review their own records. Employees shall make no alterations or additions to the records nor remove any material from the file. Upon receipt of an employee's written request, human resources will schedule an appointment for the employee to view their file during normal office hours.

An employee wishing to appeal material in his/her file shall make a written request to GOAL Human Resources and specify a) name and date, b) material to be appealed, c) and reason for appeal. The Director of Human Resources shall have the final permission authority to permit the removal, or revisions of the document in question.

An employee has 10 days from the time of the discipline meeting to submit supporting documentation that will be attached to existing items in his/her file.

#### CHANGE OF ADDRESS/PHONE NUMBER

Employees must report changes or updates to personal information (e.g., name, address, phone number, marital status, name of dependent, emergency contacts), to GOAL Human Resources Staff within twenty (20) days of the change. All notices and communications will be sent out to employees' last known address on file. To change name or social security number, the employee must provide original documentation (e.g., marriage certificate, driver's license, and social security card) authorizing the change.

#### PERSONAL TIME OFF (PTO) AND LEAVES OF ABSENCE

##### HOLIDAYS

The GOAL calendars provide designated (Holidays). Specific dates of Holidays may vary, depending upon an employee's position. Holidays are pre-scheduled and must be taken in accordance with the school calendars. The only modifications that are permissible are due to school needs and require preapproval from your supervisor.

##### PTO

GOAL provides employees with up to 96 hours of paid time off (PTO). PTO may be used for vacation, sick time, or other personal matters.

##### ELIGIBILITY

All full-time and part-time employees are eligible for PTO. PTO is distributed upon date of hire. If employment begins at a time other than the first week of the school year, the employee will receive a prorated amount of PTO based on the number of contact days remaining in the school year.

## PTO (Determined by month of hire)

July	12 days
August	11 days
September	10 days
October	9 days
November	8 days
December	7 days
January	6 days
February	5 days
March	3 days
April	2 days
May	0 days
June	0 days

## REQUESTS FOR LEAVE

Leave may be requested at the employee's discretion for illness, professional, or personal reasons. If employee requests time off and has utilized all available PTO, a request for an **unpaid** PTO may be made to the employee's supervisor.

Leave may be taken hourly increments. Exempt employees that use leave may not work while taking PTO. It is requested that employees give administration as much advance notice as possible before taking PTO to minimize the significant interruption caused to GOAL operations and students.

In consideration of other staff and students as well as the continuity of the learning environment, GOAL employees should **consider** not take PTO immediately preceding or following vacation days, school holiday periods, and the week immediately prior to and the first week of the school year, during October Count, testing windows, and Graduation.

- Full-time staff (including exempt salaried and nonexempt hourly employees) at the beginning of each school year, will receive up to 96 hours of PTO.
- Part time employees receive PTO in proportion to a full time staff member. i.e. 20 hour per week staff person receives up to 48 hours PTO per year

PTO may be used immediately upon employment.

PTO is not paid out upon separation and may not be used for absences covered by workers' compensation insurance. Excessive absenteeism may result in corrective action or termination. An employee who fails to provide advance notice of an absence or fails to notify GOAL within 72 hours of an unforeseen absence will be considered to have abandoned their position and may be terminated for job abandonment.

~~An absence of four (4) or more consecutive workdays may require documentation.~~

## ABSENCE AND TARDINESS

GOAL Academy expects employees to be reliable and to be punctual in reporting for scheduled appointments with co-workers or students and their families. An employee's expected arrival time should be in accordance with their work schedule and is generally 10-15 minutes before any said appointments to prepare. On occasion, the Administration may request a specific time in order to accommodate a one-time meeting or event. Furthermore, employees are expected to work on-site based on a preset schedule maintained by their supervisor. The Administration may request a later departure time in order to accommodate a one-time meeting or event.

Absenteeism, tardiness, and early departure place a burden on other employees and on GOAL Academy. Excessive absenteeism, tardiness, and early departure when specifically scheduled to a site, may result in disciplinary action, including termination of employment.

GOAL Academy does understand that occasionally, because of illness or emergency, an employee may be unable to come to work, to arrive on time, or to complete a full workday. All employees, if unable to report to work for any unplanned reason, must contact your supervisor or immediate supervisor at least one hour prior to scheduled arrival time the day of the absence. It is the employee's responsibility to keep GOAL Academy informed daily during a short-term absence and to provide medical verification when asked to do so. **An absence of four (4) or more consecutive workdays may require documentation.**

In the case of an unplanned personal day (such as when sick), it is the employee's responsibility to submit a Paid Time Off (PTO) request immediately upon return to the appropriate supervisor.

~~Non-exempt~~ Employees are expected to be at their workstation ready to begin work at the beginning of their scheduled shift, and at the end of their scheduled breaks and meal period. Except in an emergency, non-exempt employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

## NO CALL / NO SHOW

If an employee fails to report to work **for 3 consecutive days** without proper notice, **it will be considered job abandonment.** ~~they may be subject to discipline up to and including termination of employment.~~

**GOAL High School recognizes that employees may need to take time away from work for various reasons, including personal illness, caregiving responsibilities, military service, or other personal matters. This policy outlines the procedures for requesting and granting leaves of absence to eligible employees.**

## DURING A LEAVE OF ABSENCE

An employee may choose to exhaust all PTO leave prior to taking FMLA leave.

You will not accrue PTO during unpaid leaves of absence, or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.

## FAILURE TO RETURN FROM LEAVE

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

## PTO CARRY OVER

Employees may not carry over unused PTO into the new school year.

## ALTERNATIVE EMPLOYMENT

While on an unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by GOAL. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

## VOLUNTEERING OPPORTUNITIES

GOAL Academy recognizes our Staff desire to work in our local communities. With your supervisor's approval, you may be able to take up to 8 hours of paid volunteer PTO (in addition to existing PTO) per school year with a 501(c)(3) nonprofit organization. Proof of volunteer work may be required. This time may be split across more than one organization if desired. Volunteering time off is paid at your regular pay rate and is not subject to overtime. If unused, VTO days are forfeited at the end of the calendar year and do not accrue year to year.

While employees are welcome to choose a charitable organization to volunteer with, GOAL Academy reserves the right to deny the request if we believe the chosen organization discriminates based on race, color, sex (including sexual orientation, gender identity, and pregnancy), religion, national origin, age, disability, political affiliation, genetic information, etc., or if the organization is detrimental to the educational mission of GOAL Academy, or is a conflict, or an employee is abusing the program.

## HYBRID WORK SCHEDULE

- All virtual hours are based on the position, staffing needs, site operation, and employees' ability to perform their essential job functions successfully.
- All virtual hours must be planned and approved by your supervisor and put onto their GOAL Calendar. Virtual hours are not set in stone and may vary depending on the above variables.
- Virtual hours can be changed to ensure that we are meeting the needs of the students and school. With this opportunity comes expectations to ensure we are meeting the needs of our students.
- Staff must be available to students and fellow staff during virtual hours by phone or teams.
- Staff must be in an environment that is conducive and compatible to the GOAL on-site environment.
- If it is determined that a staff member is not working or meeting the needs of students, their hybrid schedule may be taken away.
- Staff are required to be on the sites at all other hours outside of their virtual time.
- Virtual time needs to be used in blocks of either half days or full days.
- Business casual attire is expected while on virtual time.
- Cameras must be turned on when meeting with staff and students.

## PAID PUBLIC HEALTH EMERGENCY LEAVE

In addition to the PTO provided, GOAL will provide you with paid public health emergency leave, in accordance with the Colorado Healthy Families and Workplaces Act, for a declared public health emergency. Public health emergency means:

- An act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly

- fatal infectious agent, for which
  - an emergency is declared by a federal, state, or local public health agency; or
  - a disaster emergency is declared by the governor; or
- A highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

Public health emergency leave may be used for the following reasons:

- To self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
- To seek diagnosis, treatment, or care (including preventive care) of such illness;
- Exclusion from work by a government health official, or by your employer, due to your exposure to, or symptoms of, such illness;
- Inability to work due to a health condition that may increase your susceptibility or risk of such illness; or
- To care for a child or other family member who is in category 1, 2, or 3 above, or whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Public health emergency leave will be provided, as needed, in addition to any PTO leave that you have already accrued. If you normally work 40 or more hours in a week, you will be provided with enough public health emergency leave to ensure that you are able to take 80 hours of leave during a public health emergency. If you work fewer than 40 hours per week, you will be provided with enough public health emergency leave to ensure that you are able to take leave equal to the amount of time that you are scheduled to work in a 14-day period or the amount of time you actually work on average in a 14-day period—whichever is greater.

You may use any public health emergency leave that is provided under this policy before using any PTO leave that you have accrued prior to the public health emergency. Public health emergency leave expires four weeks after the official termination or suspension of the public health emergency. During a public health emergency, you will continue to accrue paid sick leave as outlined in the Leave Policy.

You must provide notice of your need for public health emergency leave as soon as practical if your need for leave is foreseeable, and GOAL is not closed. If the need for leave is unforeseeable, provide notice as soon as possible. You will not be required to provide any documentation for public health emergency leave.

GOAL will not retaliate against employees who request or take leave in accordance with this policy.

### JURY DUTY

When summoned for jury duty, GOAL will grant employees leave to perform as a juror. Employees should notify GOAL of a jury summons as soon as practicable, but no later than fourteen (14) days in advance of such duty. If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal education and business operations, the employee may request that the required service be rescheduled for a later date, however, granting such a request is out of GOAL's control.

Upon completion of jury duty, a juror service certification issued by the appropriate court must be presented to GOAL Human Resources. The school shall pay an employee regular pay for the first three (3) days of jury duty, if the employee was originally scheduled to work during those days, and upon submission of a juror service certification. But instead, will receive compensation directly from the county or jurisdiction in which the jury duty is served at a rate of pay determined by the county or jurisdiction.

#### WITNESS DUTY

GOAL Academy encourages employees to appear in court for witness duty when subpoenaed to do so. When current employees of GOAL Academy are subpoenaed or requested by GOAL Academy to appear in court for matters related to their employment with GOAL Academy, our employee's must consult with GOAL Academy's Legal Counsel; and they will be paid their normal rates of pay. For matters not related to GOAL Academy, employees must request leave for witness duty in writing and may be required to provide a copy of the subpoena.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than GOAL Academy. Employees are free to use any available PTO days to receive compensation for the period of this absence.

#### FAMILY MEDICAL LEAVE ACT

An employee who has been employed at GOAL Academy and has worked 1,250 hours over the previous 12 months, whether full-time or part-time, may take up to a total of twelve (12) weeks of Family and Medical Leave (FMLA) during a given school year.

Employees with questions about FMLA should contact GOAL Academy's Human Resource Department. Employees may use all available Personal PTO while taking FMLA before taking unpaid FMLA. Any employee that is out on unpaid FMLA, or any other unpaid leave is required to pay their portion of their insurance premiums. A payment plan must be set up with payroll prior to going out on leave.

Eligible employees can take leave for all qualified reasons under 29 U.S.C. 2601, et seq. including the following reasons:

- The birth of a child or placement of a child for adoption or foster care.
- To bond with a child (leave must be taken within one year of the child's birth or placement).
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition.
- For the employee's own qualifying serious health condition that makes the employee unable to perform their job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

#### MATERNITY LEAVE

GOAL Academy complies with the Pregnancy Discrimination Act (PDA) and the Family and Medical Leave Act (FMLA.)

Employees in need of Maternity Leave will be granted a total 12 weeks of leave per FMLA guidelines.

Once cleared to return to work by a physician, and short-term disability has ended, employees will be permitted up to 5 days a week of virtual time, up until the end of the 12 weeks allotted for maternity leave.

## BEREAVEMENT LEAVE

### FUNERAL LEAVE FOR AN IMMEDIATE FAMILY MEMBER:

When a death occurs in an employee's immediate family, all full-time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, first cousin, grandchild, or other family member who was living in the employee's home.

An employee shall notify her/his supervisor and GOAL Human Resources as soon as practical of the need to take bereavement leave. The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled workday. GOAL Academy may require verification of the need for the leave.

### NON-FAMILY MEMBER FUNERAL LEAVE:

All regular, full-time employees may be eligible to take up to one (1) day off with pay to attend the funeral of an individual who is not an immediate family member, as defined above. Time off will be granted on a case-by-case basis.

An employee shall notify her/his supervisor and GOAL Human Resources as soon as practical of the need to take bereavement leave. The pay for time off will be prorated for a part-time employee if the funeral occurs on scheduled workdays. The supervisor should confirm that the time is recorded accurately on the timecard. GOAL Academy may require verification of the need for the leave.

### ADDITIONAL BEREAVEMENT LEAVE:

GOAL Academy understands the deep impact that death can have on an individual or a family, therefore, unpaid time off may be granted at the discretion of GOAL Academy.

The employee may decide with their supervisor for an additional four (4) unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances, such as distance and the individual's responsibility for funeral arrangements. In the extreme and unfortunate case of multiple deaths in an immediate family situation within a school year, the time off will be reviewed and approved on a case-by-case basis. Multiple non-family deaths will also be approved on a case-by-case basis.

### MILITARY SERVICE:

Employees, other than temporary employees, who are members of the Colorado National Guard, or the Reserve Forces of the United States are entitled to an unpaid leave of absence of up to three (3) weeks in a calendar year to receive military training, and are entitled to unpaid extended leave beyond three (3) weeks based on orders and applicable Federal and State law. The employee must submit copies of his/her military orders to their supervisor as soon as possible. This applies to those called to duty and those who volunteer for active Military duty or to attend

Reserve or National Guard training.

Qualified Employees are entitled to be restored to their same or similar positions with the same status, pay, and seniority upon completion of such leave according to applicable Federal and State laws.

### VOTING LEAVE

On election day, employees are allowed to be absent from work for up to two hours to vote during the time the polls are open unless employment hours on the day of the election are such that there are three or more hours between the time of opening and the time of closing of the polls during which the elector is not required to be on the job. Application for Voting Leave shall be made for the leave of absence prior to the day of election. GOAL may specify the hours during which the employee may be absent, but the hours shall be at the beginning or end of the work shift, if the employee so requests.

### EMPLOYEE CONDUCT WHILE ON LEAVE OR NOT ON SCHOOL GROUNDS

GOAL employees should adhere to the code of conduct and must be mindful of actions while on leave, off the premises, **while in GOAL attire**, and during nonworking hours so as not to create a conflict of interest with GOAL's students. This is not a prohibition on other off duty activities that do not pertain to GOAL's students.

### DOCUMENTATION REQUIRED UPON RETURNING FROM LEAVE

A written "permission to return to work" note from the employee's doctor may be required by GOAL Academy before an employee who was absent from the workplace due to a medical condition is allowed to return to duty. GOAL Academy may also require that the employee provide consent to communications between GOAL Academy and the employee's doctor concerning fitness for duty issues.

### DRUG FREE WORKPLACE POLICIES

#### DRUG-FREE WORKPLACE

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or use of any other altering substance is prohibited. This includes working after the apparent use of marijuana, including but not limited to medical marijuana. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on GOAL premises or while conducting GOAL business is prohibited.

Employees shall directly report the use of controlled substances to a supervisor if the medication may affect the employee's performance of their essential job duties. Use of controlled substances in violation of law is also prohibited during non-working time to the extent that, in the opinion of GOAL, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of GOAL.

GOAL at times may use drug searching dogs or other means to detect the presence of alcohol and controlled substances, at random. Employees' lockers, desks, classroom storage areas, and all other areas of GOAL property are subject to search and employees have no expectation of privacy in these areas.

Employees convicted of controlled-substance-related or alcohol-related violations, including DWI or DUI or pleas of no contest, must inform GOAL within five days of such conviction or plea.

Transportation employees are subject to all Department of Transportation mandates for drug and alcohol testing. All other employees will be subject to post-accident, reasonable suspicion, return-to-duty, and follow-up testing upon selection or request of management. Violations of GOAL Academy's drug free policy can result in corrective action up to and including termination of employment.

## TOBACCO

In keeping with GOAL Academy's intent to provide a safe and healthful work environment, use or possession of tobacco products in any form, as defined in Colorado Revised Statutes 18-13-121(5)(a), in, on, and near any GOAL Academy locations (e.g., sites, marketing events, offices, in school vehicles, or while accompanying students offsite as a representative of the school) is strictly prohibited. **It is the Employee's responsibility to seek out and be sure to always use the designated smoking/vaping areas.** Violations of this policy will result in disciplinary action, up to and including immediate termination.

## WEAPONS

Unlawful or lawful possession of a deadly or dangerous weapon, as defined in State law, on GOAL Academy property or on a GOAL Academy site is strictly prohibited.

## FEDERAL AND STATE LAWS IMMIGRATION COMPLIANCE

GOAL Academy is committed to full compliance with the federal and State immigration laws. GOAL Academy will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

Employees are responsible for notifying GOAL Academy of any change with immigration status within twenty (20) days of the change.

## HARASSMENT

GOAL Academy strives to provide a professional and positive work environment for its employees, and a workplace free of tensions involving matters that do not relate to our mission.

GOAL Academy will not tolerate any form of harassment (e.g., sexual, racial, ethnic, religious) towards its employees, students, parents, or affiliates. GOAL Academy will not tolerate retaliation for opposing harassing behavior, for reporting instances of harassment, or for providing statements or evidence related to alleged harassment.

Harassment may be verbal (epithets, derogatory statements, slurs, innuendo, profanities), physical (unwelcome touching, assault, gestures, physical interference with one's work) or visual (posters, drawings, faxes, e-mail, messaging, or texting). It may involve unwelcome sexual advances or unwelcome invitations to participate in offensive conduct. Harassment may originate from employees, students, supervisors, parents, or others visiting GOAL. In whatever form and from whatever source, it is prohibited.

## REPORTING HARASSMENT

In some situations, a person may not realize that his or her behavior is inappropriate or unwelcome. Employees who consider any person's behavior to be inconsistent with GOAL's regulations and policies are encouraged (but not required) to tell that person that his or her behavior is considered inappropriate and request that the conduct stop. Persons so told should comply immediately with such requests.

Management must learn of harassment before they can stop it. Every employee who reasonably suspects that harassment has occurred, including every individual who believes that he or she is a victim of harassment, must immediately report the circumstances to their Regional Principal or Human Resources Department.

Employees should not assume that GOAL is already aware of the situation. Employees should not assume that it is someone else's duty to report.

It is important to emphasize that employees who believe their supervisor is harassing them are not required to report the issue to that supervisor but may choose to report the information to Human Resources or to any Regional Principal.

#### TIMELY REPORTING OF STUDENT HARASSMENT

Although timely reporting is critical in all situations, it is especially important in situations in which a student is creating an uncomfortable or offensive environment for a GOAL employee or vice versa. If a student approaches an employee or an employee approaches a student, either physically, by email, text, or other means, with romantic or sexual intentions, any employee aware of the conduct must immediately contact his or her Regional Principal or the Human Resources Department so an appropriate investigation may be initiated.

#### PROTECTION FROM RETALIATION

~~Supervisors or management~~ **Employees** may not retaliate against a victim, reporter, or witness of harassment because of his or her report or other participation in a harassment investigation. Any suspicion of retaliation should be reported immediately to the Regional Principal and or Human Resources.

#### ANTI-DISCRIMINATION

GOAL Academy is committed to providing equal employment opportunities, services, programs, and activities for all qualified persons, without regard to sex, race, color, religion, ancestry, national origin, gender, transgender status, disability, sexual orientation, age, military status or marital status, genetic information, lawful conduct outside of work, or any other status protected by State or Federal law.

In accordance with the statement above, GOAL Academy expects all staff, students, and volunteers of GOAL Academy to adhere to this policy. Specifically, no person associated with the school will commit or encourage any of the following acts:

- Discrimination based on an individual's membership in a legally protected class in the recruitment, hiring, training, compensation, benefits, promotion, transfer, termination, layoff, reduction in workforce, or any other terms or conditions of employment.
- Make any comments or display or distribute any materials that may constitute harassment on the basis of an individual's membership in a legally protected class.
- Deny a person any services, program benefits, or financial aid based on the individual's legally protected classification.
- Discrimination based on a student or family's membership in a legally protected class in the assignment and evaluation of academic work, placement in ability groups, promotion between grade levels, or provision of academic support and services.
- Discriminate based on a student or family's membership in a legally protected class in the administration of behavioral expectations and consequences.

Violation of this policy may result in disciplinary action, including termination of employment.

All GOAL Academy employees who become aware of violations of this policy have the obligation to report the conduct to their immediate supervisor and Human Resources, or if the supervisor is engaged in the conduct, to Human Resources.

Any person who knowingly makes a false report of harassment or a makes a report in bad faith shall be subject to disciplinary action, including termination of employment.

#### AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATIONS

If the employee's need for accommodation is apparent, or Goal Academy is made aware of an employee's disability and resulting need for accommodation, Human Resources or the employee's manager will engage with the employee in the interactive process. This process will determine what, if any, accommodation is necessary and reasonable in order to assist the employee in doing the essential functions of their job. Whether an accommodation is reasonable will be determined based on several factors, including whether it will effectively assist the employee in doing the essential functions of their job, the cost, and the effect on business operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider. Human Resources will provide employees with the necessary forms.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

All accommodations will be reviewed through an interactive process at the beginning of each school year to ensure the employee's needs are being met.

#### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA) COMPLIANCE

Because we self-insure our health coverage, at times our organization may be considered a covered employer that is required to comply with the HIPAA Privacy Rule. The Privacy Rule requires that an Employee's Personal Health Information (PHI) is kept confidential and that no one associated with our organization (such as employees, volunteers, interns, or contractors) uses or discloses such information without the Employee's written authorization, except under limited and specific circumstances.

Employees will receive training regarding our Privacy and HIPAA policies. Adherence to the School's HIPAA rules and policies is a condition of employment. Unauthorized disclosures of PHI, or other Privacy or HIPAA violations, will result in disciplinary action up to and including termination.

Should you ever have questions or concerns regarding our HIPAA policy, a specific disclosure, or a disclosure request, please direct such questions to Human Resources or our HIPAA Compliance Officer.

#### LICENSURE REQUIREMENTS

##### LICENSURE AND STAFF CERTIFICATION REQUIREMENTS

Employees of all charter schools—including GOAL—must meet rigorous hiring expectations.

Should a non-licensed applicant/employee choose to seek licensure while an employee of GOAL Academy, the employee will do so at his/her own personal expense and on his/her own personal time. Likewise, staff members who choose to accrue continuing education credit hours during their tenure at GOAL Academy will do so at their own personal expense. GOAL may choose to provide funding for training or certifications for staff as it relates to an organizational need. These funding requests must be approved by the employee's supervisor and Human Resources prior to the training or certificate program.

#### INSURANCE, WORKER'S COMPENSATION AND RETIREMENT COBRA INSURANCE

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under GOAL's health plan when a "qualifying event" would normally result in the loss of eligibility. The provisions of COBRA only apply to employees who are eligible for the school's medical insurance plan and who participate in it prior to becoming eligible for COBRA coverage.

As mandated by federal law, eligible employees will receive more information about COBRA and what would qualify the employee or the employee's family for COBRA at the termination of employment at GOAL Academy.

#### LIFE INSURANCE

GOAL Academy provides a life insurance policy for each employee as part of his or her benefits package.

#### WORKER'S COMPENSATION

GOAL Academy provides worker's compensation for employees who become injured or sick as a result of performing the normal functions of their job.

#### WORKER'S COMPENSATION REPORTING PROCEDURES

When a workplace injury occurs, GOAL Academy employees shall:

1. Administer first aid if needed. In case of a life-or-limb-threatening emergency, the injured employee should be taken to the nearest emergency medical facility via ambulance.
2. Promptly inform the direct supervisor and GOAL Human Resources that an injury has occurred.
3. The supervisor must submit a "First Report of Injury" report as soon as possible to GOAL Human Resources, but no later than 24 hours from the time of the incident.
4. The employee must complete an "Accident Report," provided by the supervisor, as soon as possible.
5. The supervisor must investigate the incident, verify how it occurred, and document any safety violations on the Accident Report.
6. If the injury is not life-or-limb-threatening, send/take the injured employee to the designated medical provider. Contact Human Resource for a listing of all authorized designated medical providers. Should an employee be treated by an unauthorized medical provider, the employee may be responsible for payment for his/her treatment.

If medical services are necessary, after every doctor's appointment, the injured employee must return with a Physician's Report/Employee Work Status Report.

Following an injury, the employee must meet with GOAL Human Resources to review the employee's restrictions (if any, indicated on the Physician's Report). GOAL Human Resources will provide the employee with transitional, modified work within these restrictions if available.

### SIGNIFICANT RISK ISSUES

Employees who become aware of any safety or health-related issue that may pose a significant risk to the safety or health of the employee themselves or to others at GOAL Academy have a duty to notify their supervisor as soon as the employee becomes aware of this significant risk. A written "permission to return to work" note from the employee's doctor may be required by GOAL Academy before an employee who was absent from the workplace because they represented a health or safety risk to others is allowed to return to duty. GOAL Academy may also require that the employee provide consent to communications between GOAL Academy and the employee's doctor concerning fitness for duty issues when there is a significant risk of exposure to other employees or students.

### RETIREMENT

GOAL Academy employees are automatically enrolled in the Colorado PERA retirement plan.

### PERA 401K RETIREMENT MATCHING OPTION

GOAL Academy offers a PERA 401K retirement option through PERA. Employees may begin contributing at the time of hire. Once the employee has worked for GOAL Academy for one full year, GOAL Academy will start matching the employee's personal PERA 401K contribution made after the first full year of employment dollar for dollar up to 5% of the employee's salary for the current school year. GOAL Academy retains the right to change the match percentage as the budget allows. The matched amount is vested immediately. Employees who are rehired by GOAL Academy are required to be employed for one full year before receiving the match.

### PAYROLL AND EXPENSE REPORTING WORKDAYS

Workdays include in-service and professional development days and are further depicted on the annual school calendar. Workdays are outlined prior to the start of the academic year. **In most cases, the workday is from 8:00 AM to 4:00 PM** or 9:00 AM to 5:00 PM. GOAL reserves the right to modify or alter workdays as needed.

### PAYROLL

GOAL Academy paydays are on the last business day of the month and are for the month ending. Business days are considered Monday through Friday.

Employees are paid based on the number of workdays designated on the annual posted staff calendar.

GOAL Academy may require that all employees submit a voided check or deposit slip to participate in direct deposit.

Non-exempt employees will be paid on an hourly basis and must timely record the hours worked. Timesheets are to be completed for each pay period and overtime will be calculated after forty (40) hours worked in one week (Sunday through Saturday) and paid in addition to the base hourly amount each pay period. Timesheets are to be submitted at the time specified by Finance for a given pay period. Timesheets must be signed by the appropriate supervisor or designee.

Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

Non- exempt employees may not work overtime without prior written permission of the direct supervisor. Failing to record and report all hours worked and/or working more than forty hours in one week without written permission may result in disciplinary action, which may include termination.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The department supervisor will review and then initial the time record before submitting it for payroll processing. In the event of an error in reporting time, employees must immediately report the problem to the department supervisor.

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Exempt employees are not eligible for overtime pay.

Employees should bring their pay-related questions or concerns to the attention of the GOAL Chief Financial Officer or Director of Human Resources who are responsible for the fair administration of departmental pay practices.

Employees who resign or whose employment is terminated are not entitled to any pay for time not worked. Upon termination of employment, time worked vs time paid will be reconciled to determine final pay amount.

#### **PAY ADVANCES**

GOAL Academy does not provide pay advances.

#### **PAYROLL DEDUCTIONS**

Deductions from employees' gross pay period earnings are of two types: mandatory and voluntary. Mandatory deductions are those required by law, court order or other legally compelling influence on payroll. GOAL Academy is required by law to make the following deductions from an employee's paycheck:

- Federal Income Tax
- PERA
- State Income Tax
- Medicare
- Court-Ordered garnishments (when required by law)

The amount of tax deductions depends on the employee's income level, marital status, and the number of allowances the employee claims on the Form W-4.

Voluntary deductions may be requested by the employees to be made on their behalf and may include family medical and/or dental insurance, retirement contributions, deductions for damaged or lost property, etc. Additional voluntary deductions will not be made without the employee's written request or authorization, and advanced approval from the Administration.

GOAL Academy is not authorized to give its employees advice about payroll deductions. Please consult with your personal accountant or tax advisor should you have questions about your payroll deductions and their tax implications.

### DISCRETIONARY BONUSES

At GOAL Academy High School, we recognize and appreciate the dedication and contributions of our employees. As part of our commitment to maintaining a fair and transparent work environment, we may offer discretionary bonuses as a means to reward exceptional performance and exceptional contributions. It is important to note that discretionary bonuses are subject to certain conditions and eligibility requirements. One of these requirements is that the employee must be in active employment with the company at the time the bonus is paid out.

Therefore, it is our policy that discretionary bonuses will not be paid out to employees who have been involuntarily terminated, irrespective of the circumstances leading to their termination. This includes terminations resulting from disciplinary actions, layoffs, or any other involuntary separation from employment. We understand that this policy may raise questions or concerns, and we encourage employees to reach out to the Human Resources department for further clarification or assistance.

We are committed to maintaining an open and supportive dialogue regarding our compensation policies and practices. This policy does not affect any other entitlements or benefits that may be applicable to employees in the event of involuntary termination, which are governed by separate policies and applicable laws

### REIMBURSEMENT PROCEDURES

Employees will be reimbursed for all business-related expenses that are pre-approved in writing, upon submission of accurate and receipted expense reports to their Regional Principals or supervisors. Employees shall submit these reports in accordance with financial control policies and established timelines to ensure proper accounting and prompt reimbursement. Requests for reimbursement may be denied if not received within 30 days post travel.

### JOB DUTIES

GOAL Academy makes every effort to create and maintain accurate job descriptions for all positions. GOAL Academy maintains job descriptions in an effort to identify and differentiate the roles of each position within the organization. The job descriptions articulate each employee's responsibilities, establish the qualities needed for successful completion of one's work, and set standards for employee performance evaluations.

Existing job descriptions may be reviewed and revised on a periodic basis in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities.

Given our dynamic organization, employees are expected to help ensure that their job descriptions are accurate and current, reflecting the work being done. Job descriptions should be reviewed by the employee and supervisor upon hire, annually and when needed for workplace accommodation.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned and that additional responsibilities may be assigned as necessary. Employees who have questions or concerns about their work profile should contact their direct supervisor. In addition, please refer to this Handbook, any addendums, and any other relevant documentation for additional details outlining employment expectations at GOAL Academy.

### SPECIAL ASSIGNMENT/DUTIES

All GOAL employees will be required to share responsibilities (e.g., marketing and recruitment) which will benefit the whole school even though it may not directly benefit their specific area. In some cases, employees may be given special assignments or duties which benefit the school.

### OUTSIDE EMPLOYMENT

Outside employment that constitutes a conflict of interest or interferes with an employee's primary job duties is prohibited. Employees may not receive any income or material gain from individuals outside GOAL Academy for materials produced or services rendered while performing their jobs at GOAL Academy.

**Employees may not take part in other activities, paid or unpaid, during the employees required GOAL Academy working hours, unless otherwise authorized by Human Resources.**

### MANDATORY TRAINING FOR STAFF

All GOAL employees are required to attend our 2-day Annual Forum which is in Late July/Early August each year and all GOAL Academy employees are required to complete all annual training requirements as directed by the employee's supervisor.

Flippen Training, which includes Capturing Kids Hearts 1 and 2 and Leadership Strategy/Blueprint, is also an annual mandatory training requirement.

### REQUESTS FOR PROFESSIONAL DEVELOPMENT/TRAINING

Staff requesting PD opportunities for self, site or regional delivery will adhere to the following expectations:

All external professional development or training requests should be submitted through GOAL Academy's Professional Learning department to ensure adequate funding for delivery and any travel expenses related to the function.

All requests for training or professional development will be reviewed to determine the following:

- Alignment with GOAL's Mission, Vision, and strategic plan.
- Direct positive impact on student achievement.
- Fiscal alignment with the school's professional development budget.
- Alignment with GOAL's school culture, social contracts, and team agreements.

Staff requesting to attend a professional conference will follow GOAL's conference attendance process outlined in the Conference Attendance Request Form.

## COMPLIANCE TRAINING

All GOAL Academy staff are required to successfully complete all assigned compliance training. GOAL Academy staff will adhere to all training due dates as designated in the training announcement. Training due dates will not be extended due to compliance expectations. No staff member will be excused from participating in compliance training. Training delivery will not be modified based on an individual staff member's schedule.

The Learning and Development department regularly provides school leaders with non-completion reports. Supervisors will ensure any staff member listed in the non-compliance report completes the listed compliance training within five (5) working days, failure to do so can lead to disciplinary action up to and including possible termination of employment.

## ATTENDANCE AND PARTICIPATION EXPECTATIONS

The school and its employees recognize there are significant costs associated with providing PL opportunities. Staff who attend professional development opportunities, training, and professional conferences will adhere to the following:

Any person attending professional development opportunities requiring travel will adhere to GOAL Academy's travel policy and procedures.

All staff who are assigned professional development by the school or by personal request will make every attempt to attend. If the attendee is unable to participate, adequate notice of cancellation to their direct supervisor and GOAL's PD department is required.

Staff attending professional development opportunities will participate in the training, activities and/or assessments related to the function as a professional representing the school.

### **Business Related Events and Functions**

Alcoholic beverages may be available for consumption at certain business-related events, meetings and social occasions, as well as industry meetings and conferences, which an employee may attend in the course and scope of their employment. In addition, alcohol may be available for consumption at certain business-related special events and functions that are authorized or sponsored by the Company. The purchase and/or consumption of alcohol at these events does not violate the Company's Drug and Alcohol Use policy. However, being under the influence of alcohol such that judgment and/or job performance is impaired, which results in offensive and/or unprofessional conduct, and/or behavior that endangers and/or compromises the welfare and/or safety of the employee or others, or is harmful to the Company's business relationships, is specifically prohibited by this policy. Violation of the above rules and standards of conduct will not be tolerated. Employees may be disciplined, up to and including discharge, for violating these policies without prior notice or warning. The Company also may bring the matter to the attention of appropriate law enforcement authorities.

## WORK RULES AND PERFORMANCE STANDARDS

Employment is with the mutual consent of you and GOAL Academy. Consequently, both you and the school have the right to terminate the employment relationship at any time, with or without explanations, justification, and cause or advance notice. You have no express or implied contract nor property interest in your continued employment.

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples of conduct that may result in disciplinary

action. You are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, including possible termination of employment.

### JOB PERFORMANCE

Employees may be disciplined, including possible termination, for poor job performance, as determined by GOAL Academy in its exclusive discretion. Some examples of poor job performance are as follows:

- Below average work quality
- Poor attitude or/and rudeness to co-workers, students, parents, and other persons in contact with GOAL
- Lack of cooperation with management/supervision, coworkers, students, parents, and other persons in contact with GOAL
- Excessive absenteeism, tardiness, or abuse of break and meal privileges
- Failure to follow instructions or school policies and procedures

### MISCONDUCT

Employees may also be disciplined, including possible termination, for misconduct as determined by GOAL Academy in its exclusive discretion. Examples of misconduct include but are not limited to:

- Insubordination
- Harassment of any type
- Abuse, misuse, theft or the unauthorized possession or removal of GOAL Academy property or the personal property of others
- Falsifying or making a material omission on GOAL Academy records, reports, or other documents, including payroll, personnel, and employment records
- Divulging confidential school information to unauthorized persons (This is not intended to interfere with employee rights under State or Federal law)
- Disorderly conduct in the presence of staff, students, and parents, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon (This is not intended to interfere with employee rights under State or Federal law)
- Behavior that violates any law, rule, or regulation whether or not the employee is prosecuted, which adversely affects the school's interests
- Conviction in court or a guilty or nolo contendere plea to any crime, which may cause the employee to be regarded as unsuitable for continued employment
- Violation of the school's alcohol, drugs, and controlled substances policy
- Marking or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record
- Dishonesty of any sort

### ADMINISTRATIVE LEAVE

GOAL Academy may place a staff member on administrative leave with **or without** pay at its discretion. Such leave is to be used in circumstances when the health or safety of any staff member or of any person or property entrusted to the staff member's care could be adversely affected or during an administrative investigation as determined by the Director of Human Resources. Compensation for administrative leave will be equal to

the staff member's base rate of pay. The length of such leave is solely at the discretion of the school. Employees may also be disciplined, including possible termination, for failing to cooperate during the investigation. The Chief Executive Officer and the Director of Human Resources must approve placing a staff member on administrative leave.

When placed on administrative leave, the employee must comply with all GOAL Academy rules and regulations. If directed by the Chief Executive Officer or the Director of Human Resources, employees must turn in all GOAL property including cars and IT equipment to the IT department or their immediate supervisor during the leave period.

GOAL Academy staff accounts will also typically be suspended during the leave period.

While conducting workplace investigations, it may be necessary to communicate with staff during breaks (spring, summer, thanksgiving, and winter). All witnesses named in the investigation will be interviewed and compensated appropriately for their time.

## TERMINATION AND RESIGNATION

GOAL Academy reserves the right to terminate a staff member for certain infractions without going through the performance improvement process. Such infractions may include violations of school policy and/or the law. Staff who are terminated or resign may, at managements discretion, be eligible for rehire after 12 months from the date of termination. All rehire decisions will be dependent on the cause for termination and or resignation. GOAL Academy reserves the right to consider the former employees' employment and performance record in the consideration process.

Some terminations for cause or resignations in lieu of termination for cause will not be considered for rehire.

All resignation offers of notice should be sent to the GOAL Academy Human Resource Department. GOAL Academy appreciates all the offers of notice. Because GOAL Academy maintains the 'at will' relationship, the school administration maintains the right to decline the offer of notice if the offer interferes with the day-to-day operations of the school. In such cases, the employee's last day will be on an earlier date than stated in the offer of notice as determined by the school administration.

Upon termination of employment from GOAL Academy, staff accounts will be suspended immediately. IT will follow published HR notifications of last day worked. Employees are expected to leave in place GOAL Academy assets, such as email or documents.

Employees must turn in all GOAL property including cars and IT equipment to the IT department or their immediate supervisor.

Employees are not entitled to copies or backups of contacts, emails, documents, student records, or any other information accessed or used on GOAL Academy owned networks.

Employees authorize GOAL to make a voluntary deduction, in accordance with State and Federal regulations, from the employees pay for all unreturned property and damage sustained to GOAL property while in the care and custody of the employee.

At management's discretion, employees who are involuntarily terminated or who do not provide reasonable notice of resignation from GOAL are not eligible for rehire.

## PERSONAL APPEARANCE

All GOAL Academy staff members are expected to dress professionally as models for students of successful and serious professionals. An employee's appearance reflects not only the employee as an individual, but on GOAL Academy as a community.

The school expects employees to take pride in their appearance and achieve a positive educational and business-like image when representing the school.

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:

- Maintain a neat and clean appearance, keeping dress modest and moderately conservative. Clothing should be in good repair.
- Maintain a business/professional appearance and dress in a manner consistent with work responsibilities.
- Employees whose work routinely requires that they perform physical activity may wear appropriate casual attire that is in good repair.
- Employees should always consider safety in choosing their work attire.

Examples of clothing not allowed include but are not limited to:

Jeans (except on Friday), clothing that is excessively worn, hats, sweatpants or workout gear, military attire, t-shirts (except GOAL t-shirts), tank tops, muscle shirts, excessively short skirts/dresses/shorts (skirts/dresses/shorts must be no shorter than two inches above the knee), spaghetti strap dresses/tank-tops, midriff tops, low cut tops, halter top dresses/tops, and shorts/skorts.

The omission of a specific item or appearance standard does not automatically permit its wear.

## FACULTY / STAFF MEETINGS

Instructional and administrative staff members are expected to be available to participate in all team meetings.

The Administration retains the right to request faculty and staff participation at occasional after-hours meetings, events, conferences, and school functions. This includes, but is not limited to, requesting faculty participation at events or meetings prior to 9:00 AM or after 5:00 PM, as well as participation at occasional weekend functions.

## INFORMATION UPDATES FOR EMPLOYEES

The Administration conveys critical information to staff in a variety of manners including, but not limited to:

- Email updates
- Instant messaging school-wide posts
- Mailbox deliveries
- Faculty meeting agendas

Each employee is responsible for reading email and checking staff mailboxes on a daily basis. Emails should be checked each morning, at the noon hour, and prior to departure at the close of

their day. Part-time employees should check emails on this schedule on their paid days of work. There is a 24-hour turnaround expectation on all communications excluding weekends and holidays.

Non-exempt employees should not check their email outside their scheduled work time.

#### USE OF SCHOOL PROPERTY AND MATERIALS TELEPHONE USAGE

From time to time, it may be necessary for employees to make and receive personal calls on school phones. However, these calls should be made, whenever possible, during scheduled breaks and meal periods. The purpose of this restriction is to ensure open lines for school business. Employees are expected to use good judgment and common sense when it comes to personal phone calls.

#### VOICEMAIL

Voicemail is a standard feature on all GOAL-issued school desk and cellular phones. Parents will be encouraged to leave phone messages directly on your voicemail. Voicemail should be checked in the mornings and afternoon each day. Parent concerns and requests should be addressed immediately. Even if you need to do some research to determine an answer, please respond promptly, letting them know you will be calling later with the answer. GOAL Academy reserves the right to monitor or access any messages left on voicemail systems, with or without notice to employees, at its exclusive discretion, and employees have no expectation of privacy in voicemail messages that they send or receive.

#### ACCEPTABLE USE OF INTERNET RESOURCES

GOAL Academy has a valid interest in protecting and monitoring the use of GOAL Academy's internet resources, including the use of browsers, mobile device browsers, electronic mail and instant messaging, file uploads and downloads, and voice communications. Use of these services is subject to the following conditions.

No portion of GOAL Academy's internet acceptable use regulations are intended to interfere with employee rights under State or Federal law.

#### YOUR ACCOUNT

Internet access at GOAL Academy is controlled through individual accounts and passwords. Supervisors are responsible for defining appropriate internet access levels for the people in their department and conveying that information to the IT Department. You are solely responsible for any material that you access and disseminate through the internet.

Each user of the GOAL Academy system is required to read and familiarize themselves with the rules and regulations governing the use of GOAL Academy internet resources.

Personal access to the internet can be limited or denied by GOAL Academy. Employees must act in accordance with their direct supervisor's local requirements. Employees are prohibited from downloading, maintaining, or working with any school data of any kind on a personal non-GOAL owned device.

GOAL Academy will not accept liability for personal legal action resulting from staff misuse of the internet.

#### APPROPRIATE USE

Individuals at GOAL Academy are encouraged to use the internet responsibly and productively as

necessary to further the goals and objectives of GOAL Academy. Internet access, mobile device use, instant messaging, and e-mail use are for job-related activities. The types of activities that are encouraged include:

- Communicating with fellow employees, students, parents/guardians, business partners of GOAL Academy, and clients within the context of an individual's assigned responsibilities;
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and
- Participating in educational or professional learning activities.

### INAPPROPRIATE USE

Individual internet use will not interfere with others' productive use of internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at GOAL Academy will comply with all Federal and State of Colorado laws, all GOAL Academy policies, and all GOAL Academy contracts. This includes, but is not limited to, the following:

1. The internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, malware or phishing attack distribution, and computer tampering (e.g., spreading computer viruses).
2. The internet may not be used in any way that violates GOAL Academy's policies, rules, or administrative orders. Use of the internet in a manner that is not consistent with the mission of GOAL Academy, misrepresents GOAL Academy, or violates any GOAL Academy policy is prohibited.
3. Minimal personal use of the internet, that does not interfere with essential job duties or performance is allowed. GOAL Academy prohibits all personal use for mass unsolicited mailings, access for non-employees to GOAL Academy resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, solicitation of services or funds, religious or political solicitation, communication, or advocacy of religious or political views, competitive commercial activity unless pre-approved by GOAL Academy, and the dissemination of chain letters.
4. Individuals may not establish GOAL computers as participants in any peer-to-peer network.
5. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to GOAL Academy or another individual without authorized permission.
6. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes. Specific limits may be obtained by contacting the IT Department.
7. Individuals will only use GOAL Academy-approved services for voice and video communication over the internet. Contact the IT Department for a list of approved services.

### SECURITY

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the IT helpdesk to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to internet services.

### FAILURE TO COMPLY

Violations of this policy will be treated like other allegations of wrongdoing at GOAL Academy. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action up to and including termination; and/or
3. Legal action according to applicable laws and contractual agreements.

## MONITORING AND FILTERING

GOAL Academy reserves the right to examine, monitor and regulate any internet activity occurring on GOAL Academy equipment or accounts whether onsite or offsite. GOAL Academy currently employs filtering software to limit access to sites on the internet. If GOAL Academy discovers activities which do not comply with applicable law or GOAL's policy, records retrieved may be used for employee disciplinary action up to and including termination.

## DISCLAIMER

GOAL Academy assumes no liability for any direct or indirect damages arising from the user's connection to the internet. GOAL Academy is not responsible for the accuracy of information found on the internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the internet.

We encourage you to use your internet access responsibly. Should you have any questions regarding these requirements, please contact the IT Department.

## SCHOOL PROPERTY

### ACCESS TO SCHOOL PROPERTY

GOAL Academy loans school property to employees for on-going use in order to facilitate the ease of their work, with the explicit understanding that should such property not be returned in good condition at the close of each year and/or at the termination of employment, the employee will be held fiscally responsible for the replacement of said property. Such property includes, but is not limited to, work computer, cell phones, keys, thumb drives, professional development books, wellness equipment including activity trackers, backpacks, clothing with GOAL Academy logos and curricular resources purchased with school funds.

It is important that the administrative staff always have access to space, storage areas, containers, or any other property, as well as other records, documents, and files. Employees have no expectation of privacy on school grounds. GOAL Academy reserves the right to access workstations, filing cabinets, desks, and any other property on GOAL Academy sites at its complete discretion, with or without advance notice or consent.

### PURCHASE REQUESTS FOR SCHOOL MATERIALS

If a GOAL Academy employee has a need for materials to perform their job, they may submit a Purchase Request to their direct supervisor or designee for approval. Should the request be approved, the employee can work with the direct supervisor or designee to arrange for the purchase.

## RETURN OF PROPERTY

Employees are responsible for items issued to them by GOAL Academy or in their possession or control, such property includes, but is not limited to, work computer, cell phones, keys, thumb drives, professional development books, wellness equipment including activity trackers, backpacks, clothing with GOAL Academy logos and curricular resources purchased with school funds.

Employees must return all GOAL Academy property immediately upon request or upon termination of employment. Where permitted by applicable laws, GOAL Academy may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. GOAL Academy may also take all actions deemed appropriate to recover or protect its property.

## REQUEST FOR SUPPORT

Any request for support from GOAL Academy Administration whether it is for items to be purchased must first be given in writing to the employee's immediate supervisor for approval.

## ELECTRONIC COMMUNICATION AND PROPERTY

### SOCIAL NETWORKING, TEXTING, AND WEBSITE COMMUNICATION

Social networking, texting, and website communication (e.g., Blogs, Facebook) allow for the sharing of knowledge, the expression of creativity and the opportunity to connect with others who share interests. The use of social networking texting, and website communication can enhance one's relationships with one's colleagues, community, or students. While GOAL has no desire to limit the speech rights of employees, we do ask that employees be mindful of how electronic communications can hinder relationships and have a negative impact on one's own reputation.

When a staff member identifies herself or himself as a GOAL Academy employee, all posts, texts, or actions reflect on the individual and on the school. Therefore, all GOAL employees are expected to serve as positive ambassadors for the school, when using all social networking, texting, and other forms of communications GOAL employees are expected to always adhere to these guidelines. Failure to do so may result in disciplinary action, up to and including termination of employment. This is not intended to restrict employees lawful use of any communication systems or limit employee's legally protected speech. Employees who act in violation of State and Federal Law may be held civilly or criminally liable.

All use of school equipment is archived, becomes subject to public record laws, and should be appropriate at all times. Any information shared via social networking sites, texts, or website communication which is sent or posted using school equipment is considered public record. This includes instant messaging, checking personal e-mail, texting colleagues, or friends, and accessing websites for personal use or entertainment. GOAL employees will be held fully responsible for any and all information contained on or transmitted via their school-issued equipment.

Charter school employees have the right to: (i) discuss or express views regarding public employee representation or workplace issues, (ii) engage in protected, concerted activity for the purpose of mutual aid or protection, (iii) fully participate in the political process while off duty and not in uniform, including speaking with member's of the public employer's governing body on terms and conditions of employment and any matter of public concern and engaging in other political activities in the same manner as other citizens of Colorado without discrimination, intimidation, or retaliation, and (iv) organize, form, join or assist an employee organization or refrain from organizing, forming, joining, or assisting an employee organization.

## ACCEPTABLE USE OF MOBILE DEVICES

As used in this handbook mobile device applies to, but is not limited to, all devices and school media that fit the following classifications:

- Smartphones
- Other mobile/cellular phones
- Tablets
- E-readers
- Portable media devices
- Portable gaming devices
- Laptop/notebook computers
- Wearable computing devices
- Any other mobile device capable of storing school data and connecting to a network

These regulations apply to any mobile hardware that is used to access school resources, whether the device is owned by the user or by the organization.

The overriding goal is to protect the integrity of the confidential client and school data that resides within GOAL Academy's technology infrastructure, including internal and external cloud services and to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of student records, and damage to the school's public image. Therefore, all users employing a mobile device connected to GOAL Academy's school network, and/or capable of backing up, storing, or otherwise accessing school data of any type, must adhere to school-defined processes for doing so.

All GOAL Academy employees, including subcontractors, partners, temporary staff, honorary staff, or guest workers who use a mobile device to access, store, back up, or relocate any organization or client-specific data are bound by the acceptable use regulations. Such access to this confidential data is a privilege, not a right, and forms the basis of the trust GOAL Academy has built with its clients, partners, parents, and students. Consequently, employment at GOAL Academy does not automatically guarantee the initial or ongoing ability to use these devices to gain access to school networks and information.

Addition of new hardware, software, and/or related components to provide additional mobile device connectivity will be managed at the sole discretion of IT. Non-sanctioned use of mobile devices to back up, store, and otherwise access any school-related data is strictly forbidden.

These regulations are complementary to all department policies/procedures dealing specifically with data access, data storage, data movement, and connectivity of devices to any element of the school network.

## GOAL TECHNOLOGY

The connectivity of all mobile devices will be centrally managed by GOAL Academy's IT Department and will use authentication and strong encryption measures. Although IT will not directly manage personal devices purchased by employees, end users are expected to adhere to the same security protocols when connected to non-school equipment. Failure to do so will result in immediate suspension of all network access privileges so as to protect the school's infrastructure.

Surveillance cameras are strategically positioned in public areas across the premises to ensure the safety of both employees and students. It is strictly forbidden for employees to interfere with or deactivate surveillance cameras, move or conceal them purposefully, or attempt to hack or disrupt the camera systems.

#### APPROPRIATE USE

It is the responsibility of any employee of GOAL Academy, who uses a mobile device to access school resources, to ensure that all security protocols normally used in the management of data on conventional storage infrastructure, are also applied here. It is imperative that any mobile device that is used to conduct GOAL Academy business be used appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user's account. Based on this requirement, the following rules must be observed:

#### ACCESS CONTROL

1. IT reserves the right to refuse, by physical and non-physical means, the ability to connect mobile devices to school and school-connected infrastructure. IT will engage in such action if such equipment is being used in a way that puts the school's systems, data, users, and clients at risk.
2. End users who wish to connect such devices to non-school network infrastructure to gain access to school data must employ, for their devices and related infrastructure, security measures deemed necessary by the IT Department. School data is not to be accessed on any hardware that fails to meet GOAL Academy's established IT security standards.
3. All personal mobile devices attempting to connect to the school network through the internet will be inspected using technology centrally managed by GOAL Academy's IT Department. Devices that are not in compliance with IT's security policies or represent any threat to the school network or data will not be allowed to connect.

#### SECURITY

1. Employees using mobile devices and related software for network and data access will, without exception, use secure data management procedures. All mobile devices must be protected by a strong password; a PIN is not sufficient. All data stored on the device must be encrypted using strong encryption. Employees agree never to disclose their passwords to anyone.
2. All users of mobile devices must employ reasonable physical security measures. End users are expected to secure all such devices against being lost or stolen, whether or not they are actually in use and/or being carried.
3. Users are not allowed to back up any data from any device or any online service to a personal non-GOAL owned computer or mobile device.
4. Passwords and other confidential data, as defined by GOAL Academy's IT department, are not to be stored unencrypted on mobile devices.
5. Any mobile device that is being used to store GOAL Academy data must adhere to the authentication requirements of GOAL Academy's IT department.
6. IT will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass that security implementation will be deemed an intrusion attempt and will be dealt with in accordance with GOAL Academy's overarching security policy.
7. Employees, contractors, and temporary staff will follow all school-sanctioned data removal procedures to permanently erase school-specific data from such devices once their use is no longer required.

8. In the event of a lost or stolen mobile device, it is incumbent on the user to report the incident to IT immediately. The device will be remotely wiped of all data and locked to prevent access by anyone other than IT. If the device is recovered, it can be submitted to IT for re-provisioning. The remote wipe will destroy all data on the device, whether it is related to school business or personal. Employees understand and accept that personal data may be erased in the rare event of a security breach.
9. In order to protect the privacy of GOAL Academy's students, usage of a mobile device to capture images, video, or audio, whether native to the device or through third-party applications, is prohibited within the workplace, without a valid business need.
10. Staff shall refrain from using public or unsecured network connections while using their mobile device for work.

## HARDWARE & SUPPORT

1. IT reserves the right, through policy enforcement and any other means it deems necessary, to limit the ability of end users to transfer data to and from specific resources on the school network.
2. Users will make no modifications to the hardware or software that change the nature of the device in a significant way (e.g., replacing or overriding the operating system, jailbreaking, rooting).
3. IT will support the connection of mobile devices to school resources. On personally owned devices, IT will **not** support connecting to school or personal networks or hardware issues.

## ORGANIZATIONAL PROTOCOL

1. Under the discretion of the CEO or designee IT may establish audit trails, which will be accessed, published, and used without notice. Such trails will be able to track the attachment of an external device to the school network, and the resulting reports may be used for investigation of possible breaches and/or misuse. **The end user agrees to and accepts that his or her access and/or connection to GOAL Academy's networks may be monitored to record dates, times, duration of access, etc. in order to identify unusual usage patterns or other suspicious activity. The status of the device, including tracking application presence or usage, jailbreak detection, data usage, operating system version or email and browser activity may also be monitored.** This Monitoring is necessary in order to identify accounts/computers that may have been compromised by external parties or users who are not complying with GOAL Academy's policies.
2. All incidents or suspected incidents of unauthorized data access, data loss, and/or disclosure of school resources, databases, networks, etc. shall be **immediately reported** to his/her direct supervisor and GOAL Academy's IT department.
3. Each user is responsible for the content contained within the mobile device. The contents of mobile devices are the property of GOAL Academy and are subject to search. Contents may become public under the Federal Education Records Protection Act or the Colorado Open Records Act requests. Content contained within all devices shall reflect the standards of GOAL.
4. Users must adhere to all State and Federal regulations when using mobile devices.

## NON-COMPLIANCE

Failure to comply with the mobile device use regulations may, at the full discretion of GOAL Academy, result in disciplinary action up to and including termination of employment.

## ACCEPTABLE USE OF EMAIL AND INSTANT MESSAGING SERVICES PERSONAL USE OF EMAIL AND INSTANT MESSAGING

It is permissible for employees to send and receive email and instant messages at work for incidental personal purposes, provided that this does not involve a substantial expenditure of time, affect one's job performance, or is a use for profit.

GOAL Academy has the final say in what constitutes excessive use. All use on the GOAL network or GOAL devices is subject to review and may be open for the public to review under the Colorado Open Records Act.

## EXTERNAL EMAIL AND INSTANT MESSAGING USE

No Personally Identifiable Information or records should be transmitted via email to any external account, this includes personal accounts of GOAL Academy employees.

## EMAIL AND INSTANT MESSAGING ATTACHMENTS

Users should treat attachments that have been sent unsolicited with extreme caution, especially if the sender is unknown. If you are unsure of what an attachment is for, or why someone has sent it to you, you should not open it, and seek advice from the IT Helpdesk.

To intentionally introduce files which cause computer problems is strictly forbidden and could subject the employee to disciplinary action including termination and prosecution under the Computer Misuse Act of 1990.

## SENDING TO A DISTRIBUTION LIST

Do not send or forward email to any large group of staff unless there is a genuine reason for them to read it.

- Do not advertise by email.
- Do not circulate warnings about any virus risk but consult with the IT Helpdesk.
- When sending email to external addresses, consider the possibility that this action may inadvertently reveal email addresses to third parties.

## AUTOMATIC FORWARDING OF EMAIL

You should not set up auto-forward rules from your mailbox unless you will be out of the office or directed to do so by your supervisor.

## FORGING EMAIL MESSAGES

Forging an email (or any other electronic message) or sending email from any account other than your own without permission is prohibited.

## OFFENSIVE EMAIL AND INSTANT MESSAGES

Email and instant messaging will not be used for receipt or distribution of offensive, obscene, or pornographic material. There is a legal requirement for the Leadership Team and the Chief Information Officer to report any computer crime involving child pornography to the police. If you receive an email or instant message connected with child pornography, seek advice from your direct supervisor immediately so that GOAL Academy can take appropriate action.

If you receive any pornographic or offensive email or instant message, do not open it, or print it. Let the IT Department and your immediate supervisor know of the incident so that appropriate action may be taken.

If you receive an email or instant message containing sexually or racially abusive or discriminatory phrases or material, seek advice from your direct supervisor or the Human Resources department.

No member of staff is permitted to distribute email or instant messages that contain offensive material. To do so is considered a serious breach of GOAL Academy security and may result in dismissal. Offensive material is defined within this GOAL Academy's Employee Handbook and other Human Resources published documents and includes hostile text or images relating to gender, ethnicity, race, sex, sexual orientation, religious or political convictions and disability. This list is not exhaustive. Other than instances which demand criminal prosecution, GOAL Academy is the final arbiter on what is or is not offensive material, or what is or is not permissible use of email and instant messaging.

## FERPA AND CONFIDENTIALITY

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Education Rights and Privacy Act of 1974 (FERPA) and additional federal laws. FERPA applies to all schools that receive federal education funds, including GOAL Academy. Non-compliance can result in the loss of those funds. Colorado has some of the strongest student privacy laws in the nation, which primarily focus on the collection of student data by third parties.

Confidential education records include student registration forms, contact information, graded papers, academic records (including report cards), discipline files, social security numbers linked to names, and student information displayed on a computer screen. All school employees are required to keep student information secure and confidential, and to protect the rights of students.

GOAL employees may not have their students use any computer programs, software, or websites that require students to register or provide personally identifiable information without first obtaining written approval from GOAL's administration.

The essence of this Act is that:

- Parents have the right to inspect and review their own child's educational records (any records from which the student can be individually identified), to the exclusion of third parties. Students also have this right when they reach age 18. GOAL Academy has committed to responding to parental requests for student information only when they have been put in writing, and then within 2 workdays.
- Parents and eligible students have the right to request that GOAL Academy correct records believed to be inaccurate or misleading.
- Employees may not disclose information about students, nor permit inspection of their records, without the student's or guardian's written permission, unless such action is covered by certain exceptions as stipulated in the Act.
- Practically speaking, FERPA prohibits all employees from discussing confidential student information with third parties. For instance, should two students engage in a disciplinary

act together, you are prohibited from naming or discussing the other involved student in conversations with the parents. Similarly, should a parent request an explanation of a discipline or academic event that did not involve his/her child, but which transpired in his/her child's classroom, you are not permitted to disclose any names or details of the event, nor disclose the resultant consequences.

Failure to comply with FERPA and other federal and Colorado laws protecting student privacy will result in disciplinary action, up to and including termination. In some cases, local authorities may be contacted to protect private student information. Please consult your supervisor if a request for student information or data is presented to you.

Employees are required to familiarize themselves and comply with GOAL Academy's Student Data Privacy and Protection Policy, and applicable State and Federal law.

### CONFIDENTIAL INFORMATION

Many employees will be exposed and have access to student information or employee information which is of a confidential nature. Such information should not be shared with unauthorized personnel or other members of the community not related to the student in question (e.g., other students, parents of other students or board members). As a general rule, student information should be shared only with the student, the student's parents/guardians, collaborating staff (i.e., other staff members who teach the same student), and administrators who deal directly with the student.

In addition to being responsible for keeping all confidential student records in a secure, locked location, it is an employee's responsibility to be discreet and to protect student confidentiality when discussing individual students. It is unacceptable to discuss personal or confidential student or employee information in front of other students or in front of other parents. This mandates that all professional conversations about students happen in private locations, not in open areas.

Violations of this policy may lead to disciplinary action up to and including termination. In some cases, local authorities may be contacted to protect private student information.

### MANDATORY REPORTING

#### REPORTING OF ABUSE OR NEGLECT (C.R.S. 19-3-304)

The Colorado Child Protection Act of 1987 states that certain persons, among them any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system and shall be followed promptly by a written report.

It is not the responsibility of school personnel to make a determination if abuse or neglect has occurred. Human services or local law enforcement will make that decision. The legal responsibility of the individual school official or employee who suspects abuse or neglect is not satisfied by reporting that suspicion to other school personnel (unless the individual verifies that a report has actually been made). If the school employee is uncertain as to whether he/she has

reasonable cause to know or suspect abuse or neglect exists, the employee can consult with the Regional Principal or counselors to obtain additional information. Nevertheless, employees should make a report to human services or law enforcement and allow those agencies to determine whether an investigation is warranted. Even if suspected abuse involves a case which is very old, and even if the suspected perpetrator is also a minor, a report must be made.

With GOAL students representing a high-risk population, the need for child abuse reporting will come up for many employees. It is important to understand that Colorado law states the mandatory reporter shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system. What we also know is that sometimes a report is made unnecessarily, and families and students are subjected to unnecessary turmoil. For example, the employee may not know about confidential information of which a principal or counselor may be privy, and the issue of possible abuse is already known and reported. If the employee is unsure whether they have enough information to reasonably cause to know or suspect abuse or neglect they may consult with the Regional Principal before making a report, however, reporting suspicions of child abuse and/or neglect to your supervisor, principal, or school counselor does not relieve your responsibility to report, nor does your reporting relieve GOAL Academy's responsibility to report.

WHEN YOU SUSPECT ABUSE, CONSULT WITH YOUR REGIONAL PRINCIPAL. IF DANGER TO THE CHILD IS IMMINENT, REPORT IMMEDIATELY, CONSULT LATER.

#### DEFINITIONS OF ABUSE

Abuse means an act or a failure to act in one of the following categories that threatens the health or welfare of a child (under age 18). In general, abuse applies to adults who are responsible for the care of the child.

- **Physical abuse** – when a child exhibits evidence of bruising, bleeding, burns, bone fractures, subdural hematomas, or soft tissue swelling, and the injury cannot be reasonably attributable to accident. If the child reports to you that the injury is the result of interaction with an adult in a caretaking capacity, this is suspected abuse.
- **Sexual abuse** – when a child is exposed to unlawful sexual contact. This is defined as incest, indecent exposure, fondling, rape, pornography, and sexual exploitation.
- **Emotional abuse** – is typically seen as a pattern of caregiver behavior that conveys to the child that he/she is worthless, unloved, unwanted, or only of value in meeting another's needs.
- **Neglect** – is a failure to provide for a child's basic needs. Neglect occurs when a child has been abandoned, is being denied proper physical, emotional, or moral care and attention, or is being permitted to live under conditions harmful to his/her wellbeing. Neglect can be physical, emotional, or educational.

#### MANDATED REPORTING

GOAL staff members are required by law to report to law enforcement or Department of Human Services (e.g., Child Abuse Hotline 1-844-CO-4-KIDS (1-844- 264-5437)). Your anonymity is protected.

- **Who** – Public or private school official or employee. The GOAL employee who receives

the information or has reason to suspect abuse is the one who reports. GOAL administrative staff will support in any way necessary to facilitate the reporting.

- **What** – When you are told, observe, or suspect that any of the above examples of child abuse are occurring or have occurred, you must make a report to law enforcement or DHS. A GOAL incident report must be completed within 24 hours of calling in a report of suspected abuse to authorities. You will need to have child’s name, sex, race, DOB, home address and phone, and name of parent or guardian. When possible, the report should include:
  - The name and address of the person responsible for the suspected abuse or neglect;
  - The nature and extent of the child's injuries, including any evidence of previous cases of known or suspected abuse or neglect of the child or the child's siblings;
  - The family composition;
  - The source of the report and the name, address, and occupation of the person making the report;
  - Any action taken by the reporting source;
  - Any other information that the person making the report believes may be helpful;
  - The military affiliation of the individual who has custody or control of the child who is the subject of the investigation of child abuse or neglect, if such individual is a member of the armed forces or a spouse, or a significant other or family member residing in the home of the member of the armed forces.
- **When** – The law states that a report shall be made immediately upon receiving such information. If you believe the child is in imminent danger, report to law enforcement immediately. If you are unsure about the need or how to proceed, contact your Regional Principal.
- **How** – Contact your Regional Principal, or your regional counselor to provide information about your concerns on how to proceed. Call the Child Abuse Hot Line 1-844-CO-4-KIDS (1-844-264-5437) or call the appropriate number that will connect with authorities where the child lives, not where you are located. It is preferred that the GOAL employee who has firsthand information be the one to make the call. Administration will assist if you feel uncomfortable.

## REPORTING PROCEDURES

When abuse is suspected, GOAL Academy employees shall:

8. Promptly inform the Regional Principal that a report of suspected child abuse or neglect needs to be made.
9. After consulting with the Regional Principal, immediately make an oral report of suspicion or knowledge of child abuse or neglect via telephone to the county human services department or local law enforcement agency.
10. Promptly follow up with a written report on the GOAL Academy Child Abuse Report Form, available from your Regional Principal.
11. Provide a copy of your documentation to the county human services department or appropriate authorities.
- ~~12. Provide a copy of your documentation to your principal.~~
13. Provide a copy of your documentation to the Regional Principal.
14. Retain a copy of your documentation in a confidential personal location for ten (10) years.

In the case of suspected interfamilial (by a family member or member of the child’s household)

abuse or neglect, or interfamilial sexual abuse, school employees shall not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. Such contacts will be made by human services or law enforcement.

In the case of suspected third-party (by someone unrelated to the child) abuse or neglect, in addition to the immediate reporting responsibilities to human services or law enforcement, the Regional Principal, or supervisor shall (unless instructed other by law enforcement or human services) then take steps to assure that the parent/guardian or legal custodian is immediately notified that a report has been made. Caution should be exercised in sharing details of the allegations with the parent/guardian since this may influence the outcome of the investigation.

In the event that a GOAL staff member suspects that another GOAL staff member is the perpetrator of child abuse or neglect, call the Child Abuse Hot Line 1-844-CO-4- KIDS (1-844-264-5437) or call the appropriate number that will connect with authorities where the child lives, not where you are located. Additionally, a written report must be filed and submitted to the regional principal and GOAL Human Resources immediately upon suspicion. Administration will respond to the incident both as a suspected child abuse case and as a human resource issue.

It is not the responsibility of school employees or officials to contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. Nor is it the responsibility of school officials or employees to prove that the child has been abused or neglected.

#### IMMUNITY FROM LIABILITY (C.R.S. 19-3-309)

School employees acting in good faith in the making of a report are immune from any liability, civil or criminal, or termination of employment, unless the employee's action is of willful, wanton, and malicious intent.

#### PENALTY FOR FAILURE TO REPORT (C.R.S. 19-3-304(4))

Any school employee who fails to report, or causes a report to be made, of suspected cases of child abuse or neglect commits a Class 3 misdemeanor and may be subject to up to six (6) months in prison and/or a \$750 fine. There may also be civil liabilities for damages caused by failure to report. The obligation to report, or cause a report to be made, is that of the person who has reason to know or suspect that child abuse or neglect has occurred.

#### SCHOOL EMPLOYEE AND STUDENT INTERACTIONS

It is natural for friendships to develop between students and GOAL staff members. Guidelines governing interactions with students allow for healthy relationships between students and staff while eliminating opportunities for misunderstandings and misconduct. Employees are expected to adhere to these guidelines at all times. Failure to do so will result in disciplinary action, up to and including termination of employment. Employees who act in violation of State and Federal Law may be held civilly or criminally liable.

- GOAL employees should avoid situations in which they are alone with an unrelated student and not observable by other adults or students.
- The giving of gifts (over \$25) to individual students or gifts of a personal nature, such as jewelry and clothing, to unrelated students by school employees is prohibited. School employees may not accept such gifts from individual students.
- GOAL employees shall not grant special privileges, rewards, or opportunities to a specific

child beyond those customarily provided as incentives to promote and recognize achievement.

- GOAL employees should exercise discretion to ensure that appropriate staff/student boundaries are maintained at all times and in all settings.
- GOAL employees shall not share pornographic or sexually explicit materials with students.
- GOAL employees shall not share alcohol, tobacco, or other controlled substances with students.
- Romantic or sexual relationships between GOAL employees and students are prohibited, regardless of the age of the student or the proximity in age of the employee and student.

### COMMUNICATION BETWEEN SCHOOL EMPLOYEES AND STUDENTS

GOAL Academy recognizes the importance of communication between school employees and students in learning and instruction. Adhering to reasonable restrictions on content and settings regarding all forms of communication ensures student safety and can protect GOAL Academy staff members from misunderstandings and false accusations. Employees are expected to adhere to these guidelines at all times. Failure to do so will result in disciplinary action, up to and including termination of employment. Employees who act in violation of State and Federal Law may be held civilly or criminally liable.

- Conversations with students should focus on matters related to instruction and school activities. GOAL employees should not initiate discussions about their private lives or the intimate details of the private lives of unrelated students.
- Conversation between GOAL employees and students that could be interpreted as flirtatious, romantic, or sexual is prohibited.
- The sharing of sexually explicit content, inappropriate or obscene jokes, and verbal “kidding” of a sexual, sexist, racist, or offensive nature between school employees, volunteers and students is prohibited. When initiated by the student, it is the responsibility of the employee to end the conversation, redirect the student, and (if necessary) report the incident to either the employee’s supervisor or GOAL Human Resources.
- Private, one-on-one conversations with students should take place within the potential view, but out of the earshot of other adults — such as in a drop-in center or public places.
- GOAL employees may not conduct an ongoing series of one-on-one meetings with a student without the knowledge of the supervisor, parent, guardian, or other GOAL staff members.
- GOAL employees must restrict all electronic communications with individual students to accounts, systems and platforms provided by and accessible to GOAL Academy.
- GOAL employees may not provide their personal e-mail addresses or phone numbers to students.
- GOAL employees may not use personal wireless communications devices to text message or communicate with unrelated students and are prohibited from interacting one-on-one

with students through personal online social-networking sites.

- GOAL employees must decline or disregard invitations from students to interact privately through texting and personal social-networking sites.
- GOAL employees may not knowingly engage in online gaming unrelated to instruction with students.
- If, because of an urgent or emergency circumstance, a GOAL employee uses a personal communications device or account to contact an individual student, the date, time, and nature of the contact must be reported in writing to his/ her supervisor within 24 hours.
- All communication between GOAL employees and students must be tracked. Therefore, all GOAL employees must install and maintain communication tracking software on all GOAL-issued equipment.

### PHYSICAL CONTACT BETWEEN SCHOOL EMPLOYEES AND STUDENTS

Physical contact between GOAL employees and students should be public, nonsexual, and appropriate to the circumstances. GOAL employees must avoid physical contact when alone with an unrelated student. Physical contact between school employees and unrelated students when other adults are not present is prohibited unless necessary to protect the health and well-being of the student. Physical contact between a GOAL employee and student that is appropriate and expected, meant to encourage, or reassure students (e.g., a spontaneous hug, a hand on the shoulder or a pat on the back) should be brief and unambiguous in meaning.

### DISCIPLINE FOR FALSE ALLEGATIONS BY A STUDENT

In accordance with C.R.S. 22-32-109.1(3), following instances of assault upon, disorderly conduct toward, harassment of, the knowingly making of a false allegation of child abuse against, or any alleged offense under the "Colorado Criminal Code" directed toward a GOAL Academy employee or instances of damage occurring on GOAL Academy property to the personal property of a GOAL Academy employee by a student, the following shall occur:

- The GOAL Academy employee impacted by the student's actions shall file a complaint with the Reginal Principal or the GOAL Academy Department of Human Resources.
- The Reginal Principal or the GOAL Academy Department of Human Resources, after receipt of such report and adequate proof, shall refer the student for suspension, which shall be for three days in accordance with state suspension procedures, and the designated GOAL Academy staff member shall initiate procedures for the further suspension or expulsion of the student where injury or property damage has occurred.

The Reginal Principal or the GOAL Academy Department of Human Resources shall report the incident to GOAL Academy's attorney or appropriate local law enforcement, which shall, upon receiving such report, investigate the incident to determine the appropriateness of filing criminal charges, initiating delinquency proceedings and/or initiating additional discipline proceedings

### ELECTRONIC COMMUNICATION FOR STAFF

In an effort to streamline the timeliness of our communication staff, please follow the protocol below:

Microsoft Teams: Same day – Teams messages should be returned in the same working day. Indicators for messages you may need to reply to will show in the "Activity", "Chat", and

“Teams” icons on the side of your Teams account.

**Text:** Urgent within the hour if possible. Text messages are a more time sensitive approach and should be replied to within the hour of receipt.

**Calls:** Same day – Phone calls and voicemails should be returned the same day. You may consider adding to your outgoing voicemail message that the caller’s time sensitive topics could be sent via text.

Outgoing voicemail should always be a professional custom greeting with your name, accurate job title, and GOAL High School mentioned. Absence should be indicated with a start and end date in the body of the message and reference to any substitute support staff that can be contacted in your absence.

**Email:** 24 hours – Acknowledgement of receipt. Away Responders:

Outlook Email should always include your professional signature and include start and end dates of any absence in the body of the message and reference to any substitute support staff that can be contacted in your absence. Automatic setting for start and end should be changed in the settings.

Teams should always include start and end dates of any absence in the body of the message and reference to any support staff that can be contacted in your absence. Automatic setting for start and end should be changed in the settings.

Schoology should always include a pinned post update in all courses that indicates start and end dates of any absence in the body of the message and reference to any support staff that can be contacted in your absence. If your course has an assigned substitute teacher all contact details for that teacher with a personalized greeting should be included. Goal Academy’s policy regarding communications with students also applies to all electronic forms of communication (e.g., texting, Skype, email, and all forms of social networking). GOAL Academy provides multiple means for employees to communicate with students. Electronic communications with students should be transparent, accessible to supervisors, and professional in content and tone. Employees are expected to always adhere to these requirements. Failure to do so will result in disciplinary action, up to and including termination of employment. Employees who act in violation of State and Federal Law may be held civilly or criminally liable.

## **CURRICULUM GUIDELINES & EXPECTATIONS CURRICULUM GUIDELINES**

GOAL Academy has defined the following as the keys to providing an effective and challenging curriculum for our students:

- All GOAL Academy employees will follow the approved curriculum
- All skills will be taught to competency

Students attending GOAL Academy will have the opportunity to be nurtured in an environment that is academically challenging, where successes are celebrated, and challenges are met.

GOAL Academy recognizes the effect that school personnel have on character education. We have the responsibility to instill and model good character within a community where students can excel academically and become responsible and productive citizens.

### SPECIAL EDUCATION AND RELATED SERVICES

As a public school, GOAL Academy must comply with all State and Federal guidelines regarding the needs and services for special education students. GOAL Academy employees shall follow all policies and procedures for referrals, development, and implementation of IEPs, 504 Plans, and discipline of special education students.

### EMERGENCY PROCEDURES

GOAL Academy keeps detailed emergency procedures that delineate what to do in the case of a fire, tornado, lock-down or other emergency. All staff members will receive training on the school's emergency procedures at the beginning of each school year. It is the employee's responsibility to review, understand and be prepared to implement all of the school's emergency procedures. It is also the responsibility of all employees to help identify and inform their supervisor of safety and security concerns. If an employee has a concern that there is an immediate danger on GOAL property or at a GOAL event, the employee should dial 911 immediately and then contact their supervisor as able.

### SPEAKING TO THE MEDIA

An employee may not speak to the news media as an official or unofficial spokesperson of the school without prior written approval from the Chief Executive Officer. All inquiries from the media should be referred to the Chief Executive Officer or Director of Communication. Should an employee receive a media inquiry, they should respond, *"I have no authority to respond to your request as a representative of GOAL Academy. You should refer your questions to the Chief Executive Officer."*

### STAFF CHILDREN

Employees should not bring their children to their work sites on a regular basis. GOAL Academy will not be responsible for the safety of staff children. There is an expectation that in the rare case a staff child is at the workplace, that child will be closely monitored by the parent of that child. If the child is found to be disruptive, staff will be asked to refrain from bringing that child to a GOAL site.

### WORKPLACE ACCOMMODATIONS FOR NURSING MOTHERS

GOAL shall provide unpaid breaks to nursing mothers or allow them to use their paid breaks to express breast milk each day for their nursing children according to State statute.

### **Lactation Accommodation**

In compliance with the Colorado Workplace Accommodations for Nursing Mothers Act, the Company 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 so 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. The Company 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.

Employees who work remotely, or telework, are entitled to the same breaks as outlined above. During these breaks, the remote/teleworking employee must be free from observation by any Company-provided or required video system, including camera, security camera or web-conferencing platform.

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

### ANIMALS IN GOAL LOCATIONS

GOAL Academy does not allow pets in sites or administrative offices unless the animal is a service animal as defined in section 36.104 of title 28, of the Code of Federal Regulations. A service animal includes guide dogs, signal dogs, or any other dog individually trained to provide assistance to an individual with a disability.

### GOVERNMENT AND POLITICAL ACTIVITY

The school encourages employees to take an active interest in government and to participate in political affairs on the employee's own time and as private individuals. All employees have the right to express their opinions on political issues and candidates, subject to certain conditions:

No action will be allowed by any person that infringes upon the right of any employee to decide which candidates or positions to support. The school will not endorse or contribute to any political candidate or party.

GOAL Academy does not permit distribution of political materials or the expression of buttons or patches.

While working with students an employee's expression of personal views about a candidate or issue during instructional time is problematic as it gives the impression that the school endorses a political action or position. It is permissible to discuss political issues and candidates in a viewpoint-neutral manner if the discussion is part of an instructional activity and there is a legitimate pedagogical reason for it.

The GOAL Academy Board or Chief Executive Officer may approve the support or endorsement of political positions (not candidates or parties) that directly relate to GOAL Academy and its students.

### LOST AND FOUND/PERSONAL PROPERTY

Employees should not bring large sums of money, jewelry, or other valuables to work. GOAL Academy will not be responsible for personal property that is lost, damaged, stolen, or destroyed on school property.

If you happen to find personal belongings that have been lost by another person, please turn them into the site supervisor, administrative office, or designee.

Similarly, employees park at their own risk and GOAL Academy will not be responsible for theft or damage to any vehicles parked on GOAL property or for school activities. Also, the school will not be responsible for personal property left in vehicles that is lost, damaged, stolen or destroyed.

## MEDICATION

GOAL Academy employees are required to have special annual training and delegation by the school nurse to administer medication to students. Without this annual training and delegation, the staff are not to administer medications to students. This includes the distribution of aspirin, cough drops, vitamins, homeopathic, or herbal remedies.

Employees are permitted to self-administer and bring their own medications to a GOAL Academy site. However, it is the employee's responsibility to ensure at all times that their personal medication, including aspirin, cough drops, vitamins, or non-allopathic remedies, is stored securely while the employee is on site. Medications should not be stored at GOAL facilities overnight. Employees may not store or use medical marijuana on GOAL Academy property.

## INTELLECTUAL PROPERTY

All work products created by employees during the term of his/her employment at GOAL for use by/at the school are the express property of GOAL. This includes, but is not limited to, course syllabi, unit plans, lesson plans, supporting curricular documents, and program design materials. All material created, gathered, or otherwise received (including materials obtained at professional development training paid for by GOAL) are the express property of GOAL. All work products must be backed up on a regular basis to assure protection of and access to GOAL's shared intellectual property. The Information Technology (IT) department will issue backup instructions and guidelines to assure protection of and access to GOAL's shared intellectual property. Sharing or selling GOAL Academy's intellectual property can result in corrective action up to and including termination of employment.

## INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt school operations. The decision to close the schools is made based on the applicable school policy. Time off from school due to inclement weather/emergency closing will be unpaid for part-time employees. PTO-eligible employees will not be charged PTO hours for closures, late starts or early dismissals.

## VISITORS /WORKPLACE – SAFETY FIRST

To provide for the safety and security of employees, visitors, students, and the facilities of GOAL, only authorized visitors are allowed in GOAL properties. There is a check-in and check-out process for visitors to the site that must be followed at all times. Employees must become familiar with the process. Visitor badges must be in full view at all times. If an employee sees a suspicious person in or near the site, they must notify a supervisor or the police immediately.

## DEFINITIONS OF EMPLOYEE

### EMPLOYEE

An “employee” of GOAL is a person who regularly works for GOAL on a wage or salary basis. Employees are issued offer letters covering a specified amount of time and for a specific number of days and hours. “Employees” may include exempt, non- exempt, school year, annual, full-time, part-time, and temporary employees.

### **EXEMPT EMPLOYEES**

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) as being salaried exempt are not eligible for overtime pay.

### **GOAL**

The term “GOAL” means GOAL Academy or GOAL High School. The terms “school” and employer have the same meaning as GOAL.

### **NON-EXEMPT EMPLOYEES**

Employees whose positions meet specific criteria established by the FLSA for being hourly non-exempt are paid one and one half their regular rate of pay for hours worked more than 40 hours in a work week. The work week begins on Sunday at midnight and ends on Saturday at midnight.

### **FULL TIME EMPLOYEES**

Employees who regularly work thirty (30) or more hours per week.

### **PART TIME EMPLOYEES**

Employees who regularly work fewer than thirty (30) hours per week.

### **CONTRACT / TEMPORARY STAFF (Full Time or Part Time)**

Individuals hired for a specific period of time that is sixty (60) days or less, or to assist in the completion of a specific project, are temporary employees. Employment beyond any initially stated period does not in any way imply a change in employment status.

Contract / Temporary employees retain that status until they are notified in writing of a change to their employment classification. Temporary employees are not eligible for benefits or paid time off (PTO).

### **ACKNOWLEDGEMENT FORMS**

All employees will need to read, sign, and turn in to the GOAL Academy Department of Human Resources during employee orientation, or within three (3) days of being asked by the Department of Human Resources, various acknowledgment forms.

These including but not limited to:

GOAL Employee Handbook Acknowledgment

GOAL Designated Medical Provider for Work-Related Injuries or Illnesses and Reporting

## **EMPLOYEE ACKNOWLEDGMENT FORM**

This Employee Handbook contains important key policies, goals, benefits, and expectations of GOAL as well as other relevant and important information. I, as an employee, understand that I will contact the appropriate administrator if I have any questions about the policies or procedures contained in this Handbook. A copy of this acknowledgement is included in the Handbook for my reference.

I, as an employee, understand that this Handbook is not an express or implied contract nor is it an invitation to contract. This Handbook does not provide me due process rights, property rights, or privacy rights, I also understand that should there be a conflict between this Handbook and any other documents, the provisions of the GOAL charter contract between it and the authorizer will supersede.

I also understand and acknowledge that my employment with GOAL is at-will. I understand that employment-at-will means that I may terminate my employment at any time for any reason, with or without notice. Additionally, I understand that at-will employment means that GOAL may terminate my employment at any time, for any reason, with or without advance notice. Upon termination I authorize GOAL to make a voluntary deduction, in accordance with State and Federal regulations, from my pay for all unreturned property and damage sustained to GOAL property while in my care and custody.

I also understand and acknowledge that there may be changes to the policies, GOAL benefits and expectations in this Handbook without notice. There also may be additions to these policies. The only exception is that GOAL's policy on employment-at-will will never be changed. This current Handbook edition supersedes all previously issued editions. Information outlined in this Handbook are only summaries and are not all-inclusive. Not all possible situations are described herein; senior leadership reserves the right to exercise discretion in applying the guidelines contained herein.

I understand that it is my responsibility to read the Handbook.

I also understand that I will be required to either sign a copy of this acknowledgment or digitally acknowledge receiving a copy of this Handbook, accept and agree to comply with the information contained in this Handbook.

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Employee's Name (printed)

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Employee's Signature

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Date signed