



**GOAL Academy High School  
Employee Handbook  
2019-2020**

## 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



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## **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**

Colorado follows the legal doctrine of "employment-at-will." 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.

### **REDUCTION IN FORCE**

While GOAL Academy strives to provide a stable and secure environment in which to work, under certain circumstances, it may be necessary to eliminate employee positions due to budgetary needs, program reductions, reorganization, or other business needs. A reduction in force (RIF) is defined as a separation from employment due to lack of funds, lack of work, redesign or elimination of position(s) or reorganization, with no likelihood or expectation that the employee will be recalled. In the event, there is a reduction in force GOAL Academy may follow a last hired, first released process or GOAL Academy may follow a merit-based process. Original hire dates will be recognized for those employees who were involuntarily transferred at the school's request.

### **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, including fingerprinting, at their own expense prior to commencing employment at GOAL and subsequently as provided by policy or 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.

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 AGREEMENTS**

Each employee shall receive an offer letter which outlines the terms and conditions of his/her employment with the school. While the offer letter represents a commitment between GOAL Academy and the employee, employment is still at-will. Employees continue to have neither express nor implied contracts nor property interest in continued employment at GOAL Academy.

## **HARD TO FILL POSITIONS**

In some instances, a job posting may be deemed hard to fill by Administration. Some criteria used to determine if a position is hard to fill includes but is not limited to; the type of position, the region of the posting, and how long the position has been posted. If a position is posted as hard to fill, additional compensation may be included in the employee's employment offer for that school calendar year.

## **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. 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 co-workers or students.

## **EMPLOYMENT CATEGORIES**

Exempt, full-time (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), 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 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 direct supervision of a relative because of employee morale, security, or 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 records of individual employees shall be considered confidential. They shall not be open for public inspection.

Employee records 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.

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. 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.

In the case of an appeal, the designated administrator may review the appeal and decide for review by the Chief Human Relations Officer and permit the removal, or revisions of the document in question. An employee has 10 days from time of 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 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**

### **CALENDAR PTO**

The GOAL calendars provide designated Personal Time Off (PTO). Specific dates of Calendar PTO may vary, depending upon an employee's position. Calendar PTO is 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.

### **PERSONAL PTO**

In addition to Calendar PTO, each employee receives a specific number of Personal PTO days. These days are to be used to attend to personal needs during the school year. The amount of allotted PTO is dependent on an employee's date of hire. Additionally:



- All Approved PTO Days are paid. Employees may not be paid for non-approved PTO.
- Personal PTO days begin on July 1<sup>st</sup> and must be used by the following June 30<sup>th</sup>.
- PTO days cannot be “rolled over” to the following year without the written permission from senior leadership. PTO does not accrue and is not paid out during resignation or notice of termination of employment.
- A PTO form must be signed by your supervisor at least one week prior to utilizing personal PTO. In the event of illness or emergency, the form must be submitted within 24 hours of your return.
- Personal PTO days cannot be utilized during the 48 hours before or after a scheduled Calendar PTO without the written permission from senior leadership.
- Employees may not take PTO days during designated blackout dates (e.g., October Count, testing windows, and Graduation). Designated blackout dates are determined by calendar and/or position.

The amount of PTO an employee receives per year is determined by the 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.

### **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, 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 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 must 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.



## **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 timecards. 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 make arrangements with his/her 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 15 days in a calendar year to receive military training, and are entitled to unpaid extended leave beyond 15 days based on orders and applicable federal and state law. The employee must submit copies of his or 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.

## **VICTIM PROTECTION LEAVE**

Employees, who have been employed with the employer for twelve months or more, and are victims of the crimes of domestic abuse, stalking, or sexual assault may take up to 3 days leave within a 12 month period, paid or unpaid, to seek protective orders, obtain medical care, secure their home, seek legal assistance, or attend or prepare for court proceedings arising from the crime. Employees must first exhaust their PTO.

## **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 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, and during nonworking hours as to not 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 abuse of any other 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. 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 in 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 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 Human Resources or the Regional Principal.

## **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:

- Discriminate 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.
- Discriminate 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.

## **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, said 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.

## **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 on 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 nearest emergency medical facility via ambulance.
2. Promptly inform 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, 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 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 if an employee is 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 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 their 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 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 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 requires that all employees submit a voided check or deposit slip to participate in direct deposit.

Non-exempt employees will be paid based on an hourly basis and must timely record 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 by 5:00 P.M. on the 19<sup>th</sup> day of each month to ensure proper time for processing. Timesheets must be signed by the appropriate supervisor or designee.

Non-exempt employees must log and report every hour they have worked. Non-exempt employees may not work overtime without the 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.

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 Chief Human Resource Officer 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 W-4 form.

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 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.

### **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 AND PROFESSIONAL DEVELOPMENT**

### **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.

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.

## **PROFESSIONAL DEVELOPMENT**

GOAL Academy recognizes the value of professional development and training as it relates to staff professional growth. GOAL also understands any professional development expense should provide a positive impact on student performance. To this end, all professional development opportunities, staff ~~training~~training, and conference attendance will demonstrate a direct, positive impact on student achievement.

### **Attendance and Participation Expectations**

The school and its employees recognize there are significant costs associated with providing PD 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. GOAL Board members will request permission to participate in opportunities related to the school during GOAL Board of Directors work session and will also utilize GOAL'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.

### **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 Development 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 Professional 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.



## **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, 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 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 Chief Human Relations Officer. 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 Chief Human Relations Officer 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 Chief Human Relations Officer 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.

## **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 involuntarily terminated, resign in lieu of involuntary termination, or are non-renewed are ineligible for rehire and may not volunteer for GOAL Academy.

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 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.

## **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 on 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 (skirts/dresses must be no shorter than two inches above the knee), spaghetti strap dresses/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.

## **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 on a daily basis during a short-term absence and to provide medical verification when asked to do so.

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 without proper notice, they may be subject to discipline up to and including termination of employment.

## **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
- 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 turn around 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**

Each employee will be assigned a voicemail number. 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, 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 and sign an internet use agreement prior to receiving an internet access account and password.

Personal access to the internet can be limited or denied by GOAL. Employee's must act in accordance with their direct supervisor's local requirements. Access to file downloads will be restricted as necessary by IT to ensure system security.

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 and e-mail use is 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 development 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, 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 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, feel free to 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 have access at all times 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 action 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 adhere to these guidelines at all times. 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 Skype, 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.

- GOAL employees may not create an alias (e.g., impersonating a GOAL student or another GOAL employee) via school equipment for purposes of social networking, texting, and website communication.
- GOAL employees may not misidentify themselves or use school equipment anonymously for purposes of social networking, texting, and website communication.
- Citizens expect that school employees set a good example when writing or speaking in public. When using social networking, texting, or website communication, it is therefore important that GOAL employees thoroughly spell and grammar check content before posting, correcting errors as soon as noted.
- Employees should be respectful and professional in all communications by word, image or other means. Therefore, when posting or texting as an agent of the school, GOAL employees should avoid use of obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior or sexual harassment.
- When posting or texting as an agent of the school, GOAL employees should avoid posting photographs or documents, regardless of the content, which could be considered offensive to other parties and be a violation of State or school rules and policies.
- Posting of information using GOAL equipment in violation of copyright laws or is obscene (as defined by the courts) may be a violation of State and/or school rules and policies and is prohibited.
- When acting as an agent of the school, posting, texting, or blogging about personal subjects (e.g., dating, romance, sex, drug or alcohol use) is prohibited.
- GOAL employees may not use or post the school logo, school proprietary images, or any other such graphic representations on any social media network in violation of law.
- GOAL employees may not blog or post about individual students to avoid disclosure of confidential information.
- GOAL employees may not post images of students on any social media network without permission from the school as well as the appropriate release by parent, guardian, or student. GOAL employees are prohibited from communicating with, “friending,” or allowing students accesses to personal social network sites (e.g., Facebook). GOAL employees should refrain from creating “personal” webpages which permit social interaction with students. All social networking, “friending,” or communications with students must be via professional GOAL accounts.

### **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/ Ultrabook computers
- Wearable computing devices
- Any other mobile device capable of storing school data and connecting to a network

In order to maintain security and manageability, only devices fitting the following criteria are allowed to access school resources:



- Smartphones, tablets, and other devices running Android versions released in 2016 and later.
- Smartphones and tablets running Apple iOS versions released in 2016 and later.
- Smartphones, tablets, and other devices running Microsoft Windows 10 and higher or Windows 10 Mobile.

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.

### **Responsibilities**

The Chief Information Officer of GOAL Academy has the overall responsibility for the confidentiality, integrity, and availability of school data. All staff under the direction of the Chief Information Officer are responsible for following the procedures and policies within information technology and information systems. All GOAL Academy employees are responsible to act in accordance with school policies and procedures.

### **Affected Technology**

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.

### **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. Prior to initial use on the school network or related infrastructure, all mobile devices must be approved by IT.
3. 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.
4. 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 approved by IT, 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. Any non-school computers used to synchronize or back up data on mobile devices will have installed up-to-date anti-virus and anti-malware software deemed necessary by GOAL Academy's IT department.
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. In addition, all hardware security configurations must be pre-approved by GOAL Academy's IT department before any school data-carrying device can be connected to the school network.
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 its 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) without the express approval of GOAL Academy's IT department.
3. IT will support the connection of mobile devices to school resources. On personally owned devices, IT will **not** support hardware issues or non-school applications.

## Organizational Protocol

1. Under the discretion of the CEO or designee IT ~~may establish~~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. 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 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

### Personal Use of Email

It is permissible for employees to send and receive email at work for incidental personal purposes, provided that this does not involve a substantial expenditure of time, effect one's job performance, or is a use for profit. GOAL Academy has final say in what constitutes excessive use.

### External Email 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 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 office or directed to do so by your supervisor.

### **Forging email messages**

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

### **Offensive email**

Email 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 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, do not open it or print it. Fill in an incident form (located at <http://helpdesk.goalac.org>) and let the Chief Information Officer and your immediate supervisor know of the incident so that appropriate action may be taken.

If you receive an email 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 that contains 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.



## 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 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 guardians 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 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 students 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**

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 first-hand 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:

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.

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 cause 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 \$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**

#### **INTERACTION BETWEEN SCHOOL EMPLOYEES AND STUDENTS**

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 expensive gifts 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.

## **ELECTRONIC COMMUNICATION BETWEEN SCHOOL EMPLOYEES AND STUDENTS**

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 adhere to these requirements 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 must restrict all electronic communications with individual students to accounts, systems and platforms provided by and accessible to the school.
- 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 Regional Principal or the GOAL Academy Department of Human Resources.
- The Regional 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 Regional 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.

## **CURRICULUM GUIDELINES & EXPECTATIONS**

### **CURRICULUM GUIDELINES**

GOAL Academy has defined the following as the keys to providing 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.

## **MISCELLANEOUS POLICIES**

### **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 designee. Should an employee receive a media inquiry, he/she 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 work place, 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.

### **ANIMALS IN GOAL LOCATIONS**

GOAL Academy does not allow pets in sites or administrative offices unless the animal is a service animal. The school holds the right to require service animal owners to work from an alternative location in the event a student or staff member has a related health concern related to the service animal.

### **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, employee's 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 not permitted to administer medication to students under any circumstance. This includes the distribution of aspirin, cough drops, vitamins, homeopathic, or herbal remedies.

Employees are permitted to store and administer their own medications at 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, are stored securely. 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**

### **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. 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 in excess of 40 hours in a work week. A work week begins on Sunday at midnight and ends on Saturday at midnight.

**SCHOOL YEAR EMPLOYEES**

Employees who work fewer than 200 days per year per the employee's At-Will Employment offer.

**ANNUAL EMPLOYEES**

Employees who work 200 or more days per year per the employee's At-Will Employment offer.

**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 EMPLOYEES (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, 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, 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.

Employee's Name (printed) \_\_\_\_\_

Date \_\_\_\_\_