



# **COMMUNITY OF PEACE**

## **ACADEMY**

### **STAFF HANDBOOK**

**District #4015  
471 Magnolia Avenue East  
St. Paul, MN 55130  
651-776-5151**

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## **FORWARD**

### **General**

Staff members who choose to work for Community of Peace Academy are committing themselves to a school community founded upon principles of peace, non-violence and unconditional positive regard for all.

### **Interpretation**

The personnel policies in this handbook are designed to assist in consistent and objective personnel administration decisions in a manner that is equitable to employees and in accordance with Community of Peace Academy Charter School ("School") objectives.

Although this handbook attempts to cover matters of general applicability to employees, it does not cover every situation that may arise from day to day. All matters pertaining to the interpretation of this policy are referred to the Executive Director or the designated representative. This staff handbook should be used as a reference during your employment. By accepting or continuing employment, employees of Community of Peace Academy agree to abide by the policies and procedures set forth in this handbook. The administrative staff welcomes open discussion of policies and procedures. Do not hesitate to ask for clarification on the policies included within this handbook.

This handbook is not intended to replace the policies established by the Community of Peace Academy Board of Directors ("Board"). Employees have a responsibility to familiarize themselves with and abide by the complete policies and procedures of the Board to carry out their assigned responsibilities with conscientious concern and professional behavior. A complete listing of Board policies can be located on the School website at <http://www.cpack12.org/board-policies/>

All employees are responsible for understanding the contents contained in this handbook as well as all policies and administrative regulations of Community of Peace Academy.

### **Administration**

The Board of the Community of Peace Academy Charter School employs an Executive Director to whom it delegates responsibility for the overall administration and interpretation of this adopted policy. The Community of Peace Academy Board Governance Policy No. 2.8 delineates the role of the Executive Director. The direct administration of the policy and the supervision of staff are the responsibilities of the Executive Director. However, the Executive Director may also delegate the administration of this policy and the supervision of staff to other designated representatives, where and when appropriate.

### **Personnel Policies**

Community of Peace Academy and its employees have an employment relationship known as "employment-at-will". This means that either the employee or the school is free to terminate the employment relationship at any time, for any or no reason, with or without cause as long as it does not violate State or Federal law. No provision in this staff handbook or other Community of Peace documents are a guarantee of continued employment and are not intended to create contractual obligations of any kind.

### **Review**

This handbook will be reviewed on an annual basis. The school reserves the right to make changes at any time, with or without notice, and to interpret these policies and procedures at the discretion of the Community of Peace Academy School Board. This personnel policy does not preempt or replace applicable federal and state laws; however, on July 1, 2020, this policy does supersede and replace all previous Community of Peace Academy Charter School policies, manuals, and handbooks regarding the personnel and other policies described herein. Whenever there is a change in policy, the policy will be updated for this handbook as soon as possible.

### **Policy Coverage**

All employees of Community of Peace Academy are covered by this personnel policy. Volunteers who are not employees are not covered by this policy but are subject to a separate specific policy governing volunteering.

## **VISION STATEMENT**

Creating an educated, empowered and ethical community.

## **MISSION STATEMENT**

Fostering academic excellence and character development through the education of the whole person - mind, body and will.

## **CORE VALUES**

- **Academic excellence**  
CPA students are prepared to thrive and to lead in a multicultural 21st century world with confidence, compassion, intelligence and positive regard for all.
- **Relationships**  
At CPA learning happens through relationships and thrives within a caring and value-rich community.
- **Peace**  
CPA is a diverse community of students, parents and staff dedicated to creating a peaceful school environment in which all members are treated with unconditional positive regard.

## **ANIMALS AT SCHOOL**

With supervisor approval, teachers may keep animals in their classrooms to enhance the subject they are teaching or the classroom environment. In such cases animals should be kept in a clean secure place. Animals should not wander about the room or school.

With prior supervisor approval, personal pets may be brought in to enhance a lesson in the classroom or to share on a one-time basis. In these cases, the animal should not stay at school beyond the time of the lesson or sharing.

Each year, our school nurse compiles a list of all staff members and students who are allergic to animals. Please consult this list before bringing animals into your classroom.

## **ASSESSMENT OF STUDENT PERFORMANCE**

## **Conferences**

Official Parent/Teacher conferences are held twice a year. All teachers are required to prepare for and be present for both conference sessions.

Teachers' contact with parents is an on-going process and must be implemented consistently. Conferencing is indicated whenever a student is having any academic or social difficulties. A copy of any written student evaluation is to be kept by the teacher as it is sent to the parent.

If the student information is communicated by phone, a copy of the conversation (name/date/person talked with/reason) must be kept by the teacher. The Principal should be informed of any challenging home-school communications so as to assist in addressing concerns and strengthening the relationship.

## **Report Cards**

The report card is a very important means of communication between the school and parents. Adequate time and preparation should precede the actual grading so that the assessments are as complete and as valuable as possible. Parents are to be kept informed of their child's progress by report card, letter, telephone and/or conference. The teachers keep the Principals informed of all serious concerns regarding student achievement.

## **Elementary School**

CPA Elementary operates on a Semester System. Report cards are issued 2 times a year. Conferences are held at the mid-point of each semester. Midterm reports will be provided to Parents at the time of conferences.

## **Middle School and High School**

CPA Middle School and CPA High School operates on a Semester System. Progress reports for students receiving a D or F are issued twice a semester, approximately at the 4<sup>th</sup> and 12<sup>th</sup> week. Midterm reports will be provided to Parents at the time of conferences. Biweekly updating of the grade book is required for student and parental viewing on ParentVUE.

## **Promotions/Retentions (Elementary and Middle School)**

Promotions and retention decisions are based on what broad educational experience has proven to be best for the child. In general, students will be placed at the grade level in which they will be best adjusted academically, spending one year at each level.

Seek support early in the year for students who are not meeting grade level expectations, and maintain open communication with Parents about the student progress.

Inform the appropriate Principal early in the year and no later than March 1<sup>st</sup> if a child is being considered for retention. A conference will be held with the Teacher(s), Parent(s), Principal and any other support staff who work directly with the child to review the child's needs and to determine the best grade level placement for the following school year.

## **ATTENDANCE AND PUNCTUALITY**

Regular and prompt attendance is an essential function of all employees' jobs.

All salaried employees are expected to be on duty, at a minimum, from 7:30 a.m. to 3:00 p.m. when school is in session, unless otherwise specified in your letter of employment. If an employee is not ready for duty by 7:30 a.m. or leaves the building before 3:00 p.m., disciplinary action will be taken.

Paraprofessionals and other hourly employees work from 7:30 a.m. to 3:00 p.m. each day school is in session. Paraprofessionals and other hourly employees must clock in and clock out daily. Supervisors approve hours worked at the end of each pay period.

If the school is in a Distance Learning or Hybrid model due to the COVID-19 Pandemic or other emergency, special rules may apply to offer flexibility around the duty day. Those rules will be communicated by each building principal to their staff.



Generally, paraprofessionals are not required to attend events after school hours. Prior approval must be granted by the supervising administrator and the Executive Director for assignment of a staff member to any paid role or duty outside of the standard school day. Paraprofessionals will be paid for work outside of school hours at their regular rate of pay. If the paid role or duty will or may result in overtime pay for a non-exempt employee, approval will be granted based on extenuating need. Please refer to the Overtime Procedures section of this handbook for additional information.

Immediate supervisors are responsible for the preparation and supervision of the working schedule for all their employees. Applicable laws and the needs of the Community of Peace Academy Charter School shall govern all such schedules. In accordance with Minnesota Statute § 177.253, Community of Peace Academy allows each employee a fifteen (15) minute rest break within each four consecutive hours of work and a half hour paid lunch break with every eight (8) hour shift.

In addition to regular scheduled work days, non-exempt employees will be expected to participate in school-sponsored activities and events that promote family and community engagement as needed.

Employees are expected to be present and punctual for all regular, extracurricular, and other assignments. Excessive absenteeism, continued tardiness, and early departures from scheduled shift will result in disciplinary action up to and including termination as described in the Corrective Action and Dismissal section of this handbook.

Community of Peace Academy defines excessive absenteeism as 2.5 days absent or more per quarter of the school year.

## **CERTIFIED STAFF MEMBERS**

A valid Minnesota teaching license is necessary for all teachers and for other certified positions. Minnesota Statute 122A.22 requires that school districts and charter schools employing a person for teaching services must verify through the Minnesota education licensing system available on the Professional Educator Licensing and Standards Board website that he/she is a qualified teacher. A copy of each teacher's current Minnesota Teaching Certificate will be kept on file in the school office.

It is the responsibility of the teacher to keep their licenses current. It is a violation of the Code of Ethics for Minnesota Teachers for a teacher to accept employment for a teaching position for which he or she is not appropriately licensed. Failure to maintain a valid teaching license or misrepresentation of licensure status will result in disciplinary action up to and including termination as described in the Corrective Action and Dismissal section of this handbook.

## **CLASSROOM AND OFFICE DECOR AND MAINTENANCE**

### **Air Fresheners and Fragrances**

Plug in air-fresheners and fragrance diffusers of any sort, including aroma-therapy, are not allowed due to fragrance sensitivity.

### **Basic Housekeeping**

Basic housekeeping is important so as to provide a neat and orderly learning environment for students, to prevent safety issues that could arise, and to ensure compliance with health and safety code. Classroom and office spaces must be free of clutter. Items stored on top of cabinetry and shelving too close to the ceiling creates a fire hazard.

Storage must be 2 feet or more from the ceiling in non-sprinklered areas of buildings. In sprinklered areas of the building, the clearance between the sprinkler deflector and the top of storage must be 18 inches or greater.

### **Classroom Decor**

Staff are encouraged to maintain welcoming and visually appealing classroom and office spaces. In decorating classroom and office spaces, staff must adhere to the following requirements to ensure compliance with fire and other health and safety codes:

1. Draperies, curtains, and other similar loosely hanging furnishings and decorations must be made of fabric labeled flame resistant. Flame retardant fabric may not be used in classroom, as flame retardant fabric requires annual re-treatment, and documentation of such treatment to meet fire code.

2. Teachers are discouraged from bringing in household furniture items for use in a school. This is due to the uncertainty regarding flammability, the possibility to induce allergic reactions, and create a pest infestation. CPA recommends that all furniture items for classroom use be items purchased by the school. All personal furniture brought into school must meet the following requirements:
  - a. Beanbag chairs, chair cushions, and pillows must be flame resistant.
  - b. Chairs and sofas are allowed only in specific spaces with Principal approval (i.e. social work office).
  - c. Furniture brought in for use in classrooms and offices must be in good condition and must be maintained. Administration reserves the right to request that a piece of furniture be removed if it is deemed to not meet safety standards.
3. No items may be suspended from classroom or office ceilings. Suspended objects hanging from ceilings are serious fire hazards, as combustible materials on the ceiling provide a quick path of travel for fire and block a room occupant's route of egress in an emergency situation. Hanging artwork in Stairwell D, and temporary décor for dances or other events will be allowed with Principal approval.
4. Lamps are allowed if cords are in good condition and kept in a manner that they are not a tripping hazard, and there are no mercury bulbs. Administration reserves the right to ask that a lamp be removed if it does not appear to meet safety standards.
5. Paper on doors is not allowed. Covering doors and/or door glass with decorative paper, student art work, or other flammable materials is a serious fire hazard, and creates the potential for these items to prevent egress from a classroom or area in the event of a fire. For safety/security and to prevent distractions, flame resistant curtains or window film may be applied to door glass.
6. Holiday lights are not allowed, except for temporary décor for dances or other events with Principal approval. Holiday lights should never be plugged in via an extension cord, and should not be "daisy chained" (a string of lights plugged into another string of lights).
7. Candles and wax burners are not allowed in classrooms as they are a serious fire hazard.

### **Personal Appliances and Electrical Devices**

Space heaters are not allowed in schools. Microwaves, coffee pots, tea kettles, mini-refrigerators, etc. are not permitted in regular classrooms or offices are allowed in Staff Lounges only.

### **Power Strips and Extension Cords**

Power strips are allowed, but one power strip cannot be plugged into another. Regular extension cords are not allowed for daily or permanent use. Extension cords may be used on a one-time bases for a specific activity or event, but must be unplugged and removed following that activity or event.

### **COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the school's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Employees and/or their dependents are required to notify the school within 60 days of a divorce or a dependent child ceasing to be a dependent child in order to preserve the dependents COBRA rights in these circumstances.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the school's group rates plus an administration fee. The school provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the school's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **COMMUNICATIONS**

1. Employees are responsible for:
  - a. Checking mailbox, voice mail and email daily.
  - b. Responding to any messages and phone calls promptly.

- c. Submitting events and activities to be included in the weekly Faculty Facts.
2. Prior to sending home written communication to families, submit a copy to your administrator for review and approval.
3. When necessary, parent communication should be translated into the family's native language. Items needing translation must be given to the appropriate translator at least 2 working days before they are needed. Hmong: Maikao Lee, [maikaol@cpapk12.org](mailto:maikaol@cpapk12.org); Karen: TBA and Spanish and other languages: TBA.
4. Communications that are of a school-wide nature and pertain to the implementation of school-wide policies, regulations and operations are the responsibility of the Executive Director, or a member of the administration designated by the Executive Director. If a member of the media contacts any individual employee, whether directly or through electronic communication, regarding any aspect of the school operations, including, but not limited to, instruction, curriculum, testing and assessment, personnel, students or facilities, the employee shall immediately refer the media representative to the Executive Director.
5. The Board Chair is the official spokesperson for the Board, except as this duty is delegated to the Executive Director or other Board members.
6. Employees acting pursuant to their job duties must be professional, courteous, and respectful at all times. While acting as a School employee or representative, employees must not make any disparaging, demeaning, threatening, or intimidating remark about the School, any other School employee, any student, any student's family member, or any member of the community or make any comment that would cast the School in a negative light. Communication that is inconsistent with this expectation will result in disciplinary action up to and including termination as described in the Corrective Action and Dismissal section of this handbook.
7. While acting pursuant to their job duties, employees must not express their personal convictions on social, economic, religious, or political subjects.
8. Employees discussing social, economic, religious, political, or other subjects outside of their work duties, while acting as private citizens, must refrain from giving the impression that their view or positions are those of the Community of Peace Academy Charter School.
9. All employee speech whether verbal, written, or electronic, and whether or not occurring as part of an employee's job duties, is subject to the School's prohibition of discrimination and harassment. No employee expression may interfere with the ability of any other staff member to effectively perform his or her assigned duties or responsibilities, or interfere with the ability of any student to meaningfully or safely participate in the educational environment.

## **CONFIDENTIALITY**

### **Ethical Professional Conduct**

The reputation of students, parents, colleagues and Community of Peace Academy as an institution must be respected and protected. Employees must be mindful of the circumstances and places where difficulties concerning students, parents, colleagues or the school are discussed. Classrooms, hallways, staff lounges, school offices, or social gatherings are not appropriate forums for such discussions. The Principals' offices and the Executive Director's office are always an appropriate forum for such discussions.

Gossip has no place on a professional team. As a matter of professional ethics, discussions concerning difficulties with students, parents, colleagues or the school should focus on solutions and should involve only those professionals immediately concerned with the situation. As a general rule, do not encourage negative conversations. Refer parents, colleagues or students to the party with whom they are in conflict or to an administrator. Conduct inconsistent with these standards of ethical and professional conduct will result in disciplinary action up to and including termination, as described in the Corrective Action and Dismissal section of this handbook.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) regulates the conditions under which educational data, including but not limited to grades and academic performance, discipline status, special education status and student/family contact information, may be shared. Discussion of confidential information outside of normal school business, including with colleagues who do not have a legitimate educational interest, is a breach of school policy and of data privacy, and will result in disciplinary action up to and including termination as described in the Corrective Action and Dismissal section of this handbook.

Parental consent must be obtained in order to share any private student or family data with individuals who lack legitimate educational interest. To ensure compliance with FERPA, a school administrator will oversee all sharing of data that requires parental consent.

### **Pre-teaching Students: Observations and Guest Lessons**

In cases where a pre-teaching student is observing or teaching a guest lesson, he or she is held to maintain confidential any incidental information he or she may learn about a child in the classroom. A pre-teaching student who is observing or teaching a guest lesson does not need full disclosure of a student's disability status.

If a pre-teaching student wishes to view a copy of the child's IEP or evaluation, or otherwise learn more about the child's disability for the pre-teaching student's own learning and/or teacher preparation class requirements, parental consent must be obtained.

If parental consent is given and the pre-teaching student wishes or is required to share IEP or evaluation information in his or her teacher preparation class, all identifying student information must be retracted. The Special Education Case-Manager and the Special Education Coordinator must be informed of all requests for access to special education due process documents.

### **Student Teachers**

A pre-teaching student completing a long-term student teaching internship at the School may have the same access to the special education and other records that the regular classroom teacher does, as the pre-teaching student is acting as classroom teacher and therefore has a legitimate educational interest. The pre-teaching student is held to the data privacy requirements of FERPA and should be informed of this.

### **CORRECTIVE ACTION; DISMISSAL**

When performance issues are identified with respect to an employee, when instances of unacceptable conduct occur, or when for any reason the employment relationship becomes problematic from the point of view of the Community of Peace Academy Charter School, any of a variety of steps might be taken up to and including termination. In some instances, the employee will be given a written notice of deficiency of performance and a specified timeframe in which to improve. In other cases, suspension (with or without pay), demotion, termination or other corrective action might take place. Community of Peace Academy Charter School reserves its right to determine what it believes is an appropriate response and to implement that response.

### **CRIMINAL BACKGROUND CHECKS**

The Community of Peace Academy Charter School has established a criminal background check procedure to protect students and staff from unnecessary risks, to provide a safe and nurturing learning environment for students, to defend itself from potential negligence in the hiring or retention of staff, and to protect the reputation of the institution as a body charged with the care of children.

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

In the event the School is in receipt of information regarding the criminal conviction of a current employee, and such information is confirmed, the School will make a determination whether to pursue discharge or take other disciplinary action.

## **CULTURAL COMPETENCY**

Each teacher is expected to assure that the cultures, contributions, history and perspectives of all people are accurately and equitably represented in the curriculum, classroom decor and in all aspects of the school program. All staff members are expected to be continually growing in their knowledge of the cultures represented at Community of Peace Academy and in their own cultural competency. The Home School Liaisons are available to assist you with matters related to culturally competent practices.

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

## **DISTANCE LEARNING AND HYBRID MODELS DURING AN EMERGENCY**

CPA’s board approved Distance Learning Plan, Safe Learning Plan, and other documents related to Distance Learning and/or Hybrid Learning during an emergency or school closure are posted on the school’s website. These documents are updated regularly but contain information on technology use, staff onboarding, staff expectations, grading, student attendance, and much more. Please check on the website for the most updated information.

According to the Governor’s Emergency Executive Order 20-82 school must do what they can to accommodate staff requests to work from home during the 2020/2021 school year:

“Consistent with labor agreements, districts and charter schools must utilize available staff who are able to work during the 2020-21 school year. Districts and charter schools must also provide accommodations to staff as required by applicable laws and must allow school staff whose health is at risk or who have members of their household whose health is at risk to work from home to the extent possible.”

CPA will honor staff requests to work from home to whatever extent possible, but as essential workers, CPA’s administration will need to require some staff to come to the building to meet the state requirements in providing a free and appropriate education for all our students.

## **DOCUMENTATION REQUIRED FOR EMPLOYMENT**

All offers of employment are conditional upon the receipt of the appropriate documents as outlined in the I-9 instructions. The individual will have three (3) business days from the date employment begins to submit the forms of identification. If the individual fails to provide Community of Peace Academy with the necessary documents, the person’s letter of employment will be voided and employment with the school will immediately be terminated.

## **DRESS CODE FOR EMPLOYEES**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees, set a good example for students, and affect the image Community of Peace Academy presents to the community and visitors.

During business hours or when representing the school, employees are expected to present a clean, neat, and professional appearance.

Unacceptable workplace attire includes, but is not limited to:

1. Non-CPA T-shirts, tank tops, halter tops, muscle shirts, cutoffs and flip-flops;
2. Torn or stained clothing, including jeans with tears or holes;

3. Non-CPA sweat suits, track suits, other “workout” attire or leisure wear;
4. Leggings or yoga pants, unless worn under a dress, skirt or long tunic;
5. Sheer or transparent clothing, plunging necklines, or excessively short hemlines.

If your administrator determines that your personal appearance is inappropriate, you will be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your administrator if you have questions as to what constitutes appropriate appearance.

The school makes reasonable accommodations for dress and /or grooming requirements related to an employee’s religion, ethnicity, disability or medical condition, or any other protected class status. Questions or issues regarding a reasonable accommodation should be directed to your supervisor.

## **EMPLOYEE USE OF SOCIAL MEDIA**

Community of Peace Academy encourages staff use of social media provided it is used in a manner that does not violate state or federal law or school policies and does not create unintended and/or improper communication between staff and students.

Public social media platforms outside of those sponsored by Community of Peace Academy cannot be used for instruction or for school-sponsored activities without the prior written authorization of the Executive Director or designee and parental consent for student participation on social networks.

When employees choose to join or engage with Community of Peace Academy students, families or fellow employees in a social media context outside of those approved by Community of Peace Academy, they must maintain their professionalism as employees of Community of Peace Academy and have responsibility for addressing inappropriate behavior or activity on those networks, including requirements for mandated reporting.

### **Guidelines**

- A. Community of Peace Academy encourages all staff members to maintain active interest and engagement in a wide range of activities, intellectual pursuits, causes, etc., including social, political, religious and civic-oriented groups, organizations, blogs, publications, etc. At the same time, this must be balanced with Community of Peace Academy’s right to manage public communications issued directly or indirectly in its name or on its behalf.
- B. Staff members will establish and maintain appropriate privacy settings and personal content to ensure that posted content does not reflect poorly on Community of Peace Academy or conflict with its educational philosophies in any way.
- C. Staff members posting messages or images indicating or implying a connection to Community of Peace Academy must ensure that those messages reflect Community of Peace Academy in a favorable light.
- D. Employees must be respectful and professional in all communications (by word, image or other means). Employees must not use 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, sexual harassment or bullying.
- E. Employees must make clear that any views expressed are the employee’s alone and do not necessarily reflect the views of Community of Peace Academy. Employees may not act as a spokesperson for Community of Peace Academy or post comments as a representative of Community of Peace Academy except as authorized by the Executive Director or designee.

- F. Employees should not use their Community of Peace Academy email address for communication on public social media networks that have not been approved by Community of Peace Academy.

### **Communicating with Other Staff Members**

- A. Staff members will use good judgment when making or accepting “friend” (or “link” or “connection”) requests to or from other Community of Peace Academy staff members. Staff members in supervisory positions are discouraged from making “friend” requests with other staff members. This is due to the potential for those staff members to feel awkward or pressured to accept the request and thus potentially impacting the work and social relationship.
- B. Staff members will be mindful of not only their own profiles, but those of their friends as well. Photographs and comments on the profiles of friends that reflect poorly on the staff member must be considered.

### **Communicating with Students and Parents**

- A. Other than familial relationships, staff members will avoid personal off-duty relationships with students. Staff members should be aware that, even when interacting with students outside of the school environment, these interactions have a direct impact on the professional relationship within the school environment.
- B. Staff members will refrain from sharing personal email addresses with students, text messaging students, using social network sites or engaging in other similar behavior that might compromise an appropriate and professional relationship in the classroom and within the District.
- C. Staff members are discouraged from making or accepting “friend” (or “link” or “connection”) requests to or from parents of Community of Peace Academy students. Staff members should be aware that, even when interacting with parents outside of the school environment, these interactions have a direct impact on the professional relationship within the school environment.
- D. Staff members will be diligent in maintaining the highest ethical standards when using social media and must ensure that they do not create inappropriate personal relationships with students.

### **Professional Responsibilities**

- A. Staff members must understand that they are responsible for their online presence and are accountable for all written or posted materials and are to exercise good judgment at all times. The permeating and permanent effect of social networking cannot be overstated.
- B. Confidential information is to be protected at all times and may only be disclosed pursuant to Community of Peace Academy policy or Minnesota statute. Accordingly, no electronic communication, including but not limited to text messages, blogs or social network posting may communicate any confidential information. If a staff member believes that confidential information may have been revealed, he/she is required to notify his/her Supervisor immediately.
- C. Staff members will have no expectation of privacy when using online forums. Information posted on or exchanged through social media may be accessed by parents, students, co-workers and members of the public. Therefore, when communicating via online social media, staff will remember that their conduct represents Community of Peace Academy and any information posted or exchanged should always be in the best interest of serving Community of Peace Academy and its students.
- D. Employees must not post images on any social media network of co-workers without the co-worker’s consent.

- E. Employees must not post images of students on any social media network, except for images of students taken in the public arena such as at sporting events or fine arts performances.
- F. Employees must not post any non-public images of the Community of Peace Academy premises and property, including floor plans.
- G. Staff members will not misrepresent themselves or any part of Community of Peace Academy in any social networking or blogging posts and will not be asked by supervisors or administrators to misrepresent themselves or their position with Community of Peace Academy.
- H. Staff members are not permitted to use official Community of Peace Academy photographs or photographs of students or student property without the written consent of the Executive Director.
- I. Staff members will not use media sites to harass, threaten, libel, malign, defame, disparage or discriminate against members of the school community including but not limited to students, parents and/or guardians, co-workers or the administration or Board. Employees may not write about, post pictures of or otherwise refer to any student, parent and/or guardians, co-workers or administrators without their permission.
- J. Community of Peace Academy recognizes that student groups or members of the public may create social media representing students or groups within Community of Peace Academy. When any employee chooses to join or engage in these social networking groups, they do so as an employee of Community of Peace Academy. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing appropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.
- K. Non-compliance with this policy will result in disciplinary action, which may lead to termination as described in the Corrective Action and Dismissal section of this handbook.

## **EMPLOYMENT**

The Community of Peace Academy Charter School endeavors to select personnel who meet the necessary standards of educational and occupational qualifications; who can effectively advance the objectives of the Community of Peace Academy Charter School; who have the capacity for personal and professional growth; and, who can become a viable part of the organization. All employment practices shall be consistent with applicable laws and other such acts and regulations which control the employment relationship.

Except for employees who have specific contracts providing otherwise, employees of Community of Peace Academy Charter School are employed at will, which means that they are not hired for any definite period of time and either they or Community of Peace Academy Charter School may terminate the employment relationship at any time, with or without cause.

## **EMPLOYMENT CATEGORIES**

It is the intent of Community of Peace Academy to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Exempt employees meet the exempt guidelines as established by FLSA and do not receive overtime pay or compensatory time off for hours worked over 40 hours per work week of Sunday through Saturday. Exempt employees are expected to work the hours necessary to fulfill the responsibilities of their position.

Non-Exempt employees do not qualify as exempt employees and are eligible for overtime pay at 1.5 times the regular rate of pay for every hour worked in excess of 40 hours per work week Sunday through Saturday. Prior approval is required for an



employee to work overtime hours and will be granted only based on extenuating need. See the Overtime Procedures section of this handbook for additional information.

Each employee will belong to one of the following employment categories:

**“Regular full-time employees”** are those who are not in a temporary status and who are regularly scheduled to work Community of Peace’s full-time schedule. Generally, they are eligible for the school’s benefit package, subject to the terms, conditions, and limitations of each benefit program. Full-time employees work at least 35 hours per week on a regular basis.

**“Full-time employees scheduled to work 10 or 11 months”** are those who are regularly scheduled to work the school’s full-time schedule on a 10 or 11 month basis (school-year). Generally, they are eligible for the school’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

**“Full-time employees scheduled to work 12 months”** are those who are regularly scheduled to work the school’s full-time schedule on a 12 month basis. Generally, they are eligible for the school’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

**“Part-time employees”** are those who are not assigned to a temporary position and who are regularly scheduled to work fewer than 24 hours per week. While they do receive all legally mandated benefits, part-time employees are not eligible for all of the school’s other benefit programs.

**“Temporary employees”** are those who are hired to work full time or part time with the understanding that their employment will be terminated no later than completion of the specific assignment they were hired for. Employment assignments in this category are of a specific and limited duration. These employees remain at-will employees. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change. While temporary employees receive all legally mandated benefits, they may not be eligible for all of the school’s other benefit programs.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENTS**

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

Community of Peace Academy will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the School.

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

## **ETHICS AND PERSONAL CONDUCT**

Community of Peace Academy is committed to providing a positive environment for its students and employees. To ensure orderly operations and provide the best possible educational environment, the school expects employees to conduct themselves in a professional manner, reflecting positively in the school, with staff, and customers.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of expectations of professional conduct that may result in disciplinary action, up to and including termination as described in the Corrective Action and Dismissal section of this handbook:

- Inappropriate or unprofessional conduct. This includes but is not limited to: raising one’s voice or yelling at any member of the school community; making disparaging or demeaning remarks toward or about the School or any member of the community; or any comment or conduct that would cast the School in a negative light.
- Any violation of any provision of the Minnesota Code of Ethics for Teachers.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- Insubordination.
- Excessive absenteeism or any absence without notice.
- Unauthorized absence from work area during the workday.
- Violation of personnel policies.
- Dishonesty in matters related to employment at the school.
- Failure to maintain confidentiality of school or student information.

## **FACILITY AND EQUIPMENT USE**

The school building, including classrooms, the Conference Room, and the Rusthoven Gymnasium and Auditorium (RGA) is not available for use by outside groups. Current staff and their immediate family may use the RGA and its equipment, on a casual basis, when school is not in session. Staff members must accompany their family members. The Principal and Athletic Director must be consulted regarding use of the gym to ensure that use does not interfere with any scheduled athletic events or practices, or any other school-sponsored activities.

When school is not in session, if the sole purpose for coming to school is to use the gym, and more than one family is involved, this constitutes an “event.” For such events, an Event Form must be filled out and submitted to the Activities Director for approval in consultation with the Executive Director. Use of the RGA or any other CPA space for large events, such as receptions, family reunions, etc. will not be approved.

CPA equipment, including but not limited to chairs, tables, and technology equipment may not be used for employees’ personal use.

When school is not in session, priority in use of the RGA will be given to school functions (i.e. Games, practices, plays, open gyms, etc.). All such after-hours school related events require approval of the Activities Director in consultation with the Executive Director.

## **FAMILY HANDBOOK**

Each teacher will receive a copy of the Family Handbook, which outlines all student and family policies and procedures for Community of Peace Academy. The Family Handbook is also posted on the school’s website at <https://www.cpapk12.org/students-and-families/family-handbook/>. Staff must familiarize themselves with the Family Handbook and are expected to implement it and to make it real in the lives of our students. Teachers should review the contents of the Family Handbook with their class at the beginning of each semester as necessary and appropriate for their grade level.

## **FIELD TRIPS**

Field trips are encouraged as an important part of Community of Peace Academy educational program. Students must be given background information prior to a trip and each trip should have a sound academic or social purpose. Meaningful follow-up activities should be part of each field trip experience. Student conduct on field trips is subject to the same expectations outlined in the Family Handbook. All field trips must be pre-approved by the appropriate principal.

## **Elementary**

Each Elementary classroom teacher is encouraged to plan up to 3 field trips per year.

## **Middle School and High School**

Middle and High School Teachers in Grades are encouraged to plan field trips throughout a semester. However, teachers must ensure that students do not miss more than 4 days of any period during a semester related to field trips and testing.

## **Cafeteria**

The cafeteria needs to be informed two weeks prior to the field trip if your class will not be eating lunch at school.

## **Chaperones**

Staff members who chaperone field trips must obtain prior administrative approval and must make arrangements for coverage of supervisory duties they would miss while on the field trip.

Parents who have completed a background check and been cleared as a chaperone may chaperone field trips with prior administrative approval. Parent chaperones may not bring other children or dependents along on the field trip.

## **Field Trip Forms**

The following steps must be taken prior to a field trip and are located in the office:

- Field Trip Report to Principal: Approval for any field trip must be obtained **at least one month** from the appropriate Principal.
- Parent Permission: Parental permission is required for any school-sponsored activity off school grounds. Field trip Parent Permission forms must be given to the parents at least one (1) week in advance of the trip. Signed parental permission is required, unless otherwise approved by an administrator.
- Bag Lunch Request: If you need a bag lunch on the field trip, a "Bag Lunch Request Form" needs to be turned into the cafeteria **at least two weeks prior** to the field trip.

## **Money Collected**

Money for field trips is to be collected by the teacher coordinating the event. All money should be counted and accounted for before the event takes place. Money should be put into an envelope, clearly labeled and then turned into the office. Money should never be left in a classroom.

## **Overnight Fieldtrips**

All staff members will be paid \$75 per night for overnight field trips. Hourly staff should submit up to 8 hours per day on their time cards for overnight fieldtrips, in addition to the \$75 per night stipend.

## **Students not attending**

A principal must approve any parent or teacher request for a student non-participation in a field trip. The classroom teacher must make arrangements regarding supervision of any student(s) not going on a field trip with the appropriate principal.

## **Transportation**

Contact the Transportation Coordinator to schedule a bus for your field trip.

- Students suspended from transportation are not allowed to ride any bus.
- All field trip participants must travel by bus to and from the activity site unless prior administrative approval had been granted.

## **FILM/VIDEO POLICY**

In accordance with the mission and philosophy of Community of Peace Academy, the Board of Directors does not approve of the use of movies/videos containing vulgar or profane language, nudity, sexually explicit scenes or violence educationally inappropriate for classroom purposes.

Accordingly, it is the general policy that movies/videos rated “R” are not appropriate for secondary school level students and that movies/videos rated “PG-13” are not appropriate for middle and elementary school level students because such movies may contain elements not in keeping with our mission and philosophy.

In addition, other movies/videos not rated or containing no rating may be considered educationally unsuitable for particular student groups due to disturbing or objectionable content. In order to ensure that movies/videos that are not rated comply with this policy, it is expected that teachers and the appropriate Principal review those titles. It is also expected that the teacher preview all movies for appropriate content before being shown in the classroom.

Carefully chosen portions of “PG-13” or “R” movies may be shown with the prior approval of the appropriate principal. Parents must then be notified at least 15 days before the movie portion is to be shown to allow for requests for alternate activities during that period.

Teachers must comply with copyright law, including, but not limited to, issues of editing, taping from television, and use of commercially prepared films for non-instructional purposes. Commercially prepared movies/videos produced for home viewing only, may not be viewed in school for non-instructional purposes. (See current copyright laws.)

Films and videos shown in class should serve an educational purpose and relate to the content material being taught.

## **GRIEVANCE POLICY**

A grievance is a concern or disagreement raised by an employee because of an interpretation, application or violation, of a Community of Peace policy. Policies include the provisions of this Handbook as well as policies of a division or program at Community of Peace.

- A. The (grievant) will meet with the Executive Director to discuss resolution of the grievance or, in the event that the Executive Director is the respondent as to the grievance, with the Board Chair or whomever else may be, from time to time, designated by the Board to be the first contact for the grievant. At the grievant’s sole option, the grievant may, but shall not be required to submit in writing the claimed grievance.
- B. If the grievance is not resolved after the meeting required by A. above the grievant will meet with a person designated by the Board. The Board may, from time to time, designate a non-teacher Board member or a non-Board member to be the designated person.
- C. If the grievance is still not resolved, the Board may elect to appoint a Grievance Committee to hear the grievance. The Grievance Committee will be made up of three persons: one designated by the Board, one designated by the grievant and one designated by the respondent. The Grievance Committee:
  - i. Shall first determine if evidence it needs to resolve the claimed grievance shall be presented in writing, orally or both;
  - ii. Then shall meet together with the grievant and respondent privately without the presence of other persons at least once to determine if the grievance can be resolved;
  - iii. Then determine whether or not it shall hear from third persons recommended by the grievant or respondent.
- D. At the conclusion of the meetings permitted under part C and upon due consideration, the committee will make its recommendation to the Board. The committee shall not have the power to alter or amend school policies.
- E. The Board will then decide the grievance. The decision of the board is final.
- F. The grievance procedure should be completed within 30 days.

## **HARASSMENT AND VIOLENCE**

## **Harassment and Violence**

It is the policy of the Community of Peace Academy to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. To this end, Community of Peace Academy prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

### **Definitions**

Harassment prohibited by this policy consists of physical or verbal conduct, including but not limited to electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: a submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or of obtaining an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment. Sexual harassment may include, but is not limited to unwelcome verbal harassment or abuse and/or unwelcome pressure for sexual activity.

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts.

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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

### **Reporting Procedures**

Any person who believes he or she has been the victim of harassment or violence should report the incident immediately to the appropriate Dean of Students or Principal.

Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant (s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

### **Investigation**

Community of Peace Academy will act to investigate all complaints of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, Administration will consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, Administration may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

### **Action**

Upon completion of the investigation, Administration will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of Minnesota and federal law, and school district policies.

### **No Retaliation**

Community of Peace Academy prohibits retaliation against any Employee who provides information about, complains, or assists in the investigation of any complaint of harassment, offensive behavior/workplace harassment, or discrimination. If Community of Peace Academy determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, Community of Peace Academy may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. All Employees are expected to treat their co-workers, subordinates, and Supervisors with respect at all times.

Please refer to Board Policy 2.5.2: Prohibition Against Sexual, Religious, Racial Harassment and Violence, which can be found on the Community of Peace Academy website, for full policy details.

## **HEALTH AND SAFETY**

### **Blood Borne Pathogens**

OSHA mandates the need for all staff to know the importance of avoiding blood contact and what to do if exposure occurs. The diseases of main concern are Hepatitis B and HIV. Hepatitis B (an inflammation of the liver) is very common and transmits easily through blood. There is now a vaccine available and if you are exposed there is treatment that can be obtained if done immediately after exposure. HIV is a virus that attacks the immune system and can lead to AIDS. There is no cure for AIDS.

### **To Prevent Exposure to Blood**

- Wear gloves
- Encourage children to help care for their own injuries (hand them the tissues for their bloody nose, have them wash off their own cuts/scrapes when practical)
- If you need to assist and gloves are not available, use something as a barrier such as a plastic bag, a bunch of paper towels or a piece of clothing.
- Have the office handle bloody injuries
- Notify maintenance to clean/disinfect any blood spills

### **What if You Come in Contact with Blood**

- Wash area immediately with soap and water or flush mucous membranes with running water
- Determine if it was a "true exposure incident"

### **"True Exposure" occurs when contact with blood includes any of the following:**

1. Blood in the eyes, nose or mouth
2. Blood contact with broken skin (less than 24 hours old) this includes cuts, open skin rashes or any break in the skin
3. Penetration of skin by a blood contaminated object (glass, needle, teeth)

**If the blood contact meets one of the above criteria notify the nurse immediately.** You should be seen by a clinic with expertise in occupational health so appropriate follow-up can be made (this may include the administration of the Hepatitis vaccine and/or, Hepatitis Immune Globulin and blood testing).

### **Student Accidents/Injuries**

Student accidents/injuries must be reported to the school nurse immediately. Accidents/injuries that result in a student leaving the building (to go home or to be medically evaluated) should also be reported to the principals and school secretary immediately. All employees should be familiar with emergency first aid procedures. A CPR and AED class is available to any staff through a self-learning module in the Health Office.

Accident forms are located in the 2 school offices and the nurse's office. If you are supervising children on the playground, on a field trip or inside the building and they are injured (scarred, bruised, bumped, swollen areas, etc.) you are responsible for completing this form. (If you choose, the Health Office can complete the bottom of the form while treating the injury.) We do not want children hurt at school without an explanation sent home. Either the teacher or the School Nurse must contact the parent to explain the accident and injury. A copy of the accident report must be completed and given to the appropriate building principal and the nurse as soon as possible and no later than the end of the day.

If another child caused the injury do not write the other child's name on the form, only write the injured child's name.

### **Health Office Visits/Illnesses**

The Health Office is staffed full time.

If a student becomes ill during the school day, or if you have a health concern regarding a student, the student should be sent to the health office with a pass. A phone call may be substituted for a pass, but all students should be accompanied by either a pass or a phone call.

Concerns regarding students that are not immediate can be brought to the attention of the school nurse by phone, e-mail, or a written note. These will always be addressed as soon as possible.

### **Medication**

With a few exceptions, all medications are dispensed through the Health Office. Students should not be bringing over the counter medications to school and should not be sharing them with other students. If you see a student with medications please direct them to the health office and notify the school nurse.

#### **Exceptions:**

- Some students are allowed to carry and self-administer inhalers to treat their asthma. These students need to be cleared through the health office due primarily to safety, but also for liability, concerns. If you see students in your classrooms with an inhaler please pass their name on to the health office.
- High School students are allowed to carry 2 doses of over-the-counter medication to relieve symptoms such as pain, cramps, indigestion and headache (this does not allow the possession or use of stimulants to stay awake such as NoDoz, Vivarin or Ephedrine).

### **Students Leaving/Re-entering the Building for Health Related Issues**

Students are not allowed to leave the school building without an adult during school hours: 8:05 a.m. to 2:35 p.m. Students are required to be signed out in the office by the person with whom they are leaving.

Students who return to the building after an appointment during the school day are to be signed in by the person who returns them to school. Please inform the office if a child returns to your room without being checked in at the office.

### **Health and Safety Concerns**

Staff should send any concerns they may have regarding health and safety issues to the Executive Director for review by the Facilities Committee. Minutes of meetings will be made available to the staff upon request.

## **Health and Safety During COVID-19**

During Distance Learning all staff, prior to entering CPA's building must:

- Confirm day and time with your principal/supervisor so we can create a schedule that minimizes contact
- Bring a mask
- Complete self-screening for COVID-19

By entering CPA's building during Distance Learning or Hybrid Learning you are agreeing that:

- You have self-screened for COVID-19 symptoms
  - Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4oF or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea. If your only symptom is a new loss of smell or taste you should consult with your health care provider for direction.
- You have not recently been around someone with COVID-19.
- You will take required precautions while in the building.
- You will inform your principal/supervisor if you develop symptoms and require COVID-19 testing within 14 days of being in CPA's building.

The following are required safety precautions to follow while in the building during Distance Learning or Hybrid Learning:

- All staff must wear a mask in the building. If you are going to be in your own office or classroom, and the only person present, you can remove your mask once inside their office/classroom, but need to wear it again whenever someone enters your space or if you exit your room.
- Take temperature inside vestibules at Door A or Door D, follow the QR code and respond to the questions every time you enter the building.
- Use hand sanitizer (placed near the doors) upon entry and exit.
- If work needs to be done in the copy room or some other common room, limit the time during which there will be multiple people present (obviously one person at a time is ideal but not always practical), and maintain a minimum of a 6 foot distance. Wear a mask.
- If using any common equipment either wear gloves or wipe down the surfaces touched after using.
- Work that can be done at home should still be done at home, limiting the time in the building to just what is necessary.
- Limit movement around the building to only necessary places. When possible, communicate with staff members via email and phone rather than in person. This includes the High School and Elementary/Middle School offices.

Here are CPA's general safety and health precautions during COVID-19 based on current recommendations from the MN department of Health:

- All staff must self-screen for COVID-19 symptoms before coming into the building.
- Should a staff member develop COVID-19 symptoms or test positive for COVID-19 within 14 days of being in CPA's building that staff member is required to inform school administration.
- Social Distancing - In order to adhere to social distancing guidelines, we will have desks in all our classrooms rather than tables, classrooms will be run at half capacity or lower, students will be spread out in rooms and while in hallways and common space, staff will stay six feet apart from each other at all times, and staff meetings will remain virtual.
- We will be Sanitizing the building daily, with deeper cleaning every Wednesday during Hybrid Learning and over each weekend.
- Masks and/or face-shields will be worn by everyone in the building. We plan to be teaching or students to follow this requirement as a new skill in our world.
- We will have hand sanitizer stations
- We will have even more regular hand-washing practices built into school norms and schedules.
- We will be having staff self-screen their temperature as they arrive, and constantly self-screen for any COVID-related symptoms.
- We will have temperature checks of each student as they arrive
- We will be running our buses at 30% - 50% capacity during Hybrid Learning.



- In the lunchroom we will use tray covers, we will space students out in serving lines, and we will put up plexiglass shielding for food.
- We will be altering our schedule to keep too many kids in hallways at a time.
- We will have a detailed plan for isolating and sending home any member of the community who is exhibiting COVID-related symptoms or who has tested positive for the recommended period of time.
- We will be communicating with the community if there are confirmed cases here at CPA.
- Should there be a case at CPA, we will be working with the Minnesota Department of Health to test and send home for self-quarantine members of the community who may have been exposed.

## **HOLIDAYS**

Ten-month and eleven-month employees, including paraprofessionals but excluding teachers, shall receive holiday pay for the following holidays:

*Labor Day, Thanksgiving and the day after Thanksgiving, Martin Luther King's Birthday, Presidents' Day, and Memorial Day*

In addition to the same holidays granted to ten-month and eleven-month employees, twelve-month employees shall also receive holiday pay for the following holidays:

*New Year's Day, Independence Day (Fourth of July), and Christmas*

Employees regularly scheduled to work less than eight hours per day shall receive holiday pay equivalent to the average number of daily regularly scheduled hours.

Teachers receive time off during winter break and spring break. In addition, teachers are not scheduled to work on Labor Day, Thanksgiving and the day after Thanksgiving, Martin Luther King's Birthday, President's Day, and Memorial Day.

The Board of Directors may amend the school calendar to include school on any of the above holidays if it is necessary to recuperate one or more school days due to school closure resulting from inclement weather or other unanticipated circumstances.

## **HOME VISITS**

*Parents are the first educators of their children.  
Their relationship to the school must empower them to fulfill this primary role.*

*Character development is a joint-effort between home and school.*

*Education happens in relationships and it thrives within a respectful and value rich community.*

*School staff play a significant role in building community by modeling positive values  
and caring, compassionate relationships with parents, colleagues and students.*

These founding statements set the tone for the long-standing tradition of visiting the homes of our students each year. The primary purpose of the home visits is to establish a relationship with the family, familiarize the family with CPA's educational philosophy and their role as CPA parents, and to develop a strong foundation for partnership between the teacher and parent.

Because of the COVID-19 pandemic, all Home Visits will be conducted virtually during the 2020/2021 school year.

At the Home Visit, teachers will present and explain the Home School Compact and the Staff and Family Commitment Pledge. If more than one teacher attends the Home Visit, the CPA teacher with the most seniority of will assume responsibility for presenting and explaining the Home School Compact and Staff and Family Commitment Pledge. The teacher will also share with the Parent any specific information about his or her classroom.

Allow at least a half hour for each Home Visit. If three teachers attend the same Home Visit, please allow at least 15 minutes for each teacher to visit with the parents. Do not schedule more than three teachers per Home Visit, in order to ensure that the process is not rushed and to not impose upon the family.

Please make at least two attempts to complete a Home Visit. Record these attempts on the Home Visit Check List. If you have gone to a student's home on a scheduled home visit two times but were not able to complete the visit, you will receive a stipend. After two failed attempts, please inform the Principal and contact the parent to make alternative arrangements, such as holding the Home Visit at school.

If a Parent expresses concern or reservation about conducting a home visit, reassure him or her that the purpose of Home Visits is to build trust, and not to inconvenience the family. Offer to hold the Home Visit at school, or at a convenient public location near the home, such as a library or community center. If the Parent remains reluctant, inform the Principal so that he or she may reach out.

As part of our Title I School Wide Plan, teachers at Community of Peace Academy are offered a \$25 stipend for each Home Visit completed. The Home Visit Report, a copy of the Home School Compact and the Family Commitment Pledge as appropriate, and the Home Visit Vendor Payment Request is due to the appropriate principal on last school day in October or, if an extension has been granted, on the agreed upon date.

Completing a Home Visit for each child is a priority and an expectation. Advise the Principal of any circumstances that are delaying or preventing the completion of a Home Visit. Failure to complete Home Visits by the agreed upon date may result in disciplinary action up to and including termination as described in the Corrective Action and Dismissal section of this handbook.

## **IN-SERVICE/WORKSHOP DAYS**

In-service and/or workshop days during the school year are part of the required minimum number of days a teacher must work. Teacher absenteeism on in-service days or workshop days must be documented via the time off request form as any other school day absence would be.

## **INSURANCE**

### **Employee Insurance Benefits**

Eligible employees at Community of Peace Academy are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Employees can refer to plan documents for eligibility and specific plan provisions concerning individual benefits programs.

The following benefit programs are available to eligible employees:

- Medical Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- AD&D Insurance
- Supplemental Insurance
- Flexible Spending Account

Some benefit programs require contributions from the employee, which are deducted from payroll checks. These programs are subject to change at any time in the sole discretion of the school.

### **Worker's Compensation Insurance**

Community of Peace Academy provides a comprehensive workers' compensation insurance program at no cost to employees.

This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately or no later than 24 hours after the injury occurred. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the school nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the school.

## **INTENT TO REHIRE**

Written notification of intent to re-hire for the upcoming school year will be given to teachers generally by the end of April of the current school year. Notification of intent to rehire is not a binding offer of employment. Letters of Employment will be provided to teacher generally by the end of May of the current school year. Signed letters of employment must be returned to the Executive Director by the last working day during the current school year.

## **KEY FOBS**

Exterior doors require the use of a key fob. Key fobs are numbered and issued to individual staff members. Do not exchange or loan your key fob. Depending on the staff member's position at CPA, key fobs may operate according to a schedule. Lost or stolen key fobs must be reported to the tech department immediately so the key fob can be deactivated. Lost key fobs can be replaced for a \$5 fee. If the lost key fob is found, the \$5 fee can be refunded. When a key fob is no longer needed, it should be returned to the Tech Department.

## **LEAVE**

### **Bereavement Leave**

Community of Peace Academy provides 3 days of funeral leave for the death of an immediate family member and 1 day of funeral leave in the event of the death of a non-immediate family member or close friend. Immediate family members include spouse, children, siblings, parents, and grandparents, including parents-in-law, brothers-in-law, sisters-in-law, step-siblings and step-children.

If an employee requires an extended period of time due to a death in the family, an unpaid leave of absence may be granted at the sole discretion of the Executive Director.

Staff attendance at funeral services for a colleague or a colleague's immediate family member will be determined on a case by case basis by the appropriate administrator to ensure adequate staff presence at school and appropriate school representation at the funeral service.

Funeral leave days are paid days of leave and will not be counted against an employee's Paid Time Off.

### **Family and Medical Leave of Absence**

#### **A. General Provisions**

It is the policy of Community of Peace Academy to grant up to 12 weeks (or 26 weeks, if leave is taken to provide care for qualifying family member injured during active military service) of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA). FMLA is unpaid leave unless other time off is used while on FMLA leave.

#### **B. Eligibility**

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the school at least 12 months (these 12 months need not have been consecutive);
2. The employee must have worked at least 1250 hours during the 12-month period immediately before the date when the leave would begin (this calculation includes only actual hours worked, and will not include any holiday, PTO, or other forms of paid leave that may occur during the relevant 12-month review period, regardless of whether such time is counted as hours worked for over time purposes); and
3. The employee must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite. Remote employees with no fixed office or who work out of their home will be treated as though they are in the office to which they report.

### **C. Spouse**

When both spouses work for the school they are limited to a combined total of 12 weeks of leave for the birth of the child, adoption or placement of a child in foster care, or to care for a parent with a serious health conditions. Similarly, when both spouses work for the school they are limited to a combined total of 26 weeks of leave to care for a covered member of the military who is injured in the line of duty.

### **D. Reason for Leave**

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

1. The birth of a child;
2. The adoption of a child, or the placement of a child with the employee for foster care;
3. The employee's own serious health condition (a "serious health condition" is an illness, injury, impairment or physical or mental condition that requires either an overnight stay at a hospital, hospice, or residential medical care facility, or a condition that requires continuing care by a licensed health care provider as defined in applicable Department of Labor regulations, and in the case of an employee, makes the employee unable to perform the functions of the employee's position);
4. To care for a spouse, child or parent with a serious health condition; or
5. Due to a "qualifying exigency" for the spouse, children, or parents of individuals who are on, or are about to be on, "covered active duty";

A "qualifying exigency" includes attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings as defined in applicable Department of Labor regulations.

"Covered active duty" means members of either the regular or reserve components of the Armed Forces who have been deployed to a foreign country.

6. To provide care for a "covered service member" with a serious injury or illness incurred or exacerbated in the line of duty while on active duty (employees eligible to take military caregiver leave include the spouse, children, parents and next of kin of military personnel).

Employees with questions about whether their leave needs may be covered under the FMLA policy are encouraged to consult with the Executive Director.

### **E. Duration of Leave**

For all FMLA covered leaves other than leave taken to provide care for wounded military personnel, eligible employees can take up to 12 weeks of leave under this policy during any 12-month period. The school will use a rolling 12 month period measured backward from the date an employee uses any leave under this policy to determine whether an

employee has exhausted his or her 12 weeks of leave. Each time an employee takes leave, the school will compute the amount of leave the employee has taken under this policy for any form of FMLA leave in the last 12 months and subtract that amount from the employee's 12 weeks of available leave; the balance remaining is the amount the employee is entitled to take at that time.

For all FMLA covered leaves taken to provide care for wounded military personnel, eligible employees can take up to 26 weeks of leave under this policy during any single 12-month period. This single 12-month period begins on the first day the employee takes FMLA leave to provide care for wounded military personnel. Any FMLA time taken for any other reason listed in paragraph C, during this single 12-month period shall count against the 26 weeks of leave available to care for wounded military personnel. Similarly, any FMLA time taken to care for wounded military personnel shall count against the 12 weeks of leave applicable to the employee for any other reason under paragraph C.

#### **F. Employee Benefits during Leave**

While an employee is on leave, the school will continue the employee's insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on a paid leave, the school will continue to make payroll deductions as normal to collect the employee's share of the premium.

While on unpaid leave, employees will continue to be responsible for their share of the insurance premiums either by prepaying their share of health premiums before the leave starts (either by payroll deduction or lump sum payment) or making monthly payments while out on leave. The payment must be received in the Accounting Department by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

If the employee chooses not to return to work for reasons other than a continued serious health condition, the school may require the employee to reimburse the school the amount it paid for the employee's health insurance premium during the leave period.

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

FMLA leave is unpaid. Leave that qualifies for workers' compensation, short-term disability, or other wage replacement benefits may still be covered by the FMLA (even though the leave is paid), and will count against the employee's overall FMLA balance. Benefit accruals, such as Paid Time Off, will be suspended during the leave, and will resume upon return to active employment.

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

In addition to taking leave in consecutive blocks of time, eligible employees may be allowed to take time off intermittently (i.e. reduced work weeks or reduced workdays) if needing leave for one of the following reasons:

1. The employee's serious health condition;
2. The serious health condition of a spouse, parent, or child;
3. To provide care for a "covered service member" with a serious injury or illness incurred or exacerbated in the line of duty while on active duty; or
4. Due to a "qualifying exigency" for the spouses, children, or parents of individuals who are on, or about to be on, covered active duty.

To qualify for intermittent leave, the employee must show that the intermittent leave is medically necessary or, in the case of #4 above, related to a "qualifying exigency". If leave is taken on an intermittent or reduced leave schedule due to the foreseeable leave needs (other than qualifying exigencies), the school may temporarily transfer an employee to an alternative position with equivalent pay and benefits if position is available.

#### **I. Certification of the Need for Leave**

The school may ask for certification to verify the need for leave for the reason requested by the employee. The employee must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure

to provide certification may result in a denial of the leave. The school may also require recertification during the leave to verify the status of the need for leave.

The school may directly contact the health care provider or other third-party to verify and clarify information contained in the certification. Employees are responsible for signing or obtaining any authorization necessary to permit the health care provider or other third party to provide the school with the required information.

The school has the right to ask for a second opinion of a certification of a serious health condition. Should we choose to do so, we will pay for the employee to get a certification from a second health care provider, which we will select. If it is necessary to resolve a conflict between the original certification and the second opinion, we will require the opinion of a third health care provider. The school and the employee will jointly select the third doctor, and we will pay for the opinion. This third opinion will be considered final.

#### **J. Returning From Leave**

Employees taking leave under this policy may be returned to the same jobs they held when their leaves began. If this is not feasible, employees will be returned to a position that entails substantially equivalent skill, effort, responsibility and authority as the position they had previously held. The only exceptions to this rule will be in circumstances of layoffs or reorganizations, where the employees' positions would have been eliminated even if they had not been on leave. Employees returning from a leave of absence for their own serious health condition may be required to provide a fitness for duty assessment.

#### **K. Procedure for Requesting Leave**

When an employee plans to take leave under this policy, the employee must give the school 30 days' notice. If it is not possible to give a 30-day notice, the employee must give as much notice as is practical. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the school's operations. If an employee fails to provide a 30-day notice of foreseeable leave, the leave request may be denied until at least 30 days from the date we received notice.

All employees requesting leave under this policy must submit the request in writing to their immediate supervisor. Where the need for leave is not foreseeable, employees must verbally notify their supervisor of the need for leave as soon possible, and follow the school's normal call-in procedures for unexpected absences. Failure to follow our normal call-in procedures under such circumstances will be treated like any other violation of our call-in procedures, and may result in discipline up to and including termination as described in the Corrective Action and Dismissal section of this handbook, even though the leave itself may be covered by the FMLA. Employees may be required to confirm their need for FMLA in writing after giving verbal notice.

While on leave, employees may be required to periodically report to the school regarding the status of their intent to return to work.

#### **L. Rights, Remedies, and Additional Information**

The school fully complies with the provisions of the FMLA. Accordingly, any employee who has questions regarding this policy is encouraged to contact the Executive Director. Further information on your rights and remedies under the FMLA can be located on our FMLA poster (which can be found in the company break area) or online at the Department of Labor's website at: <https://www.dol.gov/whd/fmla/>.

#### **Jury Duty Leave**

Employees summoned to jury duty must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits during the jury duty.

Eligible employees may request up to two weeks of paid jury duty leave over any one-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employees receiving paid jury duty leave from the school must promptly turn over their juror compensation, with the exception of parking and mileage, to the school.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off or request an unpaid leave of absence. Employees who are not receiving jury duty pay from the school, or whose jury duty pay has ceased, must make suitable arrangements with the school to pay their share of the insurance premiums in order to maintain their insurance coverage while on jury duty leave.

Paid Time Off benefits will continue to accrue during both paid and unpaid jury duty leave.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the school, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the school. Employees are free to use any Paid Time Off to receive compensation for the period of this absence.

### **Military Service Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive up to two-weeks of partial pay military leave. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available vacation for the absence.

The school will continue to provide health insurance benefits until the end of the first full month of military leave. At that time, employees will be removed from the school's insurance plans, and may elect a COBRA-like continuation of health insurance benefits through USERRA in which the employee will have to pay the full cost of their premiums. When the employee returns from military leave, benefits will again be provided by the school according to the applicable plans.

Employees on military leave will be required to pay their normal share of the cost of insurance premiums up to the end of the first full month of military leave. When applicable, the school will withhold insurance premiums from employee pay as normal. Employees who are no longer receiving pay from the school due to extended military leave or are receiving insufficient pay, must make suitable arrangements with the school to pay their share of the insurance premiums in order to maintain their insurance coverage while on military leave

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

### **Parental Leave**

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

Minnesota parenting leave is available only to a Minnesota resident who has worked for the school for the 12 consecutive months preceding the leave request, and who, during those 12 months worked an average number of hours equal to one-half or more of the full time equivalent of the employee's position. The leave must begin within six weeks of the birth or adoption. However, when a newborn child remains in the hospital longer than the mother does, leave may begin within six weeks of the time that the child leaves the hospital. If practicable, an employee must provide the school with at least 30 days of notice before leave is to begin.

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

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

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

## **Expanded Leave Options During the COVID-19 Pandemic**

### **Emergency Paid Sick Leave**

CPA employees may be eligible for Emergency Paid Sick Leave during the COVID-19 Pandemic. At this time Emergency Paid Sick Leave is available by law through Dec 31<sup>st</sup> of 2020.

### **Eligibility**

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

(A) under 18 years of age; or

(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

### **Amount of Paid Sick Leave**

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

### **Rate of Pay**

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

### **Interaction with Other Paid Leave**

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.



Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

#### **Procedure for Requesting Emergency Paid Sick Leave**

Employees must notify their manager or the HR manager of the need and specific reason for leave under this policy. A form will be provided to all employees on the company intranet and/or in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

#### **Carryover**

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

#### **Job Protections**

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

#### **Expanded FMLA Leave**

To comply with the Families First Coronavirus Response Act (FFCRA) and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 2, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

#### **Employee Eligibility**

All employees who have been employed with CPA for at least 30 days.

#### **Reason for Leave**

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

(A) under 18 years of age; or

(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

#### **Duration of Leave**

Employees will have up to 12 weeks of leave to use from April 2, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

### **Pay During Leave**

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

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

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

### **Procedure for Requesting Leave**

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to the HR manager as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with any Department of Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

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

### **Employee Status After Leave**

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

### **Professional Development Days**

- A. Teachers are allotted one professional development day each year for professional learning directly related to their teaching assignment at Community of Peace Academy. This benefit is in addition to professional development and professional activities requested or required by Community of Peace Academy.
- B. Professional development days do not accumulate beyond the school year.

- C. Professional development days may be taken in 1/2 day or full day increments. For this purpose, 11:15 a.m. denotes a half-day.
- D. Request for use of a professional development day must be made via the Time Off Request system to the appropriate Supervisor one week in advance for approval by means of the Time Off Request system. The teacher then should contact the In-House Guest Teacher who will arrange for a guest teacher as appropriate.
- E. Professional leave requests may be denied if the staff member's absence would create hardship to students or the school community, for reasons including but not limited to high projected staff absences on the day(s) requested.

### **School Conference and Activities Leave**

In accordance with Minnesota Statutes § 181.9412, Community of Peace Academy will grant an employee leave of up to 16 hours during a twelve-month period to attend a conference or school-related activity related to the employee's child, provided that the conferences or school-related activities cannot be scheduled during non-work hours. For purposes of this policy, it is intended that school-related activities include child-care services or pre-kindergarten programs.

When such leave is foreseeable by the employee, the employee shall provide reasonable prior notice of such leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the School's operations. The teacher is expected to plan for the coverage of his/her classes without engaging a substitute teacher. The maximum length of this leave is one and one half hours per request. The request should be submitted to the Supervisor, one week in advance whenever possible, via the Time Off Request system.

### **Sick Leave**

*Note: Some allowable uses of sick leave may also qualify under the Family Medical Leave Act (FMLA). Sick leave and FMLA may be taken concurrently. Please refer to **Family Medical Leave of Absence** in the Leave section of this handbook for further information about FMLA eligibility.*

- A. All full time 10- or 11-month employees at Community of Peace Academy will be allotted 10 sick days per year.
- B. A member of the staff may use his or her sick leave to care for his or her child, parent or significant other; or the birth, adoption or foster placement of a child into an employee's family.
- C. Sick days may also be used for doctor appointments in regard to conditions that are immediately affecting the employee's physical health (for example, stomach pain, infected eye or a toothache).
- D. Sick leave may not be used for appointments for preventive care.
- E. Sick leave may be taken in 1/2 day or full day increments. For this purpose, 11:15 a.m. denotes a half-day.
- F. Sick leave taken on a day or consecutive days preceding or following a regular break in the school calendar (No School for Staff or Students) must be verified by one of the following means: physician's note, record of medical appointment, record of phone call or email from medical provider. Unverified sick leave will be unpaid.

The requirement for medical verification is not intended to create an unnecessary burden or hardship to the employee. In the event that obtaining medical verification creates an unnecessary burden or hardship, the employee may appeal to the immediate supervisor to be excused from the requirement for medical verification.

- G. If an employee has a physician-verified ongoing serious health issue that requires frequent short visits to the doctor that are unable to be scheduled outside regular working hours, the supervising administrator will work with the employee to attempt to develop a plan that is least disruptive to the school. If, on each required visit to the doctor, less than one hour is missed, six such visits will count as one sick day. If less than two hours is missed, four such visits will count as one sick day. If more than two hours are missed, the present policy will apply.
- H. Each year, up to two days of the sick leave allowance may be granted as **personal leave** to provide time for emergencies and other matters which are urgent and require the employee's presence and which cannot be handled except at a time in conflict with the employee's work day.

- a. Examples include but are not limited to wedding of the employee, wedding in the immediate family or wedding attendant, religious or cultural observances, court appearances, house closings, and personal or household emergencies. For policy purposes, the definition of immediate family will follow that listed under bereavement leave.
  - b. Inappropriate reasons for use of personal leave are vacation, recreation, social activities, and conditions in violation of PELRA Section 179A.19.
  - c. Personal leave may not be taken on the following black out days:
    - i. During August Staff Days
    - ii. On regularly scheduled Staff Professional Days
    - iii. On Parent/Teacher conferences
    - iv. Days preceding or following a regularly scheduled break in the school calendar (No School for Students or Staff).
    - v. During the first three weeks and the last three weeks of the student school year.
  - d. If personal leave on a black out day cannot be avoided, the employee must appeal directly to the Executive Director with the extenuating circumstances that require the staff person to be absent. Requests will be approved if they meet the defined standard of “emergencies and other matters which are urgent and require the employee’s presence and which cannot be handled except at a time in conflict with the employee’s work day” as further explained in sections H.a. and H.b. above. Approved personal leave on a blackout day is unpaid.
  - e. Request for personal leave must be made to the supervising administrator one week in advance for approval by means of the Time Clock Plus time off request system. The teacher then should contact the Office Assistant, who will arrange for a guest teacher as needed.
  - f. Personal leave requests may be denied if the staff member’s absence would create hardship to students or the school community, for reasons including but not limited to high projected staff absences on the day(s) requested.
  - g. Following 3 consecutive years of employment at Community of Peace Academy, a staff member is eligible to request that up to five days of sick leave allowance be granted as personal leave for unique circumstances that fall outside of the personal leave provisions of this section. Such a request will be approved only once during the employee’s tenure at Community of Peace Academy. Requests for such leave must be made in writing to the supervising administrator one month in advance for approval by means of the Time Clock Plus time off request system.
- I. Unused sick days shall carry over from one fiscal year to the next, but shall not accumulate in excess of 30 days.
  - J. Accumulated and unused sick leave will not be paid to the employee at the time his or her employment with the school is terminated by either the school or the employee.
  - K. An employee is not allowed to transfer any type of time off to another employee.
  - L. All teachers must call the Staff Absence line, preferably by 9:00 p.m. the evening prior, or in the case of an emergency by 5:30 a.m. the day that they are going to be absent for all or part of the school day. When needed, the In-House Guest Teacher will arrange for a guest teacher.
  - M. The employee should call by 2:00 p.m. the day that he or she is sick to state if they will be returning the next day.
  - N. Immediately following each illness absence, the absence must be noted via the Time Off Request system for approval by the supervising administrator. A doctor's certificate is required for an absence of more than 3 days. Absences will be considered unexcused until the Time Off Request is submitted and approved.

- O. Failure to adhere to staff absence reporting and documentation guidelines outlined in L-N of this section creates hardship for students, colleagues, clerical staff and administrative personnel, and therefore may result in disciplinary action up to and including termination.
- P. Sick leave allocation will be adjusted proportionately for part time employees and employees hired following the start of the standard school year.

**Sick/Safe Time Leave**

In accordance with the City of Saint Paul’s Earned Sick and Safe Time (ESST) ordinance, for any employee who is not eligible for Community of Peace Academy’s paid time off policy, sick/safe time leave will accrue one (1) hour of sick/safe time for every 30 hours worked up to a maximum of 48 hours in a calendar year. Employees may use accrued time after 90 days of employment and can carry over accrued but unused sick/safe time into the next year up to a maximum of 80 hours.

Available sick/safe time can be used for the following reasons:

1. An absence due to the employee’s mental or physical illness, injury or health condition.
2. An absence for the care of a family member with a mental or physical illness, injury or health condition.
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or employee’s family member.
4. An absence due to the closure of the place of business by order of a public official.
5. To accommodate the employee’s need to care for a family member whose school or place of care has been closed by order of a public official.
6. To accommodate the employee’s need to care for a family member whose school or place of care has been closed by order of a public official.
7. To accommodate the employee’s need to care for a family member whose school or place of care has been closed by order of a public official.
8. To accommodate the employee’s need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.

A qualified family member includes; a child, adult child, step child, foster child, spouse, sibling, parent, step parent, mother-in-law, father-in-law, grandchild, step-grandchild, adopted grandchild, foster grandchild or grandparent.

Employees must inform their Supervisor of these unplanned absences as soon as possible. Community of Peace Academy is required to track absences for illness, work related illness/injury, or the attendance of school related activities for legal compliance reasons. You will be instructed how to report Sick/Safe Time Leave use in Payroll reporting. The amount of Sick/Safe Time Leave accrued, used, and available will appear on your paycheck stub.

Sick/Safe Time Leave is not paid out at the time of termination.

**Unapproved Absences**

All absences must fall under one of the leave categories defined in this section, and must be approved. Unapproved absences will be classified as unexcused, will be unpaid, and one sick day will be detracted from the employee’s sick leave balance. Unapproved absences will result in disciplinary action up to and including termination, as described in the Corrective Action and Dismissal section of this handbook.

**Unpaid Professional Leave**

Certified staff employed by Community of Peace Academy for five or more years in a licensed position may take a one year unpaid leave for the purpose of professional growth (hereafter professional leave) and return to the same position the following year.

Requirements include:

- A. An employee may only take a professional leave one time while employed with Community of Peace Academy.
- B. No more than two professional leaves will be granted in any one school year.
- C. Professional leaves will be granted with consideration to the impact on the students and programs.

- D. Certified staff taking a professional leave will receive no benefits during the year of leave.
- E. For the purpose of salary determination, one year of professional leave will be treated as one year of teaching at Community of Peace Academy.
- F. Certified staff interested in requesting professional leave for the following school year must submit a letter of interest to the Executive Director by the first day of April.
- G. The Administrative team will review all requests and bring a recommendation to the April board meeting. Staff will be notified no later than that last day of April.
- H. A teacher on professional leave who chooses not to return to Community of Peace Academy the following school year must notify the Executive Director no later than the last day of April.

### **Unpaid Leave**

All absences must fall under one of the leave categories defined in this section and must be approved. It is not allowable for an employee to elect to forego pay in order to be absent from work. Unpaid leave of absence may be granted at the sole discretion of the Executive Director and will be granted only for extraordinary and unforeseen circumstances.

### **Time Off to Vote**

Community of Peace encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the school will grant one hour of paid time off on Election Day to vote.

Employees should request time off to vote from an administrator at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

## **LEAVING THE SCHOOL BUILDING DURING THE SCHOOL DAY**

As a general rule, instructional staff should remain in the building from 7:30 a.m. to 3:00 p.m. Any staff member leaving the building during the school day must inform the appropriate administrator and the business office.

## **LESSON PLANS**

### **Lesson Plan Requirements**

1. Classroom, English Language Development (ELD) and Special Education teachers will exchange Lesson Plans on a mutually determined schedule. Teachers will submit lesson plans for the forthcoming week to the appropriate Principal and Coach no later than the Sunday evening prior.
2. Lesson Plans will contain, at a minimum, daily learning objectives, a general outline of what will be taught (texts, materials and page numbers), how it will be taught (method of delivery), and when and for how long, for each lesson. Principals and/or Coaches may establish and/or modify lesson plan requirements at any time.
3. It is expected that teachers adhere to lesson plan requirements, and submit lesson plans to the Principal, Coach(es) and colleagues by the established deadline. Failure to adhere to these requirements may result in disciplinary action up to and including termination as described in the Corrective Action and Dismissal section of this handbook.

## **MANDATED REPORTING**

Per Minnesota statute, all Community of Peace Academy employees are mandatory reporters of abuse or neglect. Any staff member who knows or has reason to believe a child is being neglected or physically or sexually abused must report this to the Ramsey County Children’s Protective Services (651-266-4500).

The School Social Worker, the School Nurse, and/or an Administrator may be consulted as appropriate, but it is not sufficient to report the abuse or neglect or suspected abuse or neglect only to the School Social Worker, the School Nurse, and/or an Administrator. It is the duty of every mandated reporter to report. It is not the employee's responsibility to determine the validity of a given report. The School Social Worker is a resource for any staff member seeking assistance in making a report.

The appropriate administrator must be notified of any mandated report made.

## **OVERTIME PROCEDURES**

Exempt employees meet the exempt guidelines as established by FLSA and do not receive overtime pay or compensatory time off for hours worked over 40 hours per work week of Sunday through Saturday. Exempt employees are expected to work the hours necessary to fulfill the responsibilities of their position.

Non-Exempt employees do not qualify as exempt employees and must be compensated in overtime pay for every hour worked in excess of 40 hours per work week of Sunday through Saturday. Overtime pay is 1.5 times the employee's regular rate of pay.

Prior approval must be granted by the supervising administrator and the Executive Director for assignment of a staff member to any paid role or duty outside of the standard school day. If the paid role or duty will or may result in overtime pay for a non-exempt employee, approval will be granted based on extenuating need.

Prior approval to work overtime hours on a situational basis must be granted by the supervising administrator and the Executive Director and will be granted based on extenuating need. Overtime hours submitted in absence of administrative pre-approval can result in disciplinary action, up to and including termination, as described in the Corrective Action and Dismissal section of this handbook.

Overtime pay requirements do not apply to Athletic Coaching assignments.

## **PARKING**

Employees may park in the parking lot Magnolia Avenue adjacent to the playground, diagonally on the boulevard on Magnolia Avenue and on Desoto Street across from the church, and on all the streets surrounding the school.

**Please do not park** in the following areas:

- Directly in front of the school on Magnolia and the block on DeSoto next to the school the bus-loading zone.
- Directly in front of 1101 DeSoto - St. Patrick's business office
- In the small parking lot off DeSoto street between the St. Patrick's buildings
- During Funerals and Holy Days: the church side of DeSoto street from Magnolia to Jessamine; either side of Magnolia next to the church.

In consideration of parents and visitors during school events, staff will be asked to leave parking areas open. Announcements will be made a day in advance.

## **PAY PROCEDURES**

All employees are paid semi-monthly on the 15<sup>th</sup> and last day of the month. Each paycheck will include earnings for all work performed through the end of the payroll period.

In the event that a regularly scheduled payday falls on a weekend or federal banking holiday, employees will receive pay on the previous business day before the regularly scheduled payday.

## **PAY SETOFFS**

The law requires that Community of Peace Academy make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The school also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The school matches the amount of Social Security taxes paid by each employee.

The school offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by the school, usually to help pay off a debt or obligation to the school (authorized by you) or others.

Please address questions regarding deductions to the District Office Manager.

## **PAYROLL**

Payroll and time records of all employees will be maintained to meet the reporting requirements of applicable federal and state regulations and insurance underwriters. Both the employee and supervisor are held accountable for the accuracy of time records, which reflect the exact hours and actual days worked. Hourly employees are compensated for hours worked. Hourly employees are not paid for days when school is not in session, except designated holidays, unless otherwise assigned. Overtime is paid at the rate one and one-half times the regular hourly rate of pay, when applicable, in accordance with State and federal laws. For overtime purposes the work week is Sunday through Saturday. Please refer to the Overtime Procedures section of this handbook for more information.

## **PERSONAL COMMUNICATION**

Personal phone calls, emails and other communications must be limited to break times during the school day. This includes the use of personal and school issued cell phones and iPads for emailing, texting, messaging and social media monitoring. Conduct inconsistent with standard of conduct may result in disciplinary action up to and including termination as described in the Corrective Action and Dismissal section of this handbook.

## **PERSONAL TRANSPORTATION OF STUDENTS**

Staff are not allowed to transport students in their private vehicles. Exceptions apply only in exceptional and unforeseen circumstances, if each of the following conditions are met: A) The staff member has a valid driving license, B) The staff member's driving record is free from violations and accidents in the last three years, C) The staff member's vehicle is in good working condition, D) Parental Consent has been granted, or reasonable effort has been made to obtain consent, E) Executive Director or Administrator consent has been granted, F) The student(s) is/are seated in the back seat of the automobile and G) The students(s) wear(s) a safety belt.

## **PERSONAL VISITORS AND CHILDREN OF EMPLOYEES**

Employees are not to bring personal visitors, including their children, to school unless permission has been granted by an administrator. Requests will be granted to the extent that the visit serves a legitimate educational purpose, and enhances, rather than disrupts, the learning environment. As a general rule, requests to bring children to school will be denied. This includes all scheduled school days, Staff Professional Days, and Parent/Teacher conferences.

Personal guests, family members and children of staff members are warmly welcomed at CPA programs and events. However, if the staff member has a supervisory role in the program and event, the presence of guests or family members must not interfere with the staff member's ability to carry out that supervisory role, and the staff member's child(ren) must be under the supervision of a different adult.



## **PERSONNEL RECORDS**

Personnel files are the property of Community of Peace Academy, and access to the information they contain is restricted to those who need to know such information in order to perform their jobs. Employees should notify District Business Manager Bonnie Johnson whenever there is a change of address, telephone number, marital status, emergency contact, number of dependents, or beneficiary.

If an Employee wishes to view their Employee/Personnel File, they may request this in writing to the Executive Director. A meeting will be set with the Employee and the Executive Director when the Employee reviews their file.

After the review takes place, an Employee has the right to make a written request for a copy of those records. Community of Peace Academy will comply with this request within 5 business days.

Employees have the right to dispute information contained in their personnel file. If an Employee has a dispute, they are to contact the Executive Director in writing as to the nature of their dispute. Within 10 business days, a meeting will be held with the Employee, Employee's Supervisor, and the Executive Director to discuss the information disputed by the Employee. An attempt to resolve the dispute will be made at that meeting. If no resolve is made, the information will be sent to the Board of Directors and within 10 business days, the Board of Directors will make a decision on the dispute. This decision will be final.

## **PROFESSIONAL LEARNING COMMUNITIES (PLCs)**

As part of CPA's Title 1 School Wide Plan, certified teachers will meet weekly in Professional Learning Communities throughout the school year. Teachers will receive a stipend determined annually for participation in the PLCs. The purpose of this meeting time is to improve instruction and student learning. PLCs will focus on implementation of school-wide instructional improvement initiatives and other school business as necessary.

It is expected that all certified staff participate in PLCs unless absent from school. Staff members with a conflict that prevents attendance at one or more PLC should contact the appropriate Administrator to request to be excused from the PLC.

## **REFERENCES**

When Community Academy Charter School receives a request for information from another person or entity about an employee, either during the employee's employment or after employment has ended, it is the School's policy to provide only the following information:

1. Dates of employment,
2. Last job description and duties,
3. Compensation and wage history, and
4. Training and education as provided by the employer.

In addition, Community of Peace Academy Charter School is required by state law to report any acts of violence, theft, harassment, or illegal conduct documented in the employee's personnel record that results in disciplinary action or resignation, and the employee's written response, if any, that is contained in the employee's personnel record, if such information is requested.

In general, CPA's personnel policy is not to furnish any other information about an employee's work performance or employment, unless the employee specifically authorizes the school to do so. If the employee does not authorize CPA to furnish additional information, CPA will advise the requesting person or entity that, absent written authorization, the School's policy is to provide only the information listed in 1-4 above.

### **Colleague to Colleague Letters of Reference**

It is a welcome and supportive gesture for any staff person to write a letter of recommendation for a colleague. In that letter, it is appropriate to explain the capacity in which you know the colleague and are familiar with his or her professional work. It is also appropriate to identify how long you have known and/or worked with the employee at Community of Peace Academy.

A colleague-to-colleague reference is a personal reference. Therefore, colleague-to-colleague letters of reference should not be written on school letterhead, so as to avoid giving the impression that the reference is given in official capacity as a representative of Community of Peace Academy.

## **RESPONSIBILITIES TO THE SCHOOL COMMUNITY**

As a Charter School, Community of Peace Academy's success depends on the active participation of all members of the school community. Certified staff members are needed, for example, to:

- Serve on Committees
- Serve on the Board of Directors
- Attend the Dedication Day and Annual Meeting events.
- Participate in Parent/Teacher or Student/Teacher conferences including IEP meetings.
- Contribute to school improvement planning teams as invited by the Principal
- Be on time and fully present for PLCs and other staff meetings.

Enthusiastic participation is vital to CPA's success and is greatly appreciated.

## **SALARY AND WAGES**

Long-Term Salary and Wage determination is driven by the following assumptions:

1. Community of Peace Academy will run a balanced budget annually; expenses no greater than revenue.
2. The Board will not approve a recommendation that violates assumption #1.
3. Attracting and retaining a highly qualified staff is a priority.

Salaries and wages for all employees in all job classifications will be determined based upon the candidate's level of experience, qualifications and current salary and wage frameworks and scales. Community of Peace Academy will continually update salary frameworks and scales based upon budget considerations, local market comparison and other similar compensation studies.

The Finance Committee is the Board-appointed Committee that oversees staff salaries and wages. Annually, the Finance Committee will review and revise Community of Peace Academy's salary and wage determination. Recommended changes to the salary and wage determination will be brought to the Board of Directors for approval.

When salary negotiations are required in order to fill certain positions, the Executive Director will send the recommendation with rationale electronically to all members of the Finance Committee. The members will respond in 24 hours and the majority will rule. If the Finance Committee does not approve the negotiated salary, the hiring process will begin again.

From time to time, in any given year, the Board may grant the Executive Director authority to engage in salary negotiations with candidates in order to avoid hardship in hiring. In such a case, the Executive Director will report to the Board any instances in which a candidate was hired with a salary different from that established by current salary and wage frameworks and scales.

From time to time, in any given year, the Board may find it necessary to cap all salaries based upon budget considerations.

Any questions or concerns regarding salary and wage determination should be brought to the Executive Director.

The Minnesota Wage Disclosure Protection law requires that employees are notified of the right to tell any person the amount of your own wages. Community of Peace Academy will not retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or 1-800-342-5354.

## **SCHOOL EVENTS**

Certified staff members are expected to attend the following events: Fall and Spring Parent/Teacher Conferences, Dedication Day and Annual Meeting/Spring Concert. Elementary teachers are required to attend the August Registration in order to meet their students and families. Requests to be excused from any required school event must be made in writing to the Supervising Administrator via the Time Clock Plus time off request system.

## **SCHOOL PROPERTY**

Employees are responsible for classroom and building keys, keyfobs, laptops and all other school property issued to the employee or assigned to the employee's classroom or office. If school property is lost, damaged or stolen, report this to the appropriate Principal immediately. If it is determined that school property was lost, damaged or stolen due to employee neglect, the employee may be held responsible for replacement or repair costs.

Any employee using the building after hours or on weekends is responsible for closing and locking classroom and building windows and doors. Students must not be allowed to use employees' keys or keyfobs. Employees who leave the employment of Community of Peace must turn in all school property assigned to them on their final day of employment.

## **SEPARATIONS**

For purposes of this policy, the term "separation" shall refer to any and all terminations of the relationship between the employee and the employer, regardless of the reason of termination. Separations are categorized as either voluntary or involuntary. The school requests a written notice of resignation from the employee at least 30 days prior to the last day of employment.

Since employment with the school is based on "at will" employment, both the employee and the school have the right to terminate employment with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

## **SMALL APPLIANCES**

It is the intention of Community of Peace Academy that all members of the staff have reasonable access to the following:

- Refrigerator
- Microwave
- Coffee Maker
- Toaster

For equity, energy, health and safety reasons, individual staff members may not keep small appliances in their personal area for their personal use.

In cases where reasonable access is questioned, the facility committee will make a recommendation to the Board and the Board will make the final recommendation/decision.

## **SMOKING**

Community of Peace Academy is a smoke-free environment. Employees who smoke should leave the building only during their lunch break or prep time to do so. Smoking should be done out of view of students.

## **STAFF DEVELOPMENT**

The school pays for staff development that is required by the school. This includes training in support of school wide programs such as Responsive Classroom and Developmental Designs. The school also pays for or provides training related to school wide instructional and curricular initiatives.

In addition to required staff development, all staff members are encouraged to select one other professional development opportunity per year to enrich their work. Individual staff development will support the philosophy and mission of Community

of Peace Academy, school wide academic initiatives, and/or address the academic and/or social needs of students as identified in the annual evaluation. Such additional staff development days will be approved by the appropriate Principal, and guest teachers will be provided.

In support of such individual staff development, certified staff receive \$500 per year to cover the cost of additional classes and workshops of their own choosing that enhance their work at Community of Peace Academy. Non-certified staff receive \$250 per year for this purpose. This benefit is not cumulative.

## **STAFF LOUNGES & WORK ROOMS**

The staff lounges are everyone's responsibility. Please clear and wash your own dishes and do your part daily to keep it clean. Do not leave personal items in the staff lounge, refrigerator, or workrooms unless they are clearly labeled.

## **STAFF SAFETY AND SECURITY**

### **Lights/Windows**

It is important whenever you are in the building to turn on lights so that stairways and hallways are well lit. When leaving the building please be sure that windows are shut and doors locked. After school hours, lights in the halls and stairwells need to be turned off when you are the last person leaving your area.

Upon leaving the building it is important that you check the door from the outside to verify that it is locked.

### **Personal Items**

Personal valuables, purses, cell phones, etc. should be put away out of sight and locked up. CPA is not responsible for the loss or theft of unsecured personal property.

### **Visitors**

- **All Visitors Must Sign In at the Office and obtain a Visitor's Badge.** If you encounter a visitor without a visitor's badge, greet him and her and inform them that you will accompany them to the office so that they can be assisted
- **All Visitors Must Be Accompanied.** As a general rule, unless specifically stated otherwise, all Visitors must wait in the office for the appropriate CPA staff person to greet them and accompany them to their designated location. Visitors may not travel unaccompanied throughout the school building.
- **Classroom Visits.** Parents are welcomed and encouraged to visit their child's classroom. However, we ask that classroom visits are scheduled 24 hours ahead with the classroom teacher. This requirement is stated in our Family Handbook. Drop-in requests for classroom visits will not be granted in absence of teacher permission, as these have potential to be disruptive to the learning environment. Classroom teachers should notify the office of scheduled visits. Administrators are always willing to assist if a Parent stops in hoping to visit the classroom.
- **Checking Out Students.** All students must be checked out at the office. Anyone checking a student out must be listed as a Parent/Guardian of the student on TIES. Individuals listed as an Emergency Contact may check the child out only with previous written or phone approval from the parent. Administrators are always willing to assist with any situation involving the checking out of a child.
- **Court Orders and Parent Requests to Not Release.** On occasion, a Parent may request that the school not release a student to a specific individual or produce a court order or restraining order restricting a specific individual's access to a student. An administrator must be notified immediately of all such requests and will provide direction regarding protocol to follow.
- **Outside Agencies.** CPA must have a consent on file for representatives of any outside agencies (i.e. Probation Officers, Police Officers, Case Managers, Therapists, Ramsey County Health Service Providers) who wish to meet with a student at school. All such individuals must check in at the school office before seeing a student.

Administrators are always willing to assist with any situation involving an outside agency request to meet with a student.

- **Visitors to the Playground at Recess.** Any parent or other individual who stops by the Playground to visit a student must be directed to check in at the office.
- **Visitors Who Have Business in Both Offices, or an Office and the RGA.** No Visitor may walk unaccompanied through the school to access either Office or the RGA. Visitors who are in the Elementary Office and have business to conduct in the 7-12 Office must go back outside and enter via the Middle School/High School entrance. Visitors who are in the Middle School/High School Office and have business to conduct in the Elementary Office must go back outside and use the Elementary entrance. Visitors seeking the RGA must use the RGA entrance on Jessamine.
- **Door K.** Attention must be given to ensure the security of Door K. Staff who meet students arriving via special transportation at arrival must ensure that visitors are not allowed to enter via Door K. Delivery drivers may not prop open school doors while they unload their deliveries. The Maintenance Supervisor or Cafeteria Supervisor may be called to assist with large deliveries as appropriate.
- **Maintenance Contractors, Salespeople, and other Vendors.** All contracted maintenance workers (electricians, plumbers, elevator repair people, etc.) must sign in at the office and wait for Mr. Buckner to meet and accompany them. All vendors and sales representatives must sign in and wait for the appropriate CPA staff member to meet them in the office.
- **Elementary Parent Pick-Up: Walkers and Carpoolers.** Parents picking up walkers and carpoolers must sign in at the Elementary Office, so that we have record that they came for their child. Parents may wait inside the main foyer area of the Main Entrance, but may not travel down hallways or proceed directly to their child's classroom.
- **Parent Pick-Up: Bus Riders.** Parents who come to pick up a student who usually rides the bus must adhere to the above procedures, and must also sign their child out.
- **After-School Visitors.** Anyone visiting the school at or after dismissal to attend a meeting, or for any other reason, must sign in and obtain a visitor badge. The Visitor must wait for the appropriate CPA staff member to meet them in the office. After-school Visitors may not travel unaccompanied throughout the school building.
- **Inappropriate Visitor Conduct.** It is our expectation that visitors conduct themselves politely in our Offices and in all areas of the school. Calmly ask any visitor using a raised voice or inappropriate language to step into an office so that their concerns can be heard and addressed. If necessary, move students and other adult visitors into a different location. Page an administrator for immediate assistance.

### **Safety Committee**

Community of Peace Academy complies with Minnesota Statutes regarding having a joint-labor management safety committee. Members of the Facility Committee serve as the Health and Safety Committee for Community of Peace Academy. The role of the Health and Safety Committee is to conduct workplace health and safety inspections and surveys, review reports of hazards and workplace injuries and illnesses, make recommendations, and communicate safety-related issues to staff.

### **STUDENT RECORDS**

Permanent record folders of students are kept in the main or high school office files unless checked out by teachers. Cumulative records for Elementary students are kept in the Elementary office. Cumulative records for Middle School and High School students are kept in the 7-12 office. Records should be kept current since frequent reference is made to them. All permanent records must be completed and filed by the last day of the year. All information is kept in professional confidence. No one is to handle a cumulative record file except CPA personnel with an educational right to know.

Each teacher is required to review his/her student records prior to the first day of classes. Report any missing files to the office. Files for all new students should be received before school begins. Student official records must never be kept in the classroom. Special Education records are not kept in the cumulative files. Instead, they are kept in the Special Education Office.

## **SUBSTANCE ABUSE**

Community of Peace is committed to providing a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

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

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Depending on the circumstance, other action, including notification of the appropriate law enforcement agency may be taken with respect to violation of this policy. Any illegal substance found in the workplace will be confiscated and turned over to the appropriate law enforcement agency.

## **SUBSTITUTES (GUEST TEACHERS)**

A substitute (Guest Teacher) shall be hired when the appropriate Principal deems it necessary because of absence of a teacher. The substitute should follow the directions of the teacher and administration to the best of his/her ability. It is expected that teachers always have lesson plans, a class roster and the Emergency Procedure Manual available for substitute teachers.

## **STAFF CONTACT WITH STUDENTS OUTSIDE OF THE SCHOOL DAY**

Staff may not have contact with students outside of the school day, including after school hours, weekends, holidays and breaks when school is not in session, and via social media platforms. This policy applies to current enrolled students. This policy also applies for a period of two years after a student has graduated from or left Community of Peace Academy.

Exceptions apply if each of the following conditions are met: A) Prior consent granted by the Executive Director or designated Administrator, B) Parental Consent, C) Adherence to Board Policy No. 4.16, Staff Transportation of Students.

The policy is intended to protect both students and staff and is similar to policies of other agencies that provide services for children and youth.

## **STAFF PRESENTATIONS**

For all education-related conferences where a staff member is presenting as a representative of Community of Peace Academy, the school will provide:

1. Up to \$200 per day for food and lodging;
2. Mileage will be reimbursed at the federal regulated rate, not to exceed \$100.

This is to cover expenses not covered by conference organizers and will last for the length of the conference. Requests will be granted at the Executive Director's discretion.

## **STUDENT BEHAVIOR**

Among the fundamental beliefs and values that underlie CPA's philosophy on student behavior and discipline are:

- Our goal is to shape students' will, so that they make the right choice because it is good for them and for their community.
- Restorative practices, rather than consequence and punishment, most effectively shape the free will and change student behavior.
- Restorative practices depend on strong relationships and classroom communities.
- Learning and character development thrive within a caring and value-rich community.
- All members of our community will be treated with unconditional positive regard.
- Students need to be in attendance at school in order to grow academically, socially and emotionally. With this in mind, alternatives to exclusion and suspension will be implemented whenever possible and exclusion from class and suspension from school as a consequence for misbehavior will be used as a last resort.

All staff must be familiar with the proactive and restorative practices that serve as the foundation of our student behavior and discipline philosophy. Staff members are expected to model these beliefs and values consistently and intentionally in their interactions with one another, with students, with families and all other constituents.

### **Parent Support**

Parents are the first educators of their children. Their relationship to the school must empower them to fulfill this primary role. Teachers should be proactive in establishing a strong home/school partnership and working together proactively in support of each child's success. Please inform your supervising administration of any instance of discord or challenging parent interactions, in order that steps be taken to strengthen the home/school relationship.

### **Classroom Disruptions and Discipline Referral**

Teachers are responsible for knowing and following the disciplinary referral process. All referrals must be submitted electronically through Synergy. The referral process was developed to support the practices outlined in the Student Behavior section and in the Family Handbook. Appropriate and accurate documentation of disciplinary referral is of critical importance in all circumstances. On occasion, an alternative behavior plan will be implemented for a student who is receiving proactive behavior intervention. Please refer to the Procedures Manual for more information regarding implementation of Student Behavior policies and procedures.

## **TEACHER EVALUATION AND PROFESSIONAL GROWTH PROCESS**

### **Performance Evaluation System for Certified Instructional Staff**

The Community of Peace Academy Performance Evaluation System for Certified Instructional Staff was designed to meet Minnesota statutory requirements for teacher evaluation, defined in Minnesota Statutes, sections 122A.40 and 122A.41.

The Schoolwide Program Oversight Committee is the Board-appointed Committee that oversees the process for certified instructional staff evaluation. Annually, the Schoolwide Program Oversight Committee will review and revise Community of Peace Academy's Performance Evaluation System for Certified Instructional Staff. Recommended changes to the system will be brought to the Board of Directors for approval.

The Performance Evaluation System for Certified Instructional Staff document is shared with all certified instructional staff at the start of each school year. Questions regarding the Performance Evaluation System for Certified Instructional Staff may should be brought to the supervising administrator.

### **Professional Assistance**

The purpose of professional assistance is to provide teachers with awareness of a pattern of less than proficient practices and assistance in improving these practices to the Proficient level. The professional assistance phase also provides a process for dismissal of teachers who fail or refuse to improve their practice to a Proficient level.

There are three phases to the professional assistance phase:

1. Awareness Phase,
2. Professional Assistance Phase
3. Resolution Phase.

The Executive Director is responsible for all teachers in the professional assistance phase.

### **Awareness Phase**

The Awareness Phase is an opportunity for the Administration to contact a teacher regarding a concern and begin a series of conversations that may or may not lead to observations and assistance strategies. All meetings during the awareness phase will be documented. As soon as possible after the concern has been brought to the teacher's attention, the Administration will make one of the following decisions:

1. The teacher has resolved the problem or concern.
2. The teacher, Administrator(s) or both feel that continuing to work at this phase will benefit the teacher so the time within the Awareness Phase is extended.
3. The Executive Director determines that the teacher is not making satisfactory progress at this level and begins the process of moving the teacher to the second stage, Professional Assistance.

If either the teacher or the Executive Director feels that immediate assistance is needed to address the concern, the process could move directly to the Performance Improvement Phase.

### **Performance Improvement Phase**

A key component of this phase is the development of a Performance Improvement Plan. The Performance Improvement Plan will include the following:

- Identification the items/areas needing improvement
- Goals for each item/area needing improvement
- Specific intervention(s) that will be used to help produce the desired behavior
- Statement of how performance/behavior changes will be documented.
- A timeline for the Plan

If it is determined by the Executive Director that others become a part of the Assistance process, such as a mentor or coach, they will be chosen by the Executive Director. The teacher may also request to include a colleague in the Assistance process. Such persons must support the Community of Peace Academy Teacher Evaluation Process.

### **Resolution Phase**

At the conclusion of the time line specified in the Performance Improvement Plan, the Executive Director will do one of the following:

1. Recommend that the Plan be discontinued due to resolution of the problem or concern.
2. Recommend that the teacher continue working on the Plan for an extended, defined time period.
3. Recommend that the teacher move to the Dismissal Phase

If a teacher refuses to or is unable to meet the requirements set forth in their Performance Improvement Plan according to the predetermined time line established, the teacher will be notified in writing of dismissal and/or that their employment will not be renewed. A teacher may appeal an administrative decision for dismissal or non-renewal through the grievance process set forth in the Community of Peace Academy Staff Handbook. Please refer to the Corrective Action; Dismissal section for additional information.

## **TECHNOLOGY**

### **Overview**

Community of Peace Academy provides employees, students and other authorized individuals access to a variety of



information technology (including, but not limited to, the Internet, wide and local area networks, e-mail, information systems, electronic resources, computers, cellular devices and other hardware and software applications). The use of information technology resources and access to use of the Internet is a privilege, not a right. Unacceptable use of technology resources, including e-mail and the Internet, may result in one or more of the following consequences: suspension or cancellation of use or access privileges; discipline under applicable school policies and procedures, or civil or criminal liability under applicable laws. This policy includes all technology equipment.

### **Responsibility Of Use**

The proper use of information technology resources, and the educational value to be gained from proper use, is the joint responsibility of students, parents or guardian and employees of CPA. Individual users of CPA information technology resources have the responsibility to:

1. Comply with all existing school policies as they may be interpreted to apply to technology resources;
2. Find, evaluate, and effectively use information resources;
3. Respect the privacy of other users, and not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users without permission;
4. Help maintain the security of the technology resources;
5. Recognize and honor the intellectual property rights of others;
6. Immediately disclose inadvertent access of unacceptable materials or an unacceptable Internet site to a member of the technology department.

### **Acceptable Uses**

Acceptable uses of information technology resources:

1. Support the instructional, administrative, and other support activities consistent with the mission of CPA;
2. Encourage efficient, cooperative and creative methods to perform the user's job duties or educational tasks;
3. Include authorized and appropriate access to voice, video, and data systems, software or data, both locally and at and from other sites;
4. Include system administration or maintenance of technology resources by authorized personnel.

### **Unacceptable Use**

Unacceptable uses of information technology resources include, but are not limited to:

- Providing, assisting in, or gaining unauthorized or inappropriate access to CPA's technology resources, including any type of voice, video or data information server;
- Activities that interfere with the ability of other users to use CPA's technology resources or the network connected services effectively;
- Activities that result in the unauthorized loss of another user's work or unauthorized access to another user's work/data;
- Distribution of any material in such a manner that might cause congestion of the voice, video, and data networks;
- Using technology resources to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  1. Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors; or.
  2. Abusive or threatening materials, including hate mail, or harassing or discriminatory materials that violate school policies.
- Publishing material without the author's permission;
- Using technology resources for a commercial, political or profit making enterprise, except as specifically agreed to by CPA;
- Using technology resources to access another user's file or account without permission;
- Using technology resources to engage in any illegal act or violate any local, state or federal statute or law;
- Using the school system to violate copyright laws or usage licensing agreements, or otherwise using another person's intellectual property without the person's prior approval or proper citation;
- Using the school system to post private information about another person or to post personal contact information about oneself or other persons;
- Using a digital signature other than the user's without authorization;

- Using technology resources to monitor another user's information, attempt security breaches or disruption of communication unless explicitly authorized by the school as part of a user's job duties.

### **Limited Expectation of Privacy**

1. **Limited Privacy:** By authorizing use of CPA information technology resources, CPA does not relinquish control over materials on the system, or materials contained in files on the system. Users should expect only limited privacy in the contents of personal files on CPA system.
2. **Violations:** Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law. An individual search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
3. **Parent or Guardian Rights:** Parents or guardians have the right at any time to review the contents of their child's files and e-mail files. Parents or guardian have the right to request the termination of their child's individual account at any time.
4. **Data Privacy:** Data and other materials in files maintained on the school system may be subject to review, disclosure, or discovery under various laws.
5. **Investigative Uses:** CPA will cooperate fully with local, state and federal authorities in any investigation concerning, or related to, any illegal activities not in compliance with school policies conducted through the school system. The Executive Director alone has the authority to request monitoring of staff members' use of technology by the Tech Department who will then supply the findings only to the Executive Director.
6. **School's Rights:** CPA reserves all rights to control its information technology resources. Among other rights, CPA may monitor or restrict a user's use of information technology resources including, but not limited to, the Internet; search any computer or electronic data storage devices that are assigned to a user or used on any school computer or network; and retrieve, alter and delete any data created, received or maintained by any user using school information technology resources.

### **Limited Personal Use**

Authorized Users may also use the Internet and e-mail for limited personal use. This is defined as any personally initiated online activity (including e-mail and Internet usage) that is conducted for purposes other than previously stated. **This is a privilege**, not a right, and may be limited or removed at any time. CPA does not accept liability for any loss or damage suffered by an employee as a result of that employee using the Internet connection for personal use. Occasional, limited, appropriate personal use of the computer system is permitted when the use does not:

1. Interfere with the User's work performance;
2. Interfere with the normal operation of your work;
3. Interfere with any other User's work performance or have a negative impact on overall employee productivity;
4. Have undue impact on the operation of the computer system;
5. Cause any additional expense or load to the school;
6. Compromise the school in any way;
7. Violate any other provision of this policy, any other policy guideline, any law/regulation;
8. In limiting personal use, CPA expects employees to exercise the same good judgment that they would use in all work situations regarding personal activities.
9. CPA equipment should not be used for personal file storage. This includes photos, movies and music. These files take up a good amount of network resources: hard drive space, bandwidth (network and server speed) and backup system tapes. Personal files should be stored on personal external hard drives, cd's or flash drives.

### **Limitation on School Liability**

Use of CPA information technology resources is at the individual's own risk. The system is provided on an "as is, as available" basis. CPA shall not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school diskettes, tapes, hard drives, portable storage devices, school fixed or removable data storage devices, external drives or servers, or for delays or changes in, or interruptions of service or missed deliveries or non-deliveries of information or materials, regardless of the cause. CPA is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. CPA shall not be responsible for unauthorized financial obligations or consequential damages from the use of technology resources arising through use of the school resources or the Internet.

## **Internet Access**

With respect to any computers with Internet access, CPA will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures shall be designed to address the safety and security of minors when using direct electronic communications and to block or filter Internet access by minors to inappropriate materials including, but not limited to, any materials or any visual depictions that:

1. Are obscene;
2. Contain child pornography;
3. Are harmful to minors.

## **Harmful to Minors**

The term "harmful to minors" includes any material or picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **Web Site Access Policy**

### **Internet Use Agreement**

As a condition of access to CPA's Internet and technology resources, users must agree to, accept, and abide by the Web Site Access Policy, as it may be amended from time to time.

**General students** have a set of web sites that they are blocked from.

**Staff** has a set that they have access to and have the option of bypassing the filter. Bypassing the filter will work unless the category is one that the committee has decided that the school overall should not have access to.

**If you need to have a site made available** you can make a request to the tech department stating the intent for the use of the site and the duration you would need access to it. The tech department will review the site and make it available based on the policy of the school.

**If there is a site that should be blocked** you can make a request to the tech department notifying them of the need to block the site based on the policy of the school.

## **Technology Support Requests**

CPA offers support for CPA computer systems through the Technology Department. You may enter a request for tech support using the Helpdesk Portal system. Technology Department personnel will attempt to resolve problems over the telephone, using remote control, or in person. Users will be notified when support is using remote control.

The tech support request system ensures a timely response, documentation for tracking of problems and data to pinpoint where hardware and software problems might be concentrated in order to resolve ongoing problems.

## **Data Backup**

The CPA technology department provides nightly backups of all servers in the system. Copies of system backups are stored off site in a secure environment; for this reason, restoration of data may take up to 24 hours. The last system backup each month is maintained for archive purposes.

You are responsible for maintaining an appropriate backup of your laptop, especially of the work-related documents and data files you create that are not restored when reinstalling the operating system and programs. Laptops have Google software available that allows you to backup your desktop and documents to the Google Cloud servers. Depending upon how you intend to use the laptop, you may need to store some of your personal documents and data files on your own external hard drive, CD or flash drive. Neither CPA nor the Technology Department is responsible for the loss of personal files.

### **Virus, Hacking, and Security Protection**

To ensure that virus protection and other security patches are current, desktop computers and laptops must be connected to CPA's network on a regular basis, and users must take responsibility for ensuring that security updates take place on laptops in their care and must not cancel the process if it is taking place. Although the Technology Department frequently pushes updates out through the network, computers that are frequently disconnected from the network may require manual updating.

### **Upgrades and Troubleshooting**

Should any equipment require hardware upgrade (e.g., memory, peripheral, or hard disk), software installation, need repairs or have problems that cannot be resolved over the telephone, the equipment will need to be picked up by the Technology Department for hardware service, software installation, or problem diagnosis. Technology staff will not visit your home or go to off-campus locations to provide services.

During repairs, if a backup is available, one will be loaned to the user as a temporary substitute. Setting up a substitute computer is a time consuming task on its own, so depending on estimated repair time of the user's computer, a loaner may or may not be provided based on judgment of the Technology Department.

Due to the nature of technology it is often difficult to give an exact estimate for repairs. A general guideline would be to allow 2 working days for repairs. If the duration of repair work exceeds 2 working days, the user will be notified and updated as to the situation. Staff members are able to access their accounts and documents on desktop computers in classrooms and computer labs.

### **Unauthorized Software**

Any software that needs to be downloaded and installed is to be done by the Technology Department. The technology department will remove any unauthorized software in use when encountered. Unauthorized software is any software that is not approved for use and authorized for install by the Curriculum committee and/or the Technology department.

- Educational software and Programs that must be purchased need to be approved for use and authorized for install by the Curriculum committee and the Technology department. A software request form is available for this purpose.
- System software, software updates or software that is not covered by the item above must be authorized for install by the Technology department. A tech request should be submitted for these software installs.

### **Software Licensing**

Desktop computers and laptops are configured with a standard suite of programs that are appropriate for the type of computer you received based upon CPA software standards. It is also possible that other applications will be provided to you based upon your professional needs or the requirements for a computer. CPA has policies for appropriate use of software, including the requirement to demonstrate legal license to a program before it can be installed on a CPA computer. Users will not, in general, be given administrative rights to CPA computers they use, whether the computer is a desktop or a laptop. You may not load games, entertainment software or personal finance software on a desktop computer or laptop.

### **Theft**

If any technology equipment is lost or stolen it must be reported to the Technology Department immediately. For theft or loss off-campus, it should also be reported to local police as well. The police report should include the serial number for the lost computer. A copy of the police report must be sent to the Technology Department within 2 business days of the discovery of the loss so CPA can file an insurance claim. Failure to secure and submit a police report will result in personal liability for replacement cost.

### **Staff Responsibility**

Staff members are responsible for repair or replacement costs for any equipment that is damaged/lost due to a situation that is under your control. This includes theft or damage due to misuse or carelessness.

Staff members are responsible for the security of the equipment in their possession. Please make sure equipment is not left unattended without being locked or secured in some manner. The Technology Department can supply a security lock and cable if needed.

When equipment is damaged, staff will fill out an IT Incident Report describing the circumstances surrounding the event. The tech department, with the final approval of the Executive Director, will determine responsibility for damage.

Staff members should inspect items when they receive them to insure the items are in good, working order.

Student use of technology equipment is at the discretion of CPA staff members. Staff should show students how to safely and properly use equipment before the student is allowed to use the device.

Staff must adhere to the equipment checkout policies. Failure to do so may result in loss of checkout privileges. Staff members are expected to take good care of the technology equipment issued to them.

### **Student Responsibility**

Students who lose or damage technology equipment will be required to perform community service to pay for the damage. Community service hours will be paid at the same starting rate as CPA student workers. The technology department will coordinate student work. Most work will be performed in the library, computer lab or art room.

Staff members are responsible for communicating equipment rules and consequences for improper use to students. Student use of technology equipment is at the discretion of CPA staff members.

Staff should show students how to safely and properly use equipment before the student is allowed to use the device.

### **Laptop Computer Policy for Faculty & Staff**

Community of Peace Academy (CPA) is committed to providing an appropriate office laptop computer system for each full-time faculty and staff member. A laptop is intended for use for CPA-related business as a productivity tool, curriculum tool, and for research and communication. It is not intended as a replacement for any computers that may be owned personally. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, in compliance with CPA's published policies on acceptable use, and as required through the terms and conditions of applicable software license agreements. The laptop program will enable faculty or staff of CPA to conduct business from various on- and off-campus locations.

### **Distribution Process**

All faculty laptops are maintained to CPA standards of functionality and are able to perform as needed. Periodically new laptops are purchased to upgrade a portion of our current stock. Staff members should not expect to receive an upgraded model at any regular interval (e.g. each year). Decisions on who receives the upgraded models will be made by the Technology Department and will be based on the following considerations:

1. The age of the user's current laptop;
2. The need to "free up" certain equipment for another purpose;
3. The user's length of service with CPA;
4. The user's position, which may require the ability to run special software.

### **Ownership**

Ownership of the laptop computer will reside with CPA, and the laptop must be returned when employment ends. CPA will provide only one computer for each faculty or staff member. Computers are currently maintained on a three-year replacement cycle. During that period, CPA is often able to offer operating system and application software upgrades from which laptop users may not be able to benefit due to hardware limitations as the laptop ages.

### **Responsibility**

It is the faculty/staff member's responsibility to take appropriate precautions to prevent damage to or loss/theft of your laptop computer. The faculty/staff member or department may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct. Policies for appropriate use of property as

identified in the faculty/staff handbooks or elsewhere may be used to determine whether liability due to negligent behavior exists.

### **Off-Campus Laptop Internet Access**

You should feel free to use your laptop to connect to the Internet from locations other than campus, such as through an Internet service provider (ISP) at your home. Your laptop will be configured with a modem, Ethernet, or both -- two common ways to connect to the Internet through an ISP.

The Technology Department will neither provide Internet access to you from off-campus nor configure your laptop to work with your ISP. Although Technology may offer some tips or advice about best practices for off-campus use, it will be up to you and your ISP to make remote connections work.

### **Laptop Lock Procedure**

Staff members who are using school laptops can request security cables and locks. The lock and cable will help you in preventing theft of the laptop. The laptop lock will allow you to secure your device at school, at home and whenever it is left unattended.

One key will be included. The tech department will keep a backup key for your lock, as well as a master key.

### **Staff and Student Personal Laptops**

Some students' involvement in outside programs requires the use of personal or loaned laptops. In addition, staff members, guest teachers and guest speakers occasionally need to use a personal laptop.

Personal laptops can be used on the network; however, a few expectations must be met. These expectations are not listed solely for the purpose of controlling how personal property is used, but instead to protect the school's network. All laptops on the network should be configured in such a way as to prevent problems. One misconfigured laptop can disrupt the entire network.

The user of the laptop:

1. Is solely responsible for how the laptop is used within the school and/or connected to the school's network. The user of the laptop is also solely responsible for the network configuration of the laptop.
2. Must ensure the laptop is fit to be on the network. In other words, if the laptop has a poor quality network interface card or a corrupt operating system it could cause problems for other laptops on the network.
3. Understands how to set up the laptop for use on the network and owns all necessary equipment for setting up the laptop. Cables, network cards, and antennas cannot be borrowed from the school.
4. Is responsible for the security of the laptop.
5. Must ensure the laptop is running the latest Virus Protection software including the latest weekly virus definition files and Security Patches for its Operating Systems.
6. Must ensure the laptop is free of spyware, adware, worms, viruses, trojan horses.
7. May not use the laptop for any illegal activity, peer to peer file sharing (including Kazaa, Limewire, Gnutella, Napster, Bit Torrent, etc.), hacking or cracking this network or any other, downloading large files, or frequent viewing (or listening) to streaming media, or any software that could disrupt the network or monopolize its resources.
8. Must ensure the laptop is not running any Internet or web hosting services and does not have Internet Connection Sharing services turned on.
9. Understand that, due to software licensing, the Technology Department will be unable to install any school owned software onto personal laptops.
10. Understands that the Technology Department is unable to provide any tech support for personal equipment.

### **Laptop, iPad and Chromebook Cart Policy and Procedure**

Laptop, iPad, and Chromebook carts are assigned to individual classrooms. Some carts are also available for staff members to check out through the Google Calendar reservation system.

1. Keep devices plugged in to their power supply to recharge and the cart locked when not in use.
2. The cart must be plugged into a wall outlet to ensure the devices are charged for the next teacher.
3. Make a helpdesk ticket to inform the technology staff of any problems with the equipment in the cart.

4. Keep the key to the cart secure and away from students.
5. Staff using a check out cart are responsible for its use and security while it is in their possession.
6. Staff with a classroom assigned cart are responsible for its use and security (including the cart key) until their last work day of the school year.
7. Staff with a classroom assigned cart are asked to assign the devices to their students 1:1 for equipment management, damage prevention and tracking purposes.
8. Check with the Technology Department prior to checking out the cart to ensure that the laptops are capable and have the software necessary for their intended use.
9. If a software install is needed for your use, please notify the Technology Department by submitting a helpdesk ticket and allow up to 48 hours for the install to be completed.
10. As the carts are often in use, the Technology Department has limited access for updates, installs and maintenance.
11. Device carts may occasionally become unavailable due to maintenance and/or software updates. When needed, the Tech Department will work with you to schedule maintenance windows for carts assigned to your classroom.

### **CPA Web Site Policy**

The Community of Peace Academy web site is a collaboration of efforts from staff members, teachers and students. Employees of CPA are invited to create web sites to publish on the Internet and have them linked to the main CPA web site. These web sites must reflect the image of CPA, its staff members and students. These guidelines will apply to all web pages linked to the CPA web site, whether created by departments, staff members, students or other persons.

#### **Purpose**

These web sites are intended to communicate class and school-related information to parents, students and the community-at-large. While the web sites should be attractive and interesting, their main purpose is that of communication. Therefore, they must be easy to navigate and contain up-to-date information.

The purpose of these web sites is:

1. Education: Content provided in the web site should be usable by students, staff members and parents to support the curriculum. It will introduce visitors to your class or department.
2. Information: Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities and departmental policies. The site will link to valuable academic resources.
3. Communication: Content may provide an avenue to communicate and share successes with the community.

#### **Staff Member Responsibilities**

1. It is the responsibility of the school staff member to obtain an account on an external web server for hosting a web site. There are several free web creation sites and software available. The tech department can suggest one for you to use based on your skill level.
2. Staff members are solely responsible for the content of their web sites.
3. Do not share your username and password with students or parents.
4. Staff members must ensure that all links are functional on their web site pages.

#### **Use of Student Names, Pictures, Original Work, and Email Addresses**

Great care should be exercised in the use of photographs of students, names of students and displaying original work of students on web sites. Each teacher web site will use the following guidelines for publications that require personal consent and/or permissions:

1. Teacher web pages may not include student names or biographical information. Photographs of students may not include students whose parents have requested exclusion (Refer to the Student Photo Permission document shared with teachers annually). Photo captions shall not identify students' full name or any other personally identifiable information.
2. Web pages may not include complete names of family members or friends.
3. Individual students may have personal pages on school web sites, but only with a supervising teacher's approval and direct supervision.

4. Student submissions on teacher web sites or project pages (videos, blogs, rss, podcasts, and/or discussion boards online, etc.) must be supervised and reviewed. The teacher is responsible for maintaining the content: no foul language, offensive content, or derogatory comments concerning race, creed or ethnicity.
5. Personally identifiable or confidential information shall not be published on a publicly accessible web site.
6. Any e-mail address links, survey-response links, or other direct-response content may be made to CPA staff email addresses only; no contact information (mailing address, phone number, or e-mail address), of students should be used.
7. As web sites are not secure, no student attendance, grades or discipline may be posted. However, if a school is using a parent portal or other online academic system, a link to it may be posted.

#### **Linking to Other Web Sites**

1. All pages and links, including non-CPA links, shall be curriculum related, instructional or school-oriented and appropriate to educational purposes.
2. Some inappropriate link examples may include, but are not limited to references and/or links to commercial, political, social, religious or philosophical sites.
3. No links to student or staff social networking/ personal web sites are allowed on a school's web site.
4. Web sites cannot be used for any commercial purposes. A web site cannot be used to promote financial gain, including advertisement of any services or materials for sale. Teacher web pages may not contain advertisements with these exceptions:
  - CPA administration approved sites.
  - CPA business partners and other individuals or organizations that contribute (financially or otherwise) to the school or district may be recognized with an appropriate statement on CPA web sites but should not include an active link to the web site.
  - Non-profit organizations and/or community partners, approved by the school.

#### **Copyrights**

1. All web site authors must follow all applicable and existing copyright laws and intellectual property rights laws pertaining to the use of text, images, and sounds.
2. Web sites must comply with all state, federal, and international laws concerning legal uses of network computers.
3. Web sites must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
4. Never use text or graphics from another author's Internet pages unless the author explicitly states it may be freely copied or if appropriate arrangements are made with the author.
5. When copying or paraphrasing information from an Internet page, always make an attribution to the page and author. If it is critical that a reader sees precise information available on a specific page, consider making a link to the page.

#### **TENURE**

Community of Peace Academy does not recognize tenure (as defined in the various Minnesota statutes (122.A) regarding teachers and other educators) in the employment of teaching personnel. Since employment with the school is based on "at will" employment, both the employee and the school have the right to terminate employment with or without cause, at any time.

#### **WELLNESS POLICY**

##### **Purpose**

The purpose of this policy is to further encourage and support a school environment that will optimize children's health, well-being, and ability to learn. While there are many factors that CPA recognizes and supports as vital to the physical and psychological health of our children, at present this policy specifically addresses only the areas of nutrition and physical activity/education.

##### **General Statement of Policy**



Community of Peace Academy is committed to providing a school environment that encourages and supports children's health, well-being and ability to learn. Community of Peace Academy recognizes that balanced nutrition and regular physical activity fosters good physical, mental and emotional health. Students with good physical, mental and emotional health are more likely to have improved attendance, and can more easily attend to their learning. Therefore, CPA will encourage and support all students, PreK-12 to be physically active on a regular basis and to develop and practice healthy eating habits.

## **Nutrition**

***CPA will encourage and support all students, PreK-12, to develop and practice healthy eating habits.***

### **A. Nutritional Quality of Foods and Beverages Sold and Served through Nutrition Services:**

1. Foods and beverages sold or served at school will meet or exceed the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
2. Nutrition Services will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic and cultural diversity of the student body in meal planning; will accommodate the special dietary needs of students and will provide clean, safe and pleasant settings and adequate time for students to eat.
3. Nutrition Services will sell food as a balanced meal.
4. CPA will participate in available federal school meal programs. This includes the School Breakfast Program, National School Lunch Program (including after-school snacks) and Summer Food Service Program.

### **B. Behaviors regarding mealtimes at school.**

1. CPA will encourage hand washing prior to eating meals or snacks.
2. CPA will ensure that school schedules are arranged to allow adequate time for students to eat breakfast and lunch.
3. CPA will discourage the scheduling of clubs, activities or organizational meetings during mealtimes, unless students are allowed to eat during such activities.
4. CPA, when aware of these situations, will assure that children who receive a majority of their daily caloric intake at school, will receive extra nutrition and social work support.

### **C. Nutritional Quality of Foods served outside of Nutrition Services:**

1. Snacks purchased for students by CPA staff for use during the school day or in after-school activities will make a positive contribution to children's diets. Guidelines and suggestions for nutritious snacks will be provided to the CPA staff.
2. Classrooms that ask families to donate classroom snacks, will educate families regarding the benefits of healthier snacks, listing some healthy snack possibilities.
3. The only beverages sold through student accessible vending machines will be beverages that make a positive contribution to student's diets. These beverages include water, milk, or 100% fruit juice.
4. If any food is sold through student accessible vending machines, only food items will be offered that will make a positive contribution to student's diets.
5. Celebrations. Classrooms should limit celebrations that involve food during the school day to no more than one party per month. Each party should include no more than one food or beverage that does not meet the nutrition standards for foods and beverages sold individually.
6. Rewards and incentives will be used that do not undermine the health of students or reinforce unhealthy eating habits. Staff will strive to use nonfood rewards as appropriate (rewards such as stickers, praise, recognition during the daily announcements, etc.) CPA also will not withhold food or beverage as punishment.
7. Exceptions to these nutritional guidelines will only be allowed if such an exception is specifically stated in a student's IEP or BIP.
8. Food allergies of students will be noted and shared with both nutrition services and appropriate teachers and staff. In some instances, when the allergy is especially severe, classmates or their families may be notified (with the permission of the family of the child with the allergy).
9. Student Council will be encouraged each year to consider the nutritional content of foods served at after school activities (such as dances and games). Student Council members will be encouraged to include some food choices that meet the nutritional guidelines as outlined in the resource provided to staff and parents.

### **D. Food Safety**

Due to the increase in food allergies, diabetes, and other health conditions affecting school-aged children, as well as the risk of food-borne illness, CPA will adhere to the following guidelines to ensure the health and safety of students anytime food is brought into school.

1. All food brought to school for consumption by students, whether for classroom snacks or to celebrate birthdays and other special occasions, must be store bought, in the original packaging, containing the ingredient list and nutritional labels. This list of ingredients will be reviewed by appropriate school staff to ensure safe consumption of food.
2. Due to health and safety regulations, CPA cannot accept home baked goods for classroom snack, or to celebrate a special occasion. Home baked goods will be returned to the student to take home.
3. On occasion, CPA may organize a class potluck that involves students and/or parents bringing food cooked at home to share with others. Such potlucks will be communicated to parents in advance, and parents will be asked to sign a permission slip giving their child permission to participate.

### **Physical Education Classes and Opportunities**

***CPA will encourage and support all students, PreK-12, to be physically active on a regular basis.***

1. CPA will strive to make continuous progress towards physical education classes that meet or exceed the National Standards.
2. Fifty percent of students in grades 3-12 will meet the National Fitness Level or higher on the Presidential Fitness Test.
3. Students will demonstrate an understanding of skills and techniques to achieve and maintain life-long fitness.
4. Students in grades K-8 will have one semester of physical education per year and a minimum of one hour of physical education per week of the semester.
5. High School students will be required to complete two semesters of physical education classes as a graduation requirement at a minimum of 45 minutes per day per semester.
6. Students at the PreK and elementary level will participate in frequent, active recess.
7. CPA will provide students with the opportunity to participate in extracurricular activities that are both formal and informal. *CPA will strive to increase these offerings as funding allows.*
8. CPA will hire only certified physical education teachers and licensed instructors.
9. CPA will maintain safe and developmentally appropriate fitness equipment and activity areas.
10. CPA Staff will refrain from using physical education classes and/or exercises as a consequence for negative behavior. *CPA Staff will refrain from using a loss of physical education participation as a consequence of unrelated behaviors.*

### **Nutrition/Physical Health Education**

1. Nutrition education and physical fitness education will be provided as part of a comprehensive health education program to students in grades K-6. This program will be cross-curricular and use a multiple intelligence approach.
2. Nutrition education will be taught as part of the health education program in high school during grades 9 and 10.
3. CPA will have a nutritionist available on a regular schedule to educate and support students with special nutritional needs.
4. CPR and First Aid training will be available at no cost to all CPA employees.

### **Training, Monitoring, and Policy Review**

**Training:** The CPA School Nurse will present this policy yearly during the August staff workshops. For families, the “General Statement of Policy” (stated at the beginning of this document) will be included in the family handbook. The entire policy can be viewed on the CPA website or obtained by families from the Health Office.

**On-going Support and Implementation:** CPA School Nurse will be responsible for providing on-going support to CPA staff for the implementation of this policy.

**Policy Review:** The Wellness Policy will be reviewed, as needed, by the Health and Safety Committee. Changes in this policy will be subject to approval by the CPA Board.

## **WORK YEAR**

The work year for each employee, unless otherwise delineated in the letter of employment processed by the School, shall be the school year as specified for staff and students in the calendar as approved by the Board of the Community of Peace Academy Charter School. Full-time and part-time employees are assigned to work on those days so designated by the Executive Director. The administration of the School will assign employees during the regular school sessions, summer sessions, and other special sessions.