

High Point Academy

Nurturing the brilliance within



EMPLOYEE HANDBOOK August 2024

“We are in the service of young people and supporting them in their self-discovery to help them flourish.”

Table of Contents	
<u>Important Notice</u>	4
Introduction	
<u>Mission/Vision</u>	5
Employee Benefits, Work Environment and Leaves of Absence	
<u>Equal Employment and Unlawful Harassment</u>	8
<u>ADA and Religious Accommodation</u>	8
<u>Pregnancy Accommodation</u>	8
<u>EEO Harassment</u>	9
<u>Sexual Harassment</u>	9
<u>Complaint Procedure</u>	10
<u>Accommodation for Nursing Employees</u>	10
<u>Attendance and Leave</u>	11
<u>Innovation Learning Before and Aftercare</u>	13
<u>Data Disposal</u>	14
<u>Dating a Colleague</u>	14
<u>Dress Code/Personal Appearance</u>	14
<u>FAMILY</u>	15
<u>Definition of Serious Health Condition</u>	16
<u>Military Leave Entitlements</u>	17
<u>Benefits and Protections</u>	17
<u>Health, Dental and Vision Insurance</u>	19
<u>Confidential Information</u>	20
<u>Employment Classifications</u>	20
<u>Jury Duty</u>	20
<u>Job Related Problems</u>	21
<u>Employment of Relatives</u>	21
<u>Military Leave</u>	21
<u>Pay</u>	22
<u>Pay for Exempt Employees</u>	23
<u>Personnel Records</u>	23
<u>Professionalism</u>	24
<u>Discipline Discharge</u>	24
<u>Staff Performance Evaluation</u>	24
<u>Separation of Employment</u>	24
<u>Title IX</u>	25
<u>Voting Leave</u>	25
<u>Workers Compensation</u>	25

Employee Responsibilities	
Operations	
Closures	30
Staff Wellness	30
Visitors to the School	31
Domestic Abuse Leave	31
PTO	31
Full Time Employees	31
PTO for Administrators	32
Appendix	
Acknowledgement of Receipt	36
Laptop Agreement	37

IMPORTANT NOTICE

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE ORGANIZATION AND SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF HPA'S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS.

NEITHER THE EMPLOYEE NOR THE ORGANIZATION IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH HIGH POINT ACADEMY (HPA) IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

NO REPRESENTATIVE OF HIGH POINT ACADEMY, OTHER THAN THE EXECUTIVE DIRECTOR, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF HIGH POINT ACADEMY. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT.

Welcome to High Point Academy (HPA). We look forward to working with you as a member of our team. We truly hope to build a family of educators who strive to always do what is best for students. We value the knowledge, skills, and talents you bring to our community and are committed to helping you achieve your highest level of service for the families and students of this school.

Introduction

Mission/Vision

High Point Academy (HPA) is a preschool through 8th grade standards-based charter school located in the High Point community. The school opened in August 2006 and was founded by a group of parents and local business, civic and educational leaders. Additionally, our school began on a temporary modular campus and moved into our beautiful building in January of 2011. Starting small with approximately 180 students the first year, HPA will be serving approximately 700 students each year.

The **mission** of our school is: ***to provide a strong foundation of academic excellence in partnership with family and community in which everyone is challenged to achieve his/her highest potential academically, socially, and personally.***

Our guiding principles:

1. Our primary focus is on achieving the **highest academic standards**. We do this by:
 - Using our deep knowledge of our students to meet their needs – academically, socially, and personally – so that they make at least a year's worth of growth in our care.
 - Effectively and efficiently using data, individually and with colleagues, to maximize student growth.
 - Using explicit instructional practices to maximize student learning.
2. We foster a **family-centered learning environment**, including active and substantial parental involvement at all levels.
3. We encourage and facilitate parental and community review of **measurable school results** in all areas of focus (academics, social, environmental, etc.)
4. We provide a **rigorous curriculum** that ensures mastery of state standards.
5. We provide a diverse range of specials including Wellness/PE, Art/Theater and Music to ensure development of **well-rounded students**. In middle school, we provide a wide range of electives that allow students to explore content and standards in a variety of areas.
6. We provide proven social development programs and strictly enforce our school policies to ensure a safe and secure environment.

7. All students participate in **service-learning programs** to increase confidence and self-esteem and to raise students' community awareness and sense of civic responsibility.
8. We ensure that students develop **life management/executive functioning skills** and that they demonstrate personal responsibility to prepare them for success in future academic endeavors in high school and beyond.



Employee Benefits, Work Environment, Leaves of Absence

Equal Employment Opportunity and Unlawful Harassment

High Point Academy is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length and protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.

ADA and Religious Accommodation

HPA will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to HPA or cause a direct threat to health or safety. HPA will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on HPA.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, HPA will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on HPA's business operations.

HPA may require that an employee provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact their Human Resources representative.

HPA will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

EEO Harassment

HPA strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media, such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct, such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, HPA believes it warrants separate emphasis.

HPA strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of, such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. HPA has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. HPA takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. HPA also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. HPA, therefore, expects employees to make a complaint (within 5 business days) to enable HPA to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Executive Director or the Human Resources Director, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the President of the Board at:

devaki.parma@hpaboard.net

HPA prohibits retaliation against an employee for filing a complaint under this policy or assisting in a complaint investigation. If you perceive retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If HPA determines that an employee's behavior violates this policy, disciplinary action will be taken, up to and including termination of employment.

Accommodations for Nursing Employees

A private space will be provided, and reasonable time will be permitted for nursing employees to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, human resources and the employee will agree upon a schedule that might include the employee using unpaid leave (if non-exempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. High Point Academy will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Employees should contact human resources to discuss the location for storage of expressed milk.]

Nursing employees are responsible for using antimicrobial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, and milk is stored.

HPA reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt HPA'S operations.

HPA will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Attendance and Leave

Hours

HPA's office is open 7:30AM–4:15PM. All staff are expected to arrive by 7:30AM and can depart campus after 4:15PM. Part-time employees will report based on scheduled work hours, typically from 10:00 AM -2 pm.

Absences/Tardies

If you are running late you must call/text your supervisor and the Director of HR. Employees who are sick must email the Director of HR and their supervisor by 5:30 am. or as early as possible, in order for High Point Academy to find coverage for your class. Repeated tardiness or attendance issues will not be tolerated.

Early Leave

Employees are responsible for scheduling time off, including early departures, in advance with their supervisor and must receive their supervisor's approval.

No Show

Employees who do not report to work or communicate about their absence with administration for 3 days will be terminated.

Bereavement Leave:

Employees are currently eligible for paid bereavement leave as part of Colorado's Healthy Families and Workplaces Act. (See "Paid Sick Leave" or "Paid Time Off" sections). In addition, all full-time employees are granted supplemental paid leave of up to five workdays for immediate family members. The immediate family includes the spouse, child, stepchild, parent, stepparent, grandparents (not spouse's grandparents),

and in-laws (mother and father) of the employee. Employees should notify their supervisor and the HR Director of the dates needed to attend a funeral or memorial service . Also, this leave is granted in the event of an employee's miscarriage.

Personal Leave

High Point Academy recognizes that in certain instances an employee may request leave for personal reasons, including study, travel, special work assignment, and community work. If, on rare occasions, management deems the circumstances warrant approval, an unpaid leave for reasons other than illness, disability, vacation or a leave of absence otherwise protected under federal or state law may be granted for not more than 30 days. Employees should submit their request to their supervisor and the HR Director.

Paid Sick Leave:

Part-time employees accrue sick time leave at a rate of one (1) hour per thirty (30) hours worked, up to a maximum of forty-eight (48) hours each January. Hours accrued and not used in the previous calendar year, will carry forward to the next calendar year up to 48 hours a year. Paid sick leave may be used if an employee:

- (1) has a mental or physical illness, injury, or health condition that prevents them from working;
- (2) needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- (3) needs to care for a family member who has a mental or physical illness, injury, or health condition or who needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- (4) the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment and needing leave for related medical attention, mental health care, or other counseling, victim services (including legal services), or relocation;
- (5) due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child;
- (6) needs 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 occurrence or event that results in the closure of the family member's school or place of care;
- (7) needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or

(8) needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

Paid sick leave may be used in one-hour increments. Employees begin accruing sick time upon hire.

The employee must notify the HR Director as soon as they know that they will be unable to work, but no later than 2 hours before the school day begins (7:30 AM). The employee must notify their supervisor on each day of absence unless other arrangements have been made. Also, employees should notify their supervisor when they expect to return to work. In the event they are absent for four or more workdays, medical or legal certification is required. Failure to provide notice will not be tolerated.

If you have an extended illness, accumulated sick time currently provides pay while you are away from work. Unused sick hours currently are carried over from year to year up to 48 hours so they can be accumulated and used when needed. Employees, however, may not use more than 48 hours of sick leave in a year.

In certain circumstances, paid sick leave used intermittently or for three or more days due to a serious health condition may run concurrently with FMLA. Paid sick time will not be used in the calculation of overtime. Unused sick time will not be paid upon separation of employment

Benefits of Employment

Innovation Learning Before and After Care

A discounted fee is offered to staff employees for before and after school care. Employees should connect with Innovation Learning to learn more about their programming and any discounts.

Life Insurance

High Point Academy employees who work a minimum of 30 hours per week are eligible for life insurance. Currently, HPA provides a \$25,000.00 life insurance policy at no cost to the employee. Voluntary Life Insurance may also be elected during open enrollment at an additional cost to the employee.

Data Disposal

During the course of your employment, HPA will collect certain information that is classified as “personal identifying information,” or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials
- Username(s) and password(s)
- Social Security number
- Driver license or other identification card number
- Medical documentation
- Biometric data
- And more

HPA may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, HPA will either (a) destroy the records or (b) arrange for their destruction, e.g., by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

Dating a Colleague

HPA realizes that while it is not necessarily in the best interests of the organization or the employees involved, romantic relationships may develop between coworkers. Employees must behave in a professional manner while working at HPA or while at HPA functions. It is important to keep romantic relationships separate from the work environment.

HPA prohibits romantic relationships between supervisors and their direct reports or where the relationship interferes with either employee's work duties. Such situations can create an actual or potential conflict of interest. They may also lead to potential charges of sexual harassment or interfere with employee morale. It is for this reason that, should such a relationship occur, the supervisor involved must notify management or the Human Resources Department immediately. HPA will try to arrange a transfer. If no such transfer is available, one of the employees must terminate within 90 days. The decision as to which one resigns will be left to the two employees.

Dress Code/Personal Appearance

We are confident you will use your best judgment regarding attire and appearance. All High Point Academy' employees are expected to dress professionally. General guidelines for appropriate dress are as follows:

Professional clothing includes, but is not limited to	Unprofessional clothing includes, but is not limited to
<ul style="list-style-type: none"> • Maintain a neat and clean appearance, keeping dress modest and conservative. • Maintain a business/professional like appearance and dress in a manner that is consistent with work responsibilities. • Dress consistent with the standards for an educational organization 	<ul style="list-style-type: none"> • Shorts (except PE/Wellness teachers) • Leggings (work out style) • Warm-up suits (unless appropriate for the job) • Flip-flops • Clothing that reveals too much bare skin, your back, your chest, your feet, your stomach, or your underwear is not appropriate. • Fishnet stockings/clothing • See-through shirts or blouses • Short skirts

Exceptions:

- Employees whose work requires physical activity (such as PE/Wellness) may wear appropriate warm-up suits and shorts with all other dress code expectations remaining the same.
- Designated school spirit days when pajamas are permitted for students.

If employees report for work improperly dressed or groomed in HPA's opinion, their supervisor may instruct them to return home to change clothes.

FAMLI

HPA has voted to opt out of participating in the FAMLI state-run family leave program. All employees of HPA can participate in FAMLI on an individual basis. FAMLI provides partial income replacement for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. Partially paid leave is available for up to 12 weeks in a benefit year or up to 16 weeks under certain circumstances related to pregnancy and childbirth. Employees should notify Human Resources at least 30 days prior to using any such FAMLI leave or as soon as practicable. Please see Human Resources to obtain

additional copies of the required notices to employees of local government employers who have opted out of FMLI that are distributed upon hiring.

Eligibility For FMLA Leave

Any employee who has been employed by High Point Academy for at least 12 months and has worked for at least 1,250 hours during the 12 months preceding the commencement of a leave of absence is eligible for a FMLA leave of absence. Please see the HR Director, for more information.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Length of FMLA Leave

Each eligible employee may be granted an unpaid, job protected leave for a period up to 12 work weeks during a 12-month period. A "rolling" 12-month period measured backward from the date an employee begins FMLA leave is used by the school. Where both spouses work for the school, the spouses are limited to 12 weeks of leave in total during this 12-month period for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent with a serious health condition..

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt HPA'S operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with HPA's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

HPA requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with HPA's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in HPA's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted. Vacation, holidays, and sick leave will not accrue during unpaid FMLA leave.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Benefits and Protections

During FMLA leave, HPA maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse HPA for payment of insurance premiums during leave.

Return from FMLA Leave

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave.

Medical certification, if applicable, is required verifying an employee's ability to return to work from FMLA leave.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with HPA'S normal call-in procedures.

Employees must provide sufficient information for HPA to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the HR Director if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. HPA reserves the right to require second and third medical opinions at HPA's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with HPA's attendance guideline. Employees on leave must contact the HR Director at least two days before their first day of return.

High Point Academy's FMLA Responsibilities

HPA will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, HPA will provide a reason for the ineligibility.

HPA will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If HPA determines that the leave is not FMLA-protected, HPA will notify the employee.

Unlawful Acts

FMLA makes it unlawful for the High Point Academy to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the Organization.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Health, Dental and Vision Insurance: High Point Academy currently offers health, dental, vision and life insurance plans to its employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. HPA complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners, and couples in a civil union.

Benefit plans offered by HPA are defined in legal documents, such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the HPA's discretion as permitted by law. HPA and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefits offered by HPA.

Employees will have an opportunity to make changes to their benefit selections during HPA's annual open enrollment period, typically in November of each year with a

coverage start date of January 1st. New employees beginning work outside the annual enrollment period will be covered the first day of the month following their first 30 days of employment. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

Confidential Information

Employees of HPA will have access to confidential information of HPA and the students we serve. The protection of High Point Academy confidential information, property, curriculum, and all other assets are vital to the interests and success of High Point Academy. Confidential information includes, but is not limited to, information concerning students, financial information, strategic business plans, and similar subjects.

No employer related information or property, including but without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of the school) may be removed from the school's premises. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management.

This non-disclosure prohibition applies both during and after an employee's employment. Confidential information remains the property of HPA and must be returned to HPA upon separation or at any time upon demand.

Employee Classifications

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and/or overtime pay requirements.

- Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Non-exempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of 40 hours per workweek (excluding duty-free meal periods). Non-exempt employees are paid on an hourly basis and must record hours worked. Timecards are to be completed for each pay period. All overtime must be approved by the ED/Director of HR in advance. Only actual hours worked are used in the calculation of overtime. Therefore, holiday pay, sick time, and vacation time do not count toward "hours worked" for the purpose of calculating overtime.

Jury Duty

HPA recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

You should enter your time off for jury duty immediately after receiving your summons in the mail.

Upon completion of jury duty, a Verification of Attendance form must be presented to the Director of Human Resources. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If jury duty is served on a day in which the employee would normally be working according to the original employment agreement, not including extra duties, the employee will be paid at their normal rate of pay for up to three days. Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district, or county court.

Job-Related Problems

Employees who disagree or are dissatisfied with an HPA practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while they are fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the Human Resource Director. If the problem still cannot be resolved, employees may submit a written complaint to the Executive Director for review and final decision about the situation. If the situation is still not settled by the Executive Director, please see the HR Director for the preceding with an EEO/Harassment Complaint.

Employment of Relatives

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees are not permitted to work in the same department or under the direct supervision of each other. In addition, High Point Academy may require a related employee to transfer or resign if there is a conflict of interest.

Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's reemployment rights. The Organization pays for the first three weeks of regularly scheduled days of leave per year. After that time, leave is without pay.

Overtime

From time to time, your supervisor may require you to work overtime. In these instances, you are given as much advance notice as practical.

For nonexempt employees, hours worked in excess of 40 hours per workweek are paid at one and one-half (1 1/2) times the employee's regular rate. The established workweek begins at 12:00 a.m. midnight on Sunday and ends at 11:59 p.m. on Saturday.¹

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation, are not counted.

Pay

Pay Day

Paychecks are issued on the last business day of each month. Pay periods for hourly employees are based on the dates listed in iSolved. The pay period runs from the 21st of the month until the 20th of the following month. All employees are paid on the last working day of the month, for the months defined in your contract. Your deposit will be available as soon as your bank opens.

Direct Deposit

High Point Academy expects that all of its employees will use direct deposit. This means that on pay day, an employee's pay will be directly deposited into a checking and/or savings account of the employee's choice. You may also use a pay card, if available. Direct deposit forms will be completed during the new hire paperwork session in Isolved. If at any time you need to change where your pay is deposited, log into Isolved to update your information. If you are unsure how to do this, speak with the Director of Human Resources.

Garnishments and Income Withholding Orders

Legal garnishments and income withholding orders will be honored by High Point Academy according to Federal and State regulations.

¹

Payroll Deductions

In place of Social Security taxes, High Point Academy participates in Colorado Public Employees' Retirement Association (PERA, see below). You must authorize any other deductions from your paycheck, in writing.

Each paycheck stub will itemize amounts that have been withheld. It is important that you keep this information for tax purposes. If you have any questions about your deductions, please talk to HPA's Director of Human Resources. High Point Academy complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Public Employee Retirement (PERA)

High Point Academy contributes 20.40% monthly into employee's PERA (Public Employees Retirement Association) account as of 2024. This percentage is subject to change and is dictated by PERA. Employees also contribute 11% into their PERA account as of 2024. This percentage is dictated by PERA and is subject to change.

Reimbursements

Employees will be reimbursed for all approved school-related expenses for classroom supplies that benefit student climate and learning. Employees are requested to submit expense reports with original receipts to the Business Coordinator within 30 days of expense to ensure proper accounting and prompt reimbursement. Employees must utilize a tax-exempt certificate for all purchases made for the school. Sales tax will not be reimbursed. Materials purchased with school funds will be property of High Point Academy and must be included in the end of year inventory. When you purchase an item and are subsequently reimbursed for that item(s), those items will then become property of High Point Academy.

Pay for Exempt Employee

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. HPA is committed to complying with salary basis requirements, which allow properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper

deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

Personnel Records

A personnel file is maintained for each employee as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an employee. Notify the Human Resources Department immediately if you have changes in any of the following areas: name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of an emergency, and other relevant information. Additionally, you should notify the Human Resources Department if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise in the Organization. If you want to look at your file or discuss it with someone, contact the Human Resources Department.

Professionalism

All employees are expected to interact with their colleagues with the utmost professionalism. At High Point Academy, professionalism is defined as conducting oneself with responsibility, integrity, accountability and excellence. Most of all, it means finding a way to communicate effectively, and appropriately finding ways to make sure our students are at the center of our excellence. Employees are expected to follow the [professional code of conduct](#).

Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action that, in its opinion, seems appropriate. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Change of Address/Phone Number

It is important for employees' records to be up-to-date and complete. This enables us to reach employees in an emergency, forward their mail, and properly maintain their insurance and other benefits. Please submit a change of address and phone numbers in the HR system as soon as the change occurs.

Staff Performance Evaluation

Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions. See your supervisor for information regarding our review process.

Separation of Employment

If you desire to end your employment relationship with HPA, we ask that you notify us as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return HPA property, review eligibility for continuation of insurance, and make arrangements for your final pay.

Alcohol & Drug Testing

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, whether or not you are a lawfully registered user. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on HPA premises or while conducting HPA business is prohibited.

Testing is an important element in the HPA's efforts to ensure a safe and productive work environment. HPA has issued a separate statement² for this testing program. Please refer to this separate statement, the Human Resources Department, or your supervisor if you have specific questions.

Title IX

All employees are expected to adhere to the specific rules and regulations of Title IX passed in 1972. Title IX prohibits discrimination on the basis of sex in education programs and activities. Please see the Executive Director, Director of HR and/or the school website for more information.

Voting Leave

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

² If you wish to have the option to test for reasonable suspicion, this needs to be in a separate testing policy that is signed separately from the handbook by the employee. Please reach out to one of our attorneys to help you create this separate statement.

Under most circumstances, it is possible for teachers and employees to vote either before or after the school day. If it is necessary for employees to arrive late or leave early to vote in any election, employees should arrange with the Human Resources Director no later than the day prior to Election Day.

Workers Compensation

HPA carries insurance in accordance with applicable state law to cover the cost of a work-related injury or illness. Benefits help pay for your medical treatment and may include the replacement of certain wages while you are unable to work. Detailed information is given to you if you are injured on the job or suffer an occupational illness.

If employees are injured on the job, no matter how minor, they must report this fact in writing as soon as they are able within 10 days after the injury to the HR Director.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of HPA's designated physicians. If not, the employee may be responsible for the cost of medical treatment.



Employee Responsibilities

Behavior

High Point Academy utilizes the Denver Public Schools discipline matrix to

Committees/Events Participation

Our intent is to have staff representation on all of our school committees. If there is a committee you want to join or start, please connect with the Director of Operations.

Reporting Child Abuse

If a staff member suspects child abuse or observes child abuse or neglect, they must inform an Administrator of the concerns and immediately report this to the county's Child Protective Services. Immediately report cases which involve a 3rd party, such as a staff member or other students, to your local law enforcement agency.

Please note: You, the individual who suspects possible abuse, are legally responsible for ensuring that your suspicions are reported to the designated agencies immediately. This legal responsibility is not satisfied by merely reporting your suspicion to other school personnel. Both a verbal and a written report are required. Please refer to the Mandatory Reporting form located on the S:drive to record the information you will need. If you have any questions, please contact the Executive Director.

The phone numbers for reporting child abuse are as follows:

Adams County:	720-523-2000
Arapahoe County:	303-636-1750
Denver County:	720-944-3000



Operations of the School

Closures

Emergency School Closings

When school is dismissed early due to emergency conditions such as water or power failure, severe storms and the like, staff will be permitted to leave the building after all students have left the building and the staff's presence is no longer necessary for the welfare of the students. If High Point Academy's administration decides to close the school, all employees will be paid for a regular day.

Snow Closures or Delays

High Point Academy has developed its own closing procedures to determine whether the school will be closed, or we will have a snow delay. When a decision has been made to close or delay it will be posted on the school website, shared through Infinite campus, and broadcast via 9News, if appropriate. The decision to close will be made by 5:30AM to ensure that parents of students enrolled in Innovation Learning will have adequate time to plan.³

School Closures

Employees⁴ are not required to report to school and will be compensated for the day. Once the decision to close has been made, an email notification will be sent to all staff.

Delay Starts

Once a decision to delay the start of school has been made, an email will be sent to all employees. A delayed start can be one-hour, with a start time of 9:00 AM for students, or a two-hour delay for students, so school would begin at 10:00 AM. Staff are expected to arrive 30 minutes prior to the start of the day.

Staff Wellness

Our school community supports and encourages all staff members to live a healthy lifestyle. All High Point Academy staff member's role model healthy behaviors while in the presence of students. Staff who choose to eat fast food must eat it off campus. Staff are not permitted to consume soda or energy drinks while around students.

Staff members may be offered opportunities to participate in activities that encourage physical activity, healthful eating, or other aspects of wellbeing.

³ How is pay handled for snow closures or delays? It's not clear.

⁴ Are all classifications of employees paid? If not, clarify.

Visitors to the School

High Point Academy is a closed campus. All visitor IDs will be checked through our raptor system. Any visitors who do not have an ID will not be able to be in the space with children during the day or school sponsored events.

As an employee, you are required to inform Administration of any visitor's on campus without proper identification. Please escort them back to the office or ask another staff member to escort them.

Domestic Abuse Leave

Employees are currently eligible for paid leave due to domestic abuse as part of their paid sick leave benefit. In addition, employees subject to domestic abuse may be eligible for up-to a 3-day unpaid leave of absence per Colorado law. Please see the Human Resources Director for more information.

Paid Time Off (PTO)

HPA currently grants Paid Time Off (PTO) to certain classifications of employees. This paid time is for employees to do with as they wish or need. For example, it may be used to take time off for vacation, personal matters, or for any other reason.

You are urged to use PTO time to ensure a good personal balance between leisure and those unexpected absences that affect us all. Paid time off must be scheduled with your immediate supervisor. Employees may take PTO in no smaller than hourly increments. PTO should be scheduled to interfere as little as possible with the normal operation of business and to avoid excessive workloads for other employees during peak periods.

Employees may take PTO in no smaller than hourly increments. PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. PTO is not included in the calculation of overtime.

Full-time salaried teachers and full-time hourly employees

Full-time salaried teachers and full-time hourly employees shall be entitled to seven (7) days or 56 hours of Paid Time Off (PTO) per school year.

PTO requests need to be submitted at least two weeks in advance whenever possible.

Personal (PTO) leave may not be taken during the first and last five working days of each school year, the day before or the day after a holiday or school vacation, or on a professional development day unless leave is approved by Administration or is being

used for sickness as outlined in the definitions below. This includes requests to leave early or arrive late. Exceptions may be granted with prior approval from Administration.

All employees are immediately eligible for the current year's personal leave allotment on the first day of each school year. Teachers may accrue up to 4 days each school year for a total of 12 days. Teachers may elect to receive a payout of their unused PTO time at the end of each school year to be paid out in June.

The PTO payout rate for salaried teachers is \$160.00 per 8-hour day. Only full days will be paid out, any amount under 8 hours must be rolled over.

The PTO payout rate for hourly employees is \$100.00 per 8-hour day. Only full days will be paid out, any amount under 8 hours must be rolled over.

Paid Time Off (PTO) Administrators

Full-time salaried 12-month employees will be granted up to ten (10) days or 80 hours of Paid Time Off (PTO) per calendar year. The calendar year for administrators is July 1 – June 30. PTO must be submitted for days requested off when school is in session (including non-contact, professional development days) and during the designated summer workdays. 12-month employees receive breaks according to the school calendar (i.e., Thanksgiving break, winter break, spring break) as well as the designated summer break (as determined by the Executive Director) and do not submit that time as PTO.

PTO requests must be submitted at least two weeks in advance, whenever possible.

Leadership staff Personal (PTO) leave may not be taken during the first and last five working days of each school year, the day before or the day after a holiday or school vacation, or on a professional development day unless leave is approved by the Executive Director or is being used for sickness as outlined in the definitions below. This includes requests to leave early or arrive late. Exceptions may be granted with prior approval from the Executive Director.

12-month employees are immediately eligible for the current year's PTO allotment on the first day of each school year and may use time not yet earned. Salaried 12-month employees will receive a payout of their unused PTO time at the end of each school year to be paid out in June. PTO payout rates will be 70% of the daily rate based on your current year salary. A maximum of five days may be paid out at a total not to exceed \$1000.00.

PTO:

All employees will accrue PTO leave and it may be used by an employee for an absence from work for the following purposes:

- A mental or physical illness, injury, or health condition that prevents them from working.
- Preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition.
- Care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
- The employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- A public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee to be absent from work to care for the child.
- needs 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 occurrence or event that results in the closure of the family member's school or place of care;
- needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or
- needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.⁵

It is your responsibility to notify your manager each day at the beginning of your shift when you cannot come to work because of an illness, injury, medical care, domestic violence, care for family whose school has been closed, evacuation of residence, or bereavement. Also, let your manager know when you expect to return to work. When an employee has been out on sick leave for more than three consecutive workdays, they may be required to submit medical or legal documentation.

If you have an extended illness, accumulated sick time currently provides pay while you are away from work. Unused sick hours currently are carried over from year to year up

5

to 48 hours so they can be accumulated and used when needed. Employees, however, may not use more than 48 hours of sick leave in a year.

Because paid sick time can be accumulated to be used if you are personally sick or injured, you will not receive extra pay or extra time off for your unused sick time. Paid sick time will not be used in the calculation of overtime. Also, you are not paid for unused sick time when you leave.

Employers shall not retaliate against an employee for requesting or using paid sick leave.

Additional rules will apply in the case of a public health emergency.

High Point Academy Employee Handbook Appendix



ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED _____. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

EMPLOYMENT WITH HIGH POINT ACADEMY IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION, THEREFORE, RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF HIGH POINT ACADEMY, OTHER THAN THE EXECUTIVE DIRECTOR HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee Signature: _____

Employee Name Printed: _____

Date: _____



Laptop Agreement Form

Listed below is a copy of the Laptop Agreement that should be signed by every High Point Academy employee that is issued a laptop. All employees should read it before signing. The employee does have the right to refuse the laptop if they don't agree with the conditions but will still be responsible for completing any job tasks that they may be assigned to do using a computer.

I understand that I am being issued a laptop computer for HPA operations; it will be in my possession for use at and away from work.

I understand that I am responsible for the laptop computer issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. I further understand that:

- The laptop should be at work each day.
- In the event of damage, loss, or theft of the laptop, I will immediately notify The Director of Operations or IT Support for repair or replacement matters.
- The laptop should be transported in a safe manner and stored carefully so it is not susceptible to damage.
- The laptop should not be left inside a vehicle.
- I may not make any permanent personally identifying marks on the laptop computer.
- The laptop computer and any other accessories/components will be returned to the proper company authority immediately upon termination of my employment, or at any other time as specifically directed by HPA
- .No unauthorized software may be loaded onto the laptop.
- Personal, non-work-related data may not be stored on the issued laptop.
- No one other than myself should use the laptop.
- Substitute teachers are not permitted to use your work issued laptop. They will be issued a specific substitute laptop if a computer is needed for work that day. Files for substitute teachers should be saved in google drive.
- Classified student data must be kept on the school servers (S: Drive, T: Drive) to ensure confidential data does not leave the school.

Laptop Agreement Form 2024-2025 SY

I agree to the below terms and conditions as such, agree to fully cooperate with property loss reporting requirements and with property loss incident investigations.

My signature below indicates I have thoroughly read and understood the above information.

Employee Signature:

Date: _____