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EMPLOYEE HANDBOOK



Athlos Academy
ST. CLOUD

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Section 1. Introduction

This handbook is for use by employees of Athlos Academy of St. Cloud. It will familiarize you with policies and certain operating procedures. Its contents summarize the programs and personnel policies in effect at the time of publication and are intended only as guidelines. Nothing in this employee handbook, or any personnel policy or document, including benefit plan descriptions, creates, or is intended to create, a promise or representation of continued employment for any employee.

Athlos Academy of St. Cloud abides by all applicable local, state and federal laws and regulations regarding employment and education. The provisions set forth in this handbook indicate the current policies of Athlos Academy of St. Cloud with respect to general employee matters. This handbook applies to all employees of Athlos Academy of St. Cloud. If you have any questions, please contact the Executive Director or designee.

Athlos Academy of St. Cloud reserves the right to modify or eliminate policies, procedures, and benefits at any time, for any reason with reasonable notice of material changes. All modifications must have the approval of Athlos Academy of St. Cloud's Governing Board. You will be given a copy of any revision for your signature.

All Governing Board policies are available online and school personnel shall be issued a copy of the Family Handbook as well.

1.1 Mission

Athlos Academy of St. Cloud empowers students to live fulfilling, responsible, and successful lives by building on the three foundational pillars of Prepared Mind, Healthy Body, and Performance Character.

1.2 Vision

Athlos Academy of St. Cloud produces students who are well-prepared to face the challenges of life through development of critical thinking skills and a broad knowledge base, healthy lifestyle habits, and cultivation of performance character. The daily educational experience includes promoting a rich and engaging academic curriculum, a healthy lifestyle, and strong Performance Character.

These traits include:

- **Grit:** Rising-up to meet challenges and persevering in spite of failure
- **Leadership:** Making responsible decisions and motivating others to action
- **Social Intelligence:** Navigating relationships and interactions with respect and confidence
- **Focus / Self-Control:** Focusing our minds and bodies by resisting distractions and actively concentrating
- **Optimism:** Believing that effort today improves tomorrow

- **Curiosity:** Finding wonder and passion in the experience of learning
- **Energy / Zest:** Engaging in life with enthusiasm and excitement each day
- **Courage:** Taking risks and standing up for what is right
- **Initiative:** Taking action to help ourselves and others without being asked
- **Humility:** Allowing accomplishments to speak for themselves
- **Integrity:** Striving to do the right thing all the time
- **Creativity:** Thinking “outside the box” and solving problems with innovation

We will be committed to supporting each child’s development of these traits. It is our goal that Athlos students become engaged citizens who understand that learning, wellness, and strong Performance Character are inextricably connected. As a result, our extended vision for our students is that each and every one of them mature into courageous, persevering, humble leaders who contribute to a better society and daily inspire others in their careers and communities to live fulfilling, responsible, successful lives. Athlos Academy of St. Cloud’s Performance Character Pillar is to be exemplified by all school personnel.

Section 2. Employee Rights and Standards

2.1 Nature of Employment

Employment with Athlos Academy of St. Cloud is on an at-will basis. This means that the employment relationship may be terminated by either the employee or Athlos Academy of St. Cloud at any time, with or without notice, for any reason not expressly prohibited by law. At-will employees are free to terminate their employment with Athlos Academy of St. Cloud at any time, with or without reason, with or without cause or advance notice. Likewise, Athlos Academy of St. Cloud has the right to reassign, alter compensation, or terminate employment at any time, with or without reason, and with or without cause or advance notice.

2.2 Employee Status Defined

An employee of Athlos Academy St. Cloud is a person who regularly works on a wage or salary basis. Employees may include Salaried Exempt, non-exempt, fulltime, part-time, and temporary persons, and others employed with the school that are subject to the control and direction of Athlos Academy of St. Cloud in the performance of their duties.

Salaried Exempt

Employees whose positions meet specific criteria established by the Fair Labor Standards that are exempt from overtime pay requirements.

Full-Time

Full-time employees are those who have completed the 30-day introductory period and are regularly scheduled to work 30 or more hours per week. Generally, full-time employees are eligible for the benefit package after 30 days of employment, subject to the terms, conditions, and limitations of each benefit program.

Part-Time (Salaried, Hourly or Combination)

Part-time employees are those who are scheduled to work 20 hours or less per week or on an intermittent basis. Part-time, hourly employees are not eligible for benefits provided by Athlos Academy of St. Cloud School. Employees working a minimum of 20 hours per week qualify for pro-rated Paid Time Off (PTO).

Temporary (Full-Time or Part-Time)

Those whose performance is being evaluated to determine whether further employment in a specific position is appropriate during the 30 day evaluation period, or individuals who are hired as interim replacements to assist in the completion of a specific project, work period or for vacation relief.

Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. Temporary employees are not eligible for any of the benefit programs.

2.3 Equal Employment Opportunity (*See Personnel Policy 4018*)

It is the policy of Athlos Academy of St. Cloud that employment shall be based on merit, qualifications, and competence. It is our policy to abide by all laws pertaining to fair hiring and employment practices and to not discriminate against any employee or applicant for employment because of race, age, sex, religion, creed, color, national origin, disability, marital status, pregnancy-related condition, sexual orientation, gender identification, citizenship status, family leave status, veteran status, status with regard to public assistance, or any other protected status under federal or state law.

2.4 Reasonable Accommodation for Disabled Employees

Athlos Academy of St. Cloud will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Athlos Academy of St. Cloud recognizes that some individuals with disabilities can perform the essential functions of a position with reasonable accommodations made at work.

2.5 Eligibility to Work

In compliance with the Immigration Reform and Control Act of 1986, all newly hired employees must complete the employment eligibility verification Form I-9 before starting work and provide documentation establishing proof of identity and eligibility to work in the United States within three (3) business days from the date of hire.

2.6 Ethical Conduct

The highest standard of ethical conduct and fair dealing is expected of each administrator, teacher, employee, volunteer and all others associated with Athlos Academy of St. Cloud. Our reputation is our most valuable asset, and we must continually earn the trust, confidence, and respect of our school personnel, students, families, volunteers, and our communities. We must all depend on integrity and good judgment and remain sensitive to the way others see us and may interpret our actions.

2.7 Whistleblower Protection Policy (*See Personnel Policy 4030*)

We require our employees and volunteers to practice the highest levels of business and personal ethics when conducting their duties and responsibilities. This means that school personnel must practice honesty and integrity in their job duties and comply with all applicable laws and regulations. The objectives of this Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or auditing matters by employees on a confidential and anonymous basis;
- The receipt, retention, and treatment of complaints received by Athlos Academy of St. Cloud regarding accounting, internal controls, or auditing matters; and
- The protection of reporters from retaliatory actions.

Reporting Procedures for Whistleblowers

1. A confidential report shall be made directly to the Executive Director or designee;
2. The Executive Director or designee shall notify the Governing Board.
3. The Executive Director will notify the reporter and acknowledge receipt of the reported concern within 10 business days, if possible.
4. If the subject of the concern is the Executive Director, the employee shall make their report to Human Resources, who shall notify the Governing Board.
5. No employee who, in good faith, reports a concern shall be subject to retaliation or adverse employment action.

2.8 Conflict of Interest (See Board Policy 2005)

Employees of the school must avoid any interest, influence, or relationship which might conflict, or appear to conflict, with the best interests of Athlos Academy of St. Cloud, or which might affect his/her judgment or loyalty. Employees must avoid any situation in which his/her loyalty may be divided, and promptly disclose any situation where an actual or potential conflict may exist. Anyone with a conflict must disclose the conflicting interest to the Executive Director or designee. Failure to disclose shall constitute grounds for disciplinary action up to and including termination of employment.

2.9 Anti Nepotism

The immediate family members and those living together as domestic partners of current employees will not be employed by the school under any of the following circumstances:

- Where one of the parties would have authority, or practical power, to supervise, appoint, remove, or discipline the other;
- Where one party would be responsible for auditing the work of the other; or,
- Where other circumstances exist which would place the parties in a situation of actual or reasonably foreseeable conflict between the interest of one or both parties and the best interests of the school.

If two employees marry, or begin living together as domestic partners, and as a result, the circumstances prohibited exist; only one of the employees will be permitted to stay employed with the school. The decision as to which employee will remain with the school must be made by the two employees within

thirty (30) calendar days of the date they marry, or begin living together as domestic partners. If no decision has been made during this time, the most recently hired employee will be terminated.

In considering the employment of an employee's "immediate family" or a relative beyond "immediate family" members the school must ensure that the relative has:

- The appropriate education and or credential for the job
- Outside work experience related to the position, and that
- The position is an existing and vital position with a published job description, determined pay and performance expectations

The position opening must be posted and the potential candidates vetted in accordance with the procedures of the school. A potential employee has the responsibility to notify the hiring agent of any relationship to current employees. All incoming employees shall be required to read and sign your school's nepotism policy upon employment.

2.10 Prohibiting Discrimination (See Personnel Policy 4022)

Athlos Academy of St. Cloud will not advocate or permit workplace discrimination on the basis of race, creed, color, national origin, religion, age, sex, gender identity, pregnancy-related condition, veteran status, disability, or any other protected status under federal or state law, among its employees and its students. Discrimination against an individual because of his/her association with another individual for the abovementioned criteria is likewise prohibited.

2.11 Employee Harassment Policy (See Personnel Policy 4012)

Athlos Academy of St. Cloud's position is that harassment undermines the integrity of the employment relationship. All employees have the right to work in a safe environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to disciplinary action up to and including termination of employment.

Harassment

Harassment is defined as unwelcome verbal, visual, written or physical conduct, which creates an intimidating or hostile work environment. Some examples include, but are not limited to the following: derogatory comments or jokes regarding a person's race, color, age, religion, sex, national origin, sexual orientation, citizenship status, disability, physical appearance, or any other legally protected characteristic or activity; and includes the distribution or display of written or graphic materials which have the same effect.

Sexual Harassment

According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations, touching, advances, jokes or propositions;
- Coercive demands for sexual favors;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading names or words to describe an individual;
- Sexually suggestive or insulting sounds or gestures, including whistling;
- Creating, transmitting, viewing, storing or displaying in the workplace any sexually suggestive objects, pictures, electronic images or words; or
- Suggestive or obscene letters, emails, texts, or notes.

Reporting Procedures for Harassment

In handling harassment, or sexual harassment, if it is safe to do so, employees are encouraged to first politely, but firmly, confront whoever is engaging in the inappropriate conduct, and request that the person cease the unwanted behavior immediately. If the person refuses to cooperate, report the incident immediately to the Executive Director or designee in accordance with the reporting procedures.

- Complete a written complaint using the *Employee Harassment Reporting Form*, accessible from Human Resources.
- If the complaint involves the Executive Director, the complaint should be filed directly with Human Resources.
- Complaints under this policy will be investigated by Human Resources and/or the Executive Director, in as confidential a manner as possible.
- If an investigation confirms that harassment has occurred, Athlos Academy of St. Cloud will take corrective action as appropriate against the violator, up to and including termination of employment.

- The Federal Equal Employment Opportunity Commission and the appropriate state agency investigate and prosecute complaints of prohibited harassment in employment.
- In the event a complaint of harassment is found to be either maliciously raised or is without basis, appropriate disciplinary measures may be taken against the employee who brought the complaint.

2.12 Retaliation Policy (See Personnel Policy 4030)

No employee or volunteer who, in good faith, reports a concern shall be subject to retaliation or adverse employment action. Any person who so retaliates will be subject to disciplinary action up to and including termination of employment.

Likewise, an individual who reports a concern who is not acting in good faith, does not have reasonable grounds for believing the information disclosed indicated an improper accounting or auditing practice, or who makes unsubstantial allegations that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, may be subject to disciplinary action, up to and including termination of employment.

2.13 Open Door Policy

Complaints regarding unlawful employment practices or policies, including harassment or sexual harassment, discrimination, retaliation, improper wage payment practices, violations of ethical conduct, or any other unlawful conduct, should be promptly reported to the Executive Director or designee. Athlos Academy of St. Cloud will attempt to treat all internal grievances as confidential, recognizing, however, that in the course of resolving internal complaints some dissemination of information to others may be necessary or appropriate.

Mediation Process

If warranted, school administration will bring both parties to engage in the mediation process, conducted on the basis of the following points:

- Identifying both parties' needs and interests;
- Generating alternatives and solutions;
- Choosing a solution that provides maximum joint benefit; and
- Enforcing non-retaliation.

In cases where mediation fails, or a resolution cannot be reached by the Executive Director, Human Resources Coordinator or designee, the matter may be elevated to the attention of Athlos Academy of St. Cloud's Governing Board. In serious cases, state or federal agencies may become involved as well.

Section 3. Hiring

3.1 Licensing Requirements for Teachers (*See Personnel Policy 4028*)

Athlos Academy of St. Cloud's licensed employees are required to hold a valid teaching certificate, permit, or other document equivalent that makes them eligible to perform those services in the state of Minnesota. Copies of licensing documents, undergraduate and graduate level transcripts, and any other documents relevant to the credentials of being a licensed professional should be submitted to the Human Resources Coordinator.

Teachers must have graduated from a credentialing program. Candidates with ESL endorsements may be given preference over candidates who are otherwise equally qualified for a position. Substitute teachers need to provide proof of appropriate licensure prior to providing substitute services.

3.2 Background Checks (*See Personnel Policy 4002*)

Anyone at Athlos Academy of St. Cloud with significant access to students, or unsupervised time spent with students, is required to submit to a background check prior to engaging with students; including all employees, volunteers, substitutes, or emergency replacements. Appropriate forms can be acquired at the front office.

The Executive Director is responsible for supervising students to ensure their safety, and shall provide heightened supervision of substitutes, emergency replacements, volunteers and/or guest speakers, until a background check clears.

Background Checks Procedure

- Athlos Academy of St. Cloud will request criminal history background checks on all school personnel and volunteers, and may request finger prints. Background checks will be through the Minnesota Bureau of Criminal Apprehension.
- If a person is denied employment or dismissed based on information in a background check, he/she will receive notice of the reason, and will be given the opportunity to respond.
- The cost of the background check will be paid by Athlos Academy of St. Cloud.

3.3 Employee Evaluation (*See Personnel Policy 4011*)

The Director and/or a designee will conduct performance reviews and planning sessions with all full-time and part-time employees at least once per year, and every employee will receive an annual Performance Review based on an annual calendar of evaluations. The Director or individuals designated by the Director may conduct formal or informal evaluations and planning sessions more often if the y, or the employee, choose to. Staff should understand that lesson plans are not due to the Director on a

weekly basis, but that unannounced evaluations will be common as a means of ensuring meaningful, goal-oriented teaching.

The process for coaching, supporting, and evaluating teaching at Athlos is described in the “Athlos Teacher Development & Coaching” document, available upon request.

3.4 Corrective Action

Athlos holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, Athlos expects the school administration to take corrective action.

Corrective action is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern of increasing in seriousness until the infraction or violation is corrected or the employee agreement is terminated.

The usual sequence of corrective actions includes an oral warning and coaching towards better performance, a written warning, mentorship, probation, suspension without pay and/or termination of employment. In deciding which initial corrective action would be appropriate the administration will consider the seriousness of the infraction, the circumstances surrounding the infraction, and the employee's previous record. The delineation of the usual sequence noted above does not preclude the administration or the board from implementing or utilizing a different corrective action process should the conditions warrant such a need.

Though committed to a progressive approach to corrective action, Athlos considers some rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, creating inappropriate situations with colleagues or students, vandalism or destruction of school property, the use of school equipment and/or school vehicles without prior authorization, untruthfulness about work history, skills, or training, divulging school business practices or other sensitive information, undermining of school decisions, practices, or policies, and misrepresentations of Athlos to a student, parent, a prospective student/parent, the general public, and/or another employee.

3.5 Discipline or Dismissal of Employee (See Personnel Policy 4017)

Athlos Academy of St. Cloud’s board shall establish procedures for dismissal of employees in an orderly manner without discrimination and subject to Minnesota Stat. § 181.932. The procedures shall include standards of due process for appealing procedural violations of the evaluation process to the Governing Board.

3.6 Resignation

Athlos Academy of St. Cloud would like employees resigning from their employment to provide the resignation in writing to the Executive Director or designee (hard copy or via email is acceptable) as soon as possible once they know they will be leaving the school.

3.7 Job Abandonment

If an employee does not show up to work for three (3) consecutive scheduled work days, without notice or a prior request for time off approved by the Executive Director or designee, the school will consider the employee to have voluntarily resigned from his/her employment with Athlos Academy of St. Cloud. It is the employee's responsibility to notify the Executive Director or designee if he/she will be away from work.

3.8 Return of Property

Terminating employees must return all Athlos Academy of St. Cloud equipment, keys, etc. to the Executive Director or designee.

3.9 Processing the Final Paycheck

The terminating employee must provide the final timesheet and, if applicable, any outstanding expense reports in order for Human Resources to process the final check. An employee may be held responsible for un-returned or damaged materials or equipment. However, wages may not be deducted for broken equipment or lost money etc., unless after the loss occurs, the employee gives voluntary written authorization for his/her wages to be deducted or the employee is found liable by a court.

Should an employee be involuntarily discharged, he/she must receive their final paycheck within 24 hours of their last day of employment. Otherwise, the terminating employee shall receive his/her final paycheck not later than the next regularly scheduled payday.

Section 4. Employee Leave

4.1 Paid Time Off (*See Personnel Policy 4038*)

Paid leave is provided to employees who have an annualized FTE of .50 FTE and above. PTO is prorated at the following levels based on FTE level, contract length, and employee type.

- All part-time employees with an annualized FTE of 0.50 FTE and above shall earn 1 hour of PTO for every 20 hours worked.
- All full-time teachers shall earn 72 hours of PTO over the course of their contract terms.
- All other full-time staff shall earn PTO based on the number of reporting days in their contracts:
 - Those required to report 215 days or more shall earn 96 hours of PTO over the course of their contract terms;
 - Those required to report 191 – 214 days shall earn 84 hours of PTO over the course of their contract terms;
 - All other staff shall earn 72 hours of PTO over the course of their contract terms.

All usage of PTO must be approved by the employee's supervisor and requested in advance of its usage. When an employee takes a complete day of work off as PTO, they will be charged with 8 hours of usage, or an amount equivalent to that based on FTE.

PTO is intended to be used in the year in which it is accrued, although staff can roll over 40 hours, or five work days, at the end of each fiscal year. Any PTO above and beyond the five-day carryover amount will be paid out to the employee at an hourly rate of \$10 per an hour. Employees cannot request a payout of PTO if the PTO balance is less than five days,

PTO may not be used during the final two weeks of employment except as granted by the Executive Director for extraordinary circumstances. Upon severing employment with Athlos Academy of St. Cloud, any accrued unused PTO will be paid out to the employee in their final check at a rate of \$10 per an hour.

4.2 Family Medical Leave Act (*See Personnel Policy 4019*)

Athlos Academy of St. Cloud fully complies with the federal Family and Medical Leave Act (FMLA) which requires the school to grant eligible employees leaves of absence for specified purposes. FMLA Leave is up to 12 weeks of unpaid leave.

Eligibility

Full-time employees are eligible for FMLA Leave, including Military Caregiver Leave, if they have been employed by Athlos Academy of St. Cloud for at least one year, worked at least 1250 hours during the 12-month period immediately preceding commencement of the leave, and are employed at a worksite where Athlos Academy of St. Cloud employs at least 50 employees within a 75-mile radius.

Part-time employees may be eligible for FMLA Leave based on the hours they work.

An eligible employee's leave entitlement under the FMLA is limited to a total of 12 workweeks of leave in a 12-month period for any one or combination of the events for which FMLA Leave is available.

An eligible employee who takes Military Caregiver Leave is entitled to a combined total of 26 workweeks of FMLA Leave during a single 12-month period for Military.

Requesting FMLA

An employee should request FMLA Leave or Military Caregiver Leave by completing a Request Form and submitting it to Human Resources. Employees requesting FMLA or Military Caregiver Leave should provide not less than 30 days' notice, or such shorter notice as is practicable. When possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt Athlos Academy of St. Cloud's operations. Retaliation against employees for taking leave protected by the FMLA is prohibited by law.

FMLA Leave may be taken for any of the following reasons:

- Birth of a child;
- Adoption of a child;
- Placement of a foster child;
- A serious health condition of the employee;
- Care of a spouse, child, or parent with a serious medical condition; and/or
- A military qualifying exigency arising as a result of a spouse, child, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces.

For the duration of FMLA leave, the employer must maintain the employee's benefits, including health coverage under any "group health plan," as described above. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Contact Human Resources for inquiries or concerns regarding job reinstatement and pay.

Military Caregiver Leave Provision

Along with the criteria for FMLA Leave, Military Caregiver Leave may be taken up to 26 weeks to care for the employee's child, parent, spouse, who is a current member of the Armed Forces, or a member of the Armed Forces, the National Guard, or Reserves who is on the temporary disability retired list, and has a serious injury or illness that was incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy.

4.3 Other Time Away from Work

Holidays

Employees who work fifty-two (52) weeks per year shall be eligible for eleven (11) paid legal holidays. These holidays are:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and following Friday
- Christmas Eve Day
- Christmas Day
- New Year's Eve
- Jury Duty

Employees are allowed time off to serve on an inquest jury, trial jury, or to appear in court as a witness as required by law. Once an employee receives a summons, he/she is required to notify the Executive Director or designee. It is expected that the employee will report to work if released from duty on any given day.

Bereavement Leave (See Personnel Policy 4038)

Employees working more than half-time will be granted up to three work days of leave with pay in the event of a death of a member of the immediate family. PTO may be used to cover non-eligible funerals.

Other Leave

An employee may require a request for a leave of absence for other reasons. In accordance with Minn. Stat. §§ 181.940-181.944, an employee who does not qualify for parenting leave under the FMLA may qualify for a 12-week unpaid leave under Minnesota's Parenting Leave Law. A request shall be approved on a case-by-case basis by the Executive Director, in conjunction with Human Resources, if necessary.

4.4 Requesting Leave

All leaves of absence must be requested in writing and provided to the Executive Director or designee for approval. The Executive Director and Human Resources will work together in determining the appropriate number of days, and whether the leave is eligible for financial compensation based on established employee benefits.

Section 5. Employee Conduct and Disciplinary Actions

5.1 Electronic Communications (*See Personnel Policy 4009*)

Athlos Academy of St. Cloud provides its employees with a work computer and an email address as tools to conduct business on behalf of Athlos Academy of St. Cloud. A network password will be issued to each employee.

Employees are expected to utilize the electronic systems (email, computers, internet access, etc.) in a manner that is consistent with the same professional expectations in other areas of conducting business. The electronic systems should be used only for Athlos Academy of St. Cloud's business. The email address assigned to employees should not be used for personal business. Employees must not use their personal email accounts to conduct Athlos Academy of St. Cloud business.

The electronic systems belong to Athlos Academy of St. Cloud, therefore:

- All messages and attachments sent, received, or stored on the email system are, and remain the property of, Athlos Academy of St. Cloud.
- Employees should be aware that the Executive Director or designee maintains the right to access the emails and documents stored in the email system.
- Employees who use the electronic systems should have no expectation that such use will be private.
- Athlos Academy of St. Cloud is a public entity; therefore, all emails and other correspondence must be archived, rather than deleted, for a period of three (3) years.
- For security purposes, no employee should attempt to access another employee's email, nor should an employee share his/her user name and password with any other person.
- The email system should not be used to create or distribute any offensive or disruptive messages.
- Among those that are considered offensive are messages that contain sexually explicit or implicit wording or images, racial or ethnic slurs, or other comments that offensively address someone's age, gender, sexual orientation, religion, national origin, ancestry, or disability.
- The email system should not be used to commit any crime consistent with all state, federal and local laws and regulations.

Written Communications

Official correspondence written on behalf of Athlos Academy of St. Cloud that will be either on the school's letterhead or sent via a school email address that speaks to policy, procedures, programs, etc. must be approved by the Executive Director or designee.

Personal Cell Phone Use by Employees

Employees are expected to use their personal phones for urgent needs only, including conversations and text messaging. Use of a personal cell phone during work hours, other than scheduled breaks, in classrooms, hallways, or other common areas of the school is prohibited except in emergency situations. However, school officials may request an employee use their personal cell phone in situations involving school safety or other circumstances where cell use becomes important.

Telephone and Voicemail Usage

The telephones and voicemail are property of Athlos Academy of St. Cloud and should be utilized only for school-related business. Personal calls should be made as an exception only and when there is a serious need.

5.2 Personal Use of Social Media (See Personnel Policy 4014)

Athlos Academy of St. Cloud recognizes that many of its employees use social media such as Facebook, Instagram, Twitter, LinkedIn, YouTube, etc. However, employees' use of social media could become a problem if it, for example:

- Interferes with the employee's work;
- Is used to harass or discriminate against co-workers;
- Creates a hostile work environment;
- Divulges confidential information about the school, students, and/or personnel;
- Violates Athlos Academy of St. Cloud's policies; and/or
- Harms the goodwill and reputation of our schools.

Violation of this policy may lead to disciplinary action up to and including termination of employment.

5.3 School-Related Use of Social Media (See Personnel Policy 4014)

If there are any doubts regarding the appropriateness of a social media post regarding pictures of students or school-related data/news, check in advance with the Executive Director or designee. Otherwise, we encourage employees to use social media for the promotion of Athlos Academy of St. Cloud within the following established guidelines:

- Employees should restrict the use of personal technology and social media for personal purposes to non-work times or hours.
- Do not post any comment or picture involving an employee of Athlos Academy of St. Cloud unless permission is given.
- Do not post any photographs or identifying information of students.
- Maintain a professional boundary with students on social media (Athlos Academy of St. Cloud employees should not be "friends" with students).

- All postings on social media specifically pertaining to the school, should comply with Athlos Academy of St. Cloud policies, including policies on confidentiality, electronic communications, ethical conduct, equal employment opportunity, and a harassment-free workplace.
- The employee is responsible for what is accessed, written or presented on their social media sites.
- Please respect Athlos Academy of St. Cloud's goodwill and reputation, and refrain from using social media in such a way as to negatively impact or bring into disrepute Athlos Academy of St. Cloud or its employees.
- If any conflicting situations arise, employees are encouraged to contact the Executive Director for consultation on a case-by-case base.

Violation of this policy may lead to disciplinary action up to and including termination of employment.

5.4 Prohibiting Corporal Punishment (See Student Policy 5505)

In accordance with state law, Athlos Academy of St. Cloud prohibits corporal punishment.

5.5 Grievance Process

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with the appropriate person or school employee. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If this does not solve the problem, or if mediation is required, the employee may talk with the Executive Director who will work to resolve the situation. The Director will keep the Human Resources Coordinator and the School Board informed of any final written warnings or possible legal issues and concerns.

Grievance Process for an employee with a job-related problem or complaint:

- Discuss problem or complaint with appropriate staff member
- If the matter cannot be resolved, discuss the problem with the Executive Director, who may use mediation, and who can be an arbiter in making a decision
- If the resolution reached by the Executive Director is not satisfactory, the staff member with the complaint should go to the School Board, who will be the final arbiter in the grievance process. If the Executive Director is the subject of the grievance, the individual should take the complaint to the Human Resources Coordinator.

5.6 Right of Assignment

The school administration has the right of assignment of all employees of the school.

5.7 Schools Expectations

The Administration expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents and students. The Administration expects employees to comply with all applicable Board policies, work rules, administrative regulations, job descriptions, terms of this Handbook and legal obligations. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

5.8 Job Responsibilities

Your position has specific responsibilities which you are expected to perform. It is important that the responsibilities of each job are fully understood. Please speak with your supervisor if you have any questions about the functions you are able or unable to perform in your job. In addition, most jobs will require employees to be flexible and willing to take on new assignments as a result of their responsibilities changing over time. Therefore, it is very important that you clearly understand what your supervisor expects of you and that you keep abreast of changes in your job. Check with your supervisor if you have questions regarding your job description duties.

5.9 Standards of Conduct

Standards of conduct have been developed for all school personnel to maintain day-to-day relations with fellow employees. It is important that all employees adhere to these guidelines. Employees are expected to conduct themselves in a professional manner at all times. Employees are not to engage in behavior that would be detrimental to Athlos Academy of St. Cloud's reputation, or that would constitute a violation of school policies. Any conduct, behavior, or attitude inconsistent with these principles may result in a need to evaluate an employee's willingness to act responsibly and to assess an employee's job performance.

The following violations are considered misconduct and may result in disciplinary action up to and including termination of employment. Since it is impossible to enumerate every act or omission that would justify the imposition of disciplinary action, the following list is not intended to be all-inclusive.

- Unexcused absence and/or lack of punctuality;
- Release of confidential information without authorization (*See Personnel Policy 4004; Student Policy 5105*);
- Possession of or reporting to work while under the influence of alcohol or other controlled substances (*See Personnel Policy 4026*);
- Any willful act that endangers the safety, health or well-being of another individual;
- Possession of firearms, or any other weapon, while acting within the course of employment with Athlos Academy of St. Cloud;
- Failure to follow any established policy or procedure of Athlos Academy of St. Cloud;

- Violations of federal or state laws affecting Athlos Academy of St. Cloud or status of employment with Athlos; and
- Failure to report a violation (*See Personnel Policy 4023*).

5.10 Employee-Student Relationships (*See Personnel Policy 4033*)

At all times, whether on or off duty and whether on or off school grounds, students will be treated by teachers and other school employees with respect, courtesy, and consideration and in a professional manner.

- Teachers and other school employees must be mindful of their inherent positions of authority and influence over students.
- Each school employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on an employee-student basis.
- Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

Any interaction/activity of a sexual nature between school employees and students, without regard to the age of the student and whether occurring on or off duty and on or off school grounds, are strictly forbidden and may subject the employee to criminal liability as well as disciplinary action up to and including termination in accordance with Minn. Stat. § 122A.40, Subd. 13.

Reports of alleged violations of this policy shall be directed to the Executive Director or designee.

Section 6. Employee Duties

Specific duties may vary from employee to employee based on expertise and job title. All employees are responsible to become familiar with, and perform their duties in compliance with, school calendars, organizational charts, policy addendums and other annual information pertaining to each school site, which will be provided in a supplemental packet at the beginning of each school year

6.1 Approval of Field Trips (*See Personnel Policy 4001*)

The purpose of this policy is to establish the considerations that must be observed prior to granting approval for a field trip that requires transportation. All proposed field trips must be pre-approved by the school administration primarily to limit any potential risks. Administrative consideration for approval shall include:

- The trip's alignment to academic standards;
- The trip's intent to supplement, not supplant, curriculum; and
- Any competing risk or liability issues associated with travel, destination, or activity.

6.2 Dress Code Policy (*See Personnel Policy 4010*)

It is expected that all employees present a professional manner in both actions and appearance while performing work duties.

All employees are expected to maintain appropriate standards of neat and professional dress and grooming. The key point in determining what is appropriate work attire is the use of common sense and good judgment, applying the dress standards as outlined below. Clothing should be appropriate for activities such as field trips, conferences, and other Athlos Academy of St. Cloud related off-site activities.

Employees will adhere to the following dress standards:

- Standard work attire is expected to be "business casual", although teachers may exercise their discretion in wearing professional athletic wear in support of the school's movement-oriented curriculum.
- Guidelines establishing limits on teacher athletic wear may be set by the Executive Director.
- All employees should always be dressed in a manner that is more professional than the student uniform dress.
- Clothing should be appropriate for activities such as field trips, conferences, etc.
- Clothing should fit appropriately – not too tight or too loose.
- Clothing should be clean, neat, and modest.
- Particularly with athletic wear, modesty and professional appearance should be favored over comfort and range of motion when in conflict.

- Footwear should not interfere with safety.
- Dressy denim pants are acceptable. All school personnel are encouraged to wear school spirit wear, as well. While some days are more casual, it is still expected that the clothing will adhere to the above dress standards.

Management is responsible for monitoring and enforcing this policy. Repeated policy violations will result in disciplinary action. Clarifying questions about acceptable work attire should be directed to the Executive Director.

6.3 Employee Work Hours & Breaks Including Lunch

Athlos Academy St. Cloud is open from 7:30 a.m. to 4:00 p.m., Monday - Friday when school is in session (see school calendar). School staff are expected to be at their job station from 7:30 a.m. to 3:30 p.m. each day of student contact. Work hours on non-student contact days may vary. Staff are encouraged to use the morning pre-school hours, and the after-school time to be available to interact with parents and students, when not attending mandatory staff meetings. Employees are required to attend staff meetings for their duration, even when these meetings go are outside of standard work hours. The standard workweek is 40 hours of work. In the computation of various employee benefits, the employee workweek is considered to begin on Sunday (starting at 12:01 a.m.) through Saturday (ending at 12:00 a.m.), unless the Administration makes prior other arrangements with the employee.

Employees are not guaranteed a duty-free lunch break. Lunch breaks generally are taken during the same time period as the student lunch. When employees need to use the lunch period for errands or other personal business, they are to return in time so that there is no disruption of instruction or supervision. Break/Prep periods are paid and therefore the employee cannot leave school grounds unless they notify the appropriate School Personnel and provide acceptable reason/s for leaving.

If employees have unexpected personal business to take care of, they must notify School Personnel to make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action.

6.4 Expectations for Communication with Parents, Guardians & Community

Regular communication between teachers and parents/guardians is essential to a positive understanding between the school and the home. Teachers are responsible for creating an open and supportive environment that encourages the honest expression of concerns and enables you to assist the parent/guardian in resolving any problems. Parents/Guardians of AASC students are assured upon enrollment that there will be high levels of communication between teachers and parents/guardians. These are the required elements of communication to parents/guardians from teachers:

- Attend all scheduled Student Led Conferences
- Inform parents/guardians by phone, in person, or by email if a student's grade drops below passing, or after any sudden and substantial change in performance or behavior
- Communicate in order to eliminate surprises: parents should not receive negative news about their student's performance or behavior for the first time at conferences or upon receipt of report cards
- Prompt communication: respond within two school days to email or phone inquiries from parents/guardians
- Participate in problem-solving process: attend team meetings and work with parents/guardians and school staff to correct student performance or behavior problems
- Keep website information up to date and reliable

The suggested process for meetings with parents/guardians is as follows:

- Set an appointment with the parent/guardian, yourself, and any other staff members involved. Whenever practical, the student in question should be present.
 - Be prepared for the meeting. Create a hospitable meeting space and consider having relevant student work or copies of handbooks available.
- Ask the parent/guardian if they have discussed the matter with the student and ask the student to tell you how s/he understands the situation. Listen closely. Take notes. Send the message that you have the child's best interest in mind.
- Try to identify common ground and come to a mutually agreeable solution. You can ask the parent/guardian or student what they see as the next steps and use that as a starting place for creating a positive plan. Remember that you are responsible for facilitating a successful meeting.
- If the parent/guardian is still not satisfied with the conclusions, suggest that the parent request a conference with yourself and a School Administrator. Let the School Administrator know as soon as possible of the details of the situation.

6.5 Expectations for Monitoring of Students & School Facility

All employees who are issued keys to the schools are responsible for their safekeeping. The last employee, or a designated employee, who leaves the school at the end of the business day assumes the responsibility to ensure that doors are securely locked, the building is secure. Administration reserves the right to charge employees for the cost of lost keys, including the re-keying of the building.

In order to promote a safe and violence-free school, Athlos Academy of St. Cloud staff are expected to monitor their classrooms or offices as well as school hallways, restrooms, and general commons areas. Any staff member who has a student or students in their workspace is expected to monitor those students. When the staff member is leaving their workspace the door to the room should be locked so that students cannot be in the room without staff supervision. Additionally, staff is responsible for the monitoring of hallways or commons areas in the vicinity of their workspace, particularly during

transition times. Staff who have students assigned to them during school hours are directly responsible for monitoring those students. Staff should not send students out of the classroom to an unsupervised area of the school.

Each staff member will be assigned to a Monitoring Team. These teams will work together to create a fair schedule for monitoring students in commons areas during their assigned time. Staff are to be in their assigned places, available to and interacting with students during their time.

6.6 Standards for Hosting a Substitute Educator

In the interests of consistency for the students, Athlos has basic expectations for the way staff is prepared for expected and unexpected absences. Teachers and other staff requiring a substitute are expected to keep a folder in their work area that contains information to support a substitute, including the following things (to be adjusted per job duties):

- Lesson Plans
- Class Lists/Seating Charts
- Instructional Grouping Lists Class & Team Schedules
- Teacher Schedule including any duties
- Emergency Management Plans
- Medical information for special needs students
- Expectations for behavior
- First Aid information

Aesop – Sub Calling System

For those employees using Aesop for absences, you must call (1-800-942-3767) or log in (www.aesopeducation.com) to Aesop and enter your absence. The substitute line is available 24 hours per day. It is essential to notify the substitute caller as early as possible. The best thing to do is to call the evening before your anticipated absence. If you are not certain that you will be out and decide to wait until morning, call before 6 a.m. Waiting too long will not allow you to enter the absence into the sub caller and you will be required to call directly. You may attach lesson plans to the absence by using the online system. You may also email them to the Building Secretary. Please note the materials listed above that all teachers are expected to have available to a substitute.

6.7 Staff Meeting Schedule & Attendance Expectations

A schedule of required staff meetings will be released prior to the start of each school year. This schedule may include full staff meetings, certified staff meetings, Professional Learning Committee meetings (PLCs), and other types of meetings. Additionally, Executive Directors may announce additional meetings as necessary for a variety of reasons. As much as possible, meetings will be scheduled to occur

during the 7:30-3:30 workday; however, meetings may potentially start earlier or run later than those hours. Staff are expected to attend these meetings, to be on time, and to attend for the duration.

6.8 Visitors & Volunteers in the Workplace (See Community Relations Policy 8003)

To provide for the safety and security of employees, visitors, and the facilities, only authorized visitors are allowed in the school workplace and will be required to sign in at the front desk when students are in the building. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. All visitors must enter through the main reception area. This expectation applies to spouses, partners, and all family members, friends and acquaintances of AASC staff.

6.9 Standards for Gifts & Gratuities

Athlos Academy of St. Cloud discourages gift-giving to school personnel. Staff shall abide by Minn. Stat. §10A.071 with regards to gifts and shall not take gifts of more than a minimal value (\$5 per student) from parents or parent organizations.

6.10 Standards for Using Video & Images in Teaching

Athlos Academy of St. Cloud trusts teachers to make wise decisions about visual media shown to students, and Athlos Academy of St. Cloud also respects the thoughtful choices individual parents/guardians make about images they choose or choose not to have their children witness. The basic expectation is that visual images be age appropriate, have educational value, and have an obvious connection to the curriculum. Athlos staff need to abide by copyright laws as they apply to all intellectual materials, including books and various visual imagery.

6.11 Expense Reimbursement (See Personnel Policy 4034)

Requests for reimbursement must be itemized on an official school form and are to be submitted to the Executive Director or designee. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form. Automobile travel shall be reimbursed at the mileage rate set by Athlos Academy of St. Cloud's Governing Board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip

6.12 Outside School Employment (See Personnel Policy 4007)

Athlos Academy of St. Cloud recognizes that public school educators have knowledge and training in various subjects and skills and should have the opportunity to enrich the community with their expertise while still honoring their duties as an Athlos Academy of St. Cloud employee. This policy provides

parameters for employees who provide private educational services outside of their employment at Athlos Academy of St. Cloud and wish to advertise those services appropriately.

An employee that provides a private educational service, even one related to Athlos Academy of St. Cloud specifically (such as tutoring), must keep the service separate and distinct from the employee's employment at Athlos Academy of St. Cloud.

The employee may **not**, in promoting the service or activity contact students at the school regarding other services: use school time to discuss or prepare for the private service or activity; or use education records or information obtained through his public employment unless the records or information are readily available to the general public.

The employee **may**, in promoting the service or activity offer educational services, programs or activities: promote to students provided that they are not advertised or promoted by the employee during school time; discuss the private educational activity with students or parents outside of the classroom; use student directories or online resources which are available to the general public; and use student or school publications in which commercial advertising is allowed, to advertise and promote the activity.

Section 7. Employee Confidentiality

The only personal information about employees that Athlos Academy of St. Cloud collects is that which relates to their employment. Access to this information is limited to people with a need to know and any release of the information to others must be authorized in advance by the Executive Director. Personal information is released outside Athlos Academy of St. Cloud only with employee approval, except to satisfy legitimate investigatory or legal requirements or as allowed for under data sharing agreements Athlos Academy of St. Cloud has with third party entities as described in the Tennessee Warning.

If you have access to any of Athlos Academy of St. Cloud's confidential information, including private student and/or employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

7.1 Updating Employee Information

It is the responsibility of each employee to promptly notify the Human Resources Coordinator of any changes in personnel data such as: mailing address, telephone numbers, name and number of dependents, and, individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times. It is the responsibility of each employee to maintain and update the license/certification required for their position.

7.2 Confidentiality of Student Records (*See Student Policy 5105*)

The student education records contained in Athlos Academy of St. Cloud's electronic and physical data sources are subject to the provisions in the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.

With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written parent/guardian consent. Violation of FERPA could subject Athlos Academy of St. Cloud to severe penalties including the termination of eligibility to receive funding under any applicable federal program.

However, one exception, which permits disclosure without prior parent consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Athlos Academy of St. Cloud personnel may not disclose any of the personally identifiable information they acquire in the course of their duties to other parties who are not school officials unless they have obtained prior written parental consent in accordance with FERPA guidelines for the disclosure.

Personally identifiable information includes, but is not limited to:

- Student names;
- Names of students' parent/guardian(s) or other family members;
- Student or student families' addresses;
- Personal identifiers, such as student social security numbers or school -assigned student numbers;
- Lists of personal characteristics that would make student identity easily traceable; and/or
- Other information that would make a student's identity easily traceable.

Teachers are expected to maintain a relationship of trust and respect with each student, and in doing so, shall not reveal student grades, scores, or other performance data to individuals other than the respective student, the student's parent/guardian(s), and other school officials with a legitimate educational interest.

Notwithstanding this need to maintain confidentiality of student records, there are instances in which staff are required to report information about students, such as in the case of potential abuse (see Section 8.1) and in cases where a student has a history of violent behavior. If any staff member or other employee obtains or possess information indicating that a student has a history of violence as defined in *Personnel Policy 4039*, s/he is obligated to report it to the Executive Director. This information will be disseminated to classroom teachers and other relevant staff as outlined in policy.

7.3 Confidentiality of Employee Records (See *Personnel Policy 4004*)

Athlos Academy of St. Cloud enforces relevant laws designed to govern access to and control of government records, effectively protecting the dissemination of confidential employee records. The following private personnel records include, but are not limited to:

- Employment records that would disclose that individual's home address, phone number, Social Security number, insurance coverage, marital status, or payroll deductions;
- Medical records containing data on individuals describing medical history, diagnosis, condition, treatment, evaluation, or similar medical data;
- Information obtained through a criminal background check; and
- Other records containing data on individuals, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy under state or federal law.

In accordance with *Community Relations Policy 8008*, an employee shall on his or her request be permitted to examine his or her personnel file, which shall be kept in a secure location at the school. Personnel records, whether positive or negative, shall be maintained in this file and not in a separate file that can be presented later. An employee must be given a copy of any material in his or her file upon request.

If any individual employee information changes, the employee is responsible to promptly make the changes (such as change in address, phone number, marital status, credentialing etc.) in writing to Human Resources. Failure to update a change in address may result in a delayed or lost payroll check.

Section 8. Safe Workplace

The cooperation of every employee in enforcing the following policies and procedures is necessary to foster a safe learning environment for Athlos Academy of St. Cloud personnel and students.

8.1 Child Abuse and Neglect Reporting (*See Personnel Policy 4003*)

Athlos Academy of St. Cloud believes that the daily contact of school personnel with children places them in a unique position to identify and refer suspected cases of child abuse or neglect to child protective services or law enforcement.

Child abuse is broadly defined as a physical injury that is inflicted by other than accidental means on a child by another person. Athlos Academy of St. Cloud employees are required to report real or suspected instances of child abuse or neglect when the employee has a “reasonable suspicion” that child abuse or neglect has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause another person in the same situation to suspect child abuse or neglect.

Reporting Child Abuse or Neglect

- All employees of public institutions are mandated reporters of suspected child abuse or neglect and are obligated to take immediate action by reporting to the Executive Director or school counselor.
- The Executive Director or school counselor shall then contact child protective services or law enforcement.
- The oral report is to be followed by a written report within 36 hours.
- The child’s parent/guardian(s) may **not** be contacted.
- If a child is released to a child protective services agent, or a law enforcement officer, the reporter shall **not** notify the parent/guardian(s) as required in other instances of removal.

All new employees at Athlos Academy of St. Cloud, at the time of hire, will be required to sign an acknowledgement of their duty to report any and all instances of known or reasonably suspected child abuse or neglect. Please see Human Resources for details.

8.2 Substance Abuse and Drug Free Workplace (*See Personnel Policies 4026 and 4035*)

Athlos Academy of St. Cloud believes that quality education is not possible in an environment affected by drugs or alcohol. It will seek, therefore to establish and maintain an educational setting which is not compromised by the use or evidence of use of any drugs or alcohol.

In accordance with federal and state laws, Athlos Academy of St. Cloud prohibits the manufacture, use, possession, concealment, or distribution of drugs, alcohol, or any drug paraphernalia by employees on school grounds, in school or school-approved vehicles, or at any school-related event. This prohibition

extends to use of tobacco or tobacco-related devices, or electronic cigarettes. Arriving to school or a school-related event impaired from the use of alcohol or a drug is likewise prohibited. Drugs include anabolic steroids, dangerous controlled substances, or substance that could be considered a “look-a-like” controlled substance.

Compliance with this policy is mandatory for all school personnel. Any violators of this policy will be subject to disciplinary action, in accordance with due process up to and including termination of employment. Athlos Academy of St. Cloud will discipline to the fullest extent permitted by state and federal law.

Drug and Alcohol Testing

All employees of Athlos Academy of St. Cloud shall undergo a drug screening test when reasonable suspicion exists to believe that they are under the influence of drugs or alcohol. Reasonable suspicion primarily arises from observable symptoms of the use or of being under the influence of alcohol or drugs including:

- Presence of drug or alcohol paraphernalia;
- Any involvement (even indirectly) in an accident or near-miss that resulted or may have resulted in an employee injury or property damage or loss;
- Reports of drug or alcohol possession, use and/or distribution;
- Unexplained or suspicious absenteeism or tardiness;
- Unexplained significant deterioration in employee performance or behavior;
- Criminal citations, arrests or convictions;
- Any behavior or statements that would suggest that drugs or alcohol are present in the body; or
- Any work-related injury in compliance with Workers Compensation.

Reporting Suspected Violations Involving Drug and Alcohol

- If any Athlos Academy of St. Cloud employee has reason to believe that another employee is engaged in substance abuse in violation of this policy, he/she is required to report this fact to the Executive Director or designee.
- Failure to report may result in disciplinary action up to and including termination of employment.
- From that point, the Executive Director or designee, in accordance with school policy, shall authorize a *Reasonable Suspicion Drug Test Authorization Form*.
- The employee suspected of drug or alcohol use shall be directed to provide a sample for testing immediately.
- Failure to acquiesce to a drug test will result in disciplinary action up to and including termination of employment.
- After the Executive Director and the suspected violator sign the form, Human Resources shall assume responsibility for proper processing.

- Pending the results of such a test, the employee shall be removed from duty.

Counseling and Rehabilitation Provision

Employees who fail a drug or alcohol test must be provided the opportunity to participate in, at the employee's own expense, a counseling or rehabilitation program prior to being discharged. The Executive Director or designee shall consult with a certified chemical use counselor or physician before providing the last-chance agreement. Should the employee decline the school's offer, the employee's employment with Athlos Academy of St. Cloud shall be terminated. An employee may be considered to be retained only if they agree to a counseling or rehabilitation program, successfully complete any or all job duties, and abide by all school policies.

Legal Compliance

Athlos Academy of St. Cloud shall take necessary steps to ensure compliance with such federal and state record keeping and notice requirements as apply to employee drug and alcohol testing programs.

8.3 Search and Seizure Policy (See Student Policy 5506)

AASC strives to maintain a safe environment for students by prohibiting the use of drugs, alcohol, tobacco, toxic substances, controlled substances without a physician's prescription, and weapons.

It shall be a violation of this policy for any employee to use or possess any type of drugs, alcohol, tobacco, weapon, or drug paraphernalia at AASC and any reasonable suspicion merits grounds for a search and seizure according to the school's *Student Policy 5506*. This policy extends to all school facilities and school property including lockers, cubbies, desks, personal possessions, and all off-campus school events. Notification is not necessary before a search is conducted.

Any employee found to be in possession of disallowed substances or weapons will be disciplined accordingly. Law enforcement may become involved if an employee is in possession of illegal substances or a weapon or if school administration otherwise deems it necessary.

8.3 Required Reporting of Employee Arrests (See Personnel Policy 4023)

This policy serves to ensure that the students of Athlos Academy of St. Cloud are instructed and served by teachers and personnel who have not violated laws that would endanger students in any way.

All employees, licensed and non-licensed, who are arrested, cited, or charged with the following alleged offenses shall report the arrest, citation, or charge within 48 hours, or as soon as possible, to the Executive Director or designee:

- Any matters involving an alleged sex offense;
- Any matters involving an alleged drug or alcohol-related offense;
- Any matters involving alleged bodily harm against oneself, or violence towards another person;

- Any matters involving an alleged crime of domestic violence; and
- Any matters involving an alleged crime under federal law.

All school personnel shall report for work following the arrest and notice to the employer unless directed not to report for work by the Executive Director or designee.

- Action resulting from the notification of an arrest or offense may include:
- Immediate suspension from student supervision and/or student transportation duties for alleged sex offenses, offenses involving alcohol or drugs, or other alleged offenses which may endanger students during the investigation period;
- Adequate due process for the accused employee; and
- A process to review arrest information and make employment decisions that protect both the safety of students and the confidentiality and due process rights of employees.

In order to ensure compliance with this policy, background checks described in *Employee Policy 4002* shall be conducted at least annually.

8.4 General Safety Expectations (See Personnel Policy 4024)

Common sense and personal interest in safety are the greatest guarantees of creating a safe work environment. Help yourself and others by reporting unsafe conditions or hazards immediately to the Executive Director or designee. In your office, be diligent in ensuring it is free of any potential hazards.

To ensure your safety, and that of your coworkers and student, please observe and obey the following rules and guidelines:

- Pile materials, bins, boxes, or other equipment so as **not** to block exits;
- Keep your work area clean;
- Keep stairways and aisles clear;
- Promptly clean up spills; and
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.

Seat Belts

All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on school business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Phone Calls

Employees should refrain from using cell phones while driving on Athlos Academy of St. Cloud business. When driving on Athlos Academy of St. Cloud business, the **only** acceptable manner in which to use a

cell phone is using a hands-free device. However, it is recommended that employees do not operate cell phones at any time while driving on school business.

8.5 Accident Reporting (See Personnel Policy 4008)

Any injury at work **must** be reported immediately to the Executive Director and receive first aid attention. Athlos Academy of St. Cloud has a Workers' Compensation insurance policy. In order to be compliant with Workers' Compensation regulations, employees **must** report injuries immediately to the Executive Director. The Executive Director or designee will provide you with an incident report to complete and report the incident to Human Resources to ensure proper processing.

8.6 Weather & Emergency Related Closings or Delays

At times, emergencies such as severe weather, fires, or power failures can disrupt school operations. The decision to close the school will be made by the Executive Director and this decision will be communicated to employees through email and notification on the school website. For weather-related closings or delays, Athlos will follow decisions made by Dist. 742.

Time off from scheduled work due to emergency closings will be unpaid for all hourly and other non-exempt employees. However, if employees would like to be paid, they are permitted to use sick leave or personal leave, if it is available to them.

8.7 Use of Reasonable Force & Crisis Prevention Training (CPI)

According to Minn. Stat. 121A.582, teachers, principals, or other agents of the district in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to themselves or another. Only staff members with current CPI Certification may use restraining holds on Special Education students; see *Student Policy 5509* for more details. The Special Education Director will distribute an annual list of CPI trained individuals.

8.8 Employee Keys and Security Codes (See Personnel Policy 4013)

Certain employees are issued keys (restroom, mechanical and/or electronic) to Athlos Academy of St. Cloud offices and facilities. These keys are never to be loaned out or given to anyone except management. For each Athlos Academy of St. Cloud classroom, office or facility, the designated personnel open and close the classrooms, office or facility. Closing or opening an Athlos Academy of St. Cloud classroom or office includes turning off the lights, electronic equipment and locking windows and doors.

Certain employees will also be issued alarm codes to Athlos Academy of St. Cloud offices and facilities with a personal code that identifies each employee. This alarm code will change at intervals determined

by Athlos Academy of St. Cloud administration. It is the responsibility of the employee to learn procedures for arming and disarming the alarm when entering and leaving Athlos Academy of St. Cloud facilities. False alarms are to be reported to local authorities and Athlos Academy of St. Cloud administration to avoid penalty fees. Employees should take great care to protect themselves whenever entering or leaving the site buildings before and after school hours.

Section 9. Emergency and Crisis Management

9.1 Crisis Management

Athlos Academy of St. Cloud has adopted a federally compliant crisis management plan. All employees are required to read and sign acknowledgement of their duties in a crisis. All employees will participate in annual training regarding crisis management. A quick reference guide must be kept at easy access in every classroom. Parent/guardians of enrolled students will be given a summary of the crisis management plan detailing communication and reuniting practices at Back to School night. Employees should regard the crisis management plan as highly confidential for the purposes of student safety. Electronic and hard copies should be stored securely and communication about plan details should only be discussed with employees, and administrators. This plan may be adjusted by the Governing Board, and updates will be communicated to employees by the Executive Director. The current *Crisis Management Plan and Quick Reference Guide* are available in the front office.

The school will comply with all state and local regulations for fire and emergency drills. Teachers should expect monthly announced emergency drills as well as several unannounced drills throughout the year.

9.2 Training and Instruction

Each August, all employees are required to complete training in the following categories:

- General safety practices;
- Accident and incident management;
- Basic first aid;
- Building security; and
- Crisis management.

Please see the Executive Director for a schedule of training and details by topic.

9.3 Emergency Contact Cards

Athlos Academy of St. Cloud requires each employee to complete an Emergency Contact Card that contains emergency numbers and contact person(s) in case of an emergency. The Emergency Contact

Cards are turned in to the front office. Please contact Human Resources to update Emergency Card with address, telephone or emergency contact changes.

9.4 Employee Change Form

Athlos Academy of St. Cloud requires employees to immediately inform Human Resources whenever there are changes of address, telephone, marital status, credentialing etc. Please utilize the *Employee Change Form* to update information. Failure to update address changes may result in delayed or lost payroll checks.

Employee Acknowledgment Form

This Employee Handbook describes important information about Athlos Academy of St. Cloud and I understand that I should consult the Executive Director or designee regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Athlos Academy of St. Cloud's policy pertaining those employees hired under employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Executive Director has the ability to adopt any revisions to the policies in this handbook.

Athlos Academy of St. Cloud is free to change any provision at any time within its sole discretion.

Nothing in this handbook creates or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for any employee.

I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any subsequent revisions provided to me.

Employee Name	Employee Signature
Date	

Please return a signed copy of this form to Human Resources.