

NORTHPOINT EXPEDITIONARY LEARNING ACADEMY

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www.northpointacademy.org

EMPLOYEE POLICIES AND PROCEDURES

Northpoint Expeditionary Learning Academy 2022-2023 EMPLOYEE HANDBOOK

This employee handbook is provided to help you understand the policies and procedures of Northpoint Expeditionary Learning Academy. Inside, you will find Northpoint Expeditionary Learning Academy's Employee policies and procedures in one easy to use booklet.

Because understanding and complying with School policies, procedures, and rules are so important, you will be asked to sign an Employee Acknowledgment. You will be given seven (7) days to review this Handbook and have any questions you have answered before signing the Acknowledgment. By signing the Acknowledgment and continuing to work for Northpoint Expeditionary Learning Academy after receiving this Handbook, you are indicating your acceptance of all policies, procedures, rules, and other provisions contained in this handbook. A copy of the Acknowledgment is in this handbook for your reference. A copy of your signed Acknowledgment will remain in your employment file

THIS HANDBOOK DOES NOT ALTER THE "AT-WILL" NATURE OF YOUR EMPLOYMENT. YOU HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AND THE SCHOOL HAS THE SAME RIGHT. YOU SHOULD UNDERSTAND THAT NORTHPOINT EXPEDITIONARY LEARNING ACADEMY HAS THE RIGHT TO CHANGE THE COMPENSATION, DUTIES, ASSIGNMENTS, RESPONSIBILITIES, OR GEOGRAPHIC LOCATION OF YOUR JOB AT ANY TIME, WITH OR WITHOUT CAUSE. WHILE THE SCHOOL BELIEVES IN THE PROCEDURES AND POLICIES CONTAINED IN THIS HANDBOOK, THEY ARE FOR INFORMATIONAL PURPOSES, AND THEY DO NOT CONSTITUTE AN EXPRESS OR IMPLIED WORK AGREEMENT FURTHERMORE, YOUR STATUS AS AN "AT-WILL" EMPLOYEE MAY NOT BE CHANGED, EXCEPT IN WRITING SIGNED BY THE EMPLOYEE AND THE DIRECTOR OF THE SCHOOL.

If you have any questions about your employment obligations, rights or benefits, speak to the Business Manager, Director or Administrator.

Welcome to Northpoint Expeditionary Learning Academy!

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ALL ITEMS ARE SUBJECT TO REVISION, ADJUSTMENT AND CHANGE- PROVIDED AS REFERENCE ONLY

We are Crew, Not Passengers

1. About Northpoint Expeditionary Learning Academy

A. Mission Statement: Northpoint Expeditionary Learning Academy prepares students for full participation in a dynamic world, promoting relevant and rigorous academics, character development and social responsibility, while utilizing the talents and expertise of dedicated teachers, community professionals and engaged family members within the proven Expeditionary Learning model.

B. Vision Statement: Northpoint Expeditionary Learning Academy consists of inspired, active learners who recognize and strive for quality, promote community and engage in service.

C. Historical information: Northpoint Expeditionary Learning Academy opened the doors to our first group of students in August of 2006 as a district school. Compass Points International Inc was formed in 2010 so that Northpoint Expeditionary Learning Academy could become an independent, charter high school. NELA is a school of learners based on innovation and active learning. Northpoint Expeditionary Learning Academy is affiliated with Expeditionary Learning, a national organization with roots in Outward Bound. The school colors are green, black and silver. The school mascot is a raven.

2. The Employment Relationship

A. At-Will Employees

Employment with Northpoint Expeditionary Learning Academy is terminable at will. This means that you or Northpoint Expeditionary Learning Academy may terminate the employment relationship for any reason, or no reason, at any time and without notice. Any modification with respect to the term of an individual's employment must be in writing and approved by the Director or Administrator. This Employee Handbook is not a contract and does not create any rights for employees or obligations for Northpoint Expeditionary Learning Academy. Northpoint Expeditionary Learning Academy reserves the unconditional rights to modify, delete, or make any changes or exceptions to anything contained in the Employee Handbook without notice. Oral statements and representations or promises that contradict this Employee Handbook, including promises of employment for any specified period of time, are not binding on Northpoint Expeditionary Learning Academy. Employees must review this document and understand the difference between contractual and at-will, particularly in regards to end of employment dates and pay.

B. Fingerprinting Requirement

All instructional employees, including all individuals engaged in instruction as classroom and laboratory teachers, supervisory teachers, speech therapists, and principals, must obtain a State of Arizona Department of Public Safety IVP Fingerprint Clearance Card. All contractors, subcontractors, vendors, or their employees who provide services to Northpoint Expeditionary Learning Academy on a regular basis must also obtain an IVP Fingerprint Clearance Card. Instructional employees are not permitted to continue to engage in instructional activities after the expiration of their IVP Fingerprint Clearance Card. Therefore, all instructional employees must renew their fingerprint cards in a timely manner. The costs of this requirement are solely the responsibility of the employee. Further information can be found in ARS 15-183 or ARS 15-512.

All non-instructional personnel and volunteers who are employed by, or provide regular service to the school and who are not the parent or guardian of a student who attends Northpoint Expeditionary

Learning Academy shall be fingerprinted for a criminal history check as a condition of employment or service using an identity verified fingerprint process. This includes contractors, subcontractors, vendors and their employees as per ARS 15-512. Criminal history information is only to be used for the specific purpose for which it is requested (employment/service). The school requires fingerprint-based criminal history record checks for paid and unpaid personnel under the authorization of Arizona Revised Statutes 15-512. The costs of this requirement are solely the responsibility of the employee.

The fingerprints will be used to check the criminal history records of the FBI. The person being fingerprinted will be allowed 30 days to complete, review and challenge the accuracy of the criminal history record. The appeals process will be completed within 30 days. Applicants may obtain a copy of the FBI record as per the information to be found at www.fbi.gov and follow the procedures found therein. An applicant may view and discuss the FBI report with authorized staff, but may NOT receive a copy of the report. Criminal history information is not public record and cannot be copied, emailed, sent electronically, faxed or discussed with anyone besides authorized staff. (See Confidentiality section in this policy manual) When no longer needed for its original purpose, criminal history information must be completely destroyed in the cross-cut shredder by authorized personnel only. No policy, procedure or protocol herein will undermine or conflict with any statute or guideline of Arizona Department of Education or Arizona State Charter School Board.

C. Your Job Classification

It is the intent of Northpoint Expeditionary Learning Academy to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Northpoint Expeditionary Learning Academy. Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under specific provisions of federal and state wage and hour laws. An employee's nonexempt or exempt classification will be determined based on the guidelines established by the Fair Labor Standards Act (FLSA). As a result, the method of base pay received (hourly or salary) will not necessarily determine the employee's nonexempt or exempt status. An employee's nonexempt or exempt classification may be changed only upon written notification by Northpoint Expeditionary Learning Academy.

Northpoint Expeditionary Learning Academy employees are defined as follows:

Exempt full-time (e.g. certified, instructional, some non-instructional and administrative staff)

Exempt part-time (e.g. certain classified and non-instructional staff)

Non-exempt full-time (30 hours per week or more)

Non-exempt part-time (29 hours per week or fewer)

3. Discrimination

Northpoint Expeditionary Learning Academy makes a commitment to establish a workplace free from discrimination and is an equal opportunity employer. This is a commitment that must be shared by all individuals associated with Northpoint Expeditionary Learning Academy. All employees are expected to conduct themselves at all times so as to provide an atmosphere free from unlawful discrimination. Pursuant to state and Federal Law, discrimination against an otherwise qualified individual with a disability or any individual by reason of age, race, color, religion, sex or national origin is prohibited. Northpoint Expeditionary Learning Academy strives to ensure equal opportunity for all qualified persons.

Complaints or charges of violations are to be reported immediately to the Director in written form and will be promptly investigated. The Director will investigate the allegation and take any appropriate action he/she deems necessary, which may include the termination of the offending individual. Please be advised that Northpoint Expeditionary Learning Academy is required by law to conduct a thorough investigation, and absolute confidentiality is not always possible. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy on the basis that the employee made such a report or participated in the investigation process. Northpoint Expeditionary Learning Academy will take prompt and appropriate remedial and/or disciplinary action to address any violations of this policy.

4. Title IX

Title IX of the Federal Education Amendments Act (“Title IX”) protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The School does not discriminate on the basis of sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends the School to do so without the fear of sexual harassment. The School’s Grievance Procedure and Title IX Policy may be found on the School’s website. Inquiries about the application of Title IX or formal complaints should be directed to the School’s Title IX Coordinator:

NAME: Robert Zinni

POSITION: Assistant Principal

PHYSICAL ADDRESS: 551 1st Street, Prescott, AZ 86301

PHONE: (928) 717-3272

EMAIL: robertzinni@northpointacademy.org

Sexual harassment is defined as: Conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual’s participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School’s education program or activity; or (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Complaints of sex discrimination that are not sexual harassment will be handled pursuant to the School’s regular procedures for resolving student or employee grievances promptly and equitably. Formal complaints of sexual harassment will be handled using the grievance procedure set forth in the School’s Policy. The School shall follow grievance procedures that provide for the prompt and equitable resolution of formal complaints from students

and employees alleging sexual harassment.

5. Harassment

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, sex, national origin, age, disability, or pregnancy. Harassment may include various conducts relating to an individual's protected class such as: epithets, slurs, negative stereotyping, threats, intimidation, hostile acts, unwelcome jokes, or hostile written or graphic material in the workplace. Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually-related comments, when (1) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the person involved; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

No employee may be required to submit to sexual advances in order to retain or improve his or her job. No one has the right to make the work environment intolerable because of unwanted touching, insults, unwelcome jokes, etc... If you feel you or another employee is being subjected to harassment by any employee, customer, vendor, or supplier, you must report it at once to your supervisor. If the complaint involves someone in the employee's direct line of supervision, then the employee must immediately inform another supervisor or the Director of the complaint.

Sexual harassment can occur between members of opposite sexes or between members of the same sex. Each incident of harassment will be investigated according to its own unique circumstances. To the extent possible, investigations will be conducted in confidence; however, please be advised that Northpoint Expeditionary Learning Academy is required by law to conduct a thorough investigation, and absolute confidentiality is not always possible. An employee found to have harassed another individual will be subject to discipline, up to and including termination. No employee who in good faith reports harassment or participates in an investigation of such a report will be subjected to any discipline or retaliation for lodging the report or participating in the investigation.

6. Americans with Disabilities Act Policy

As part of its commitment to providing its employees a work environment free from harassment and discrimination, Northpoint Expeditionary Learning Academy will provide qualified disabled individuals with reasonable accommodations that enable those employees to fulfill the essential functions of their jobs.

If, while employed with Northpoint Expeditionary Learning Academy, you have a physical or mental condition that you believe constitutes a disability, and you believe that there is a reasonable accommodation that Northpoint Expeditionary Learning Academy could provide to assist you at work; you should inform the Director.

7. Employment Policies

A. Attendance

Employees are employed because Northpoint Expeditionary Learning Academy is in need of the services they provide. Excessive absenteeism harms the mission of the school and places burdens on colleagues. Absenteeism will be considered as any instance of missed work time, full or partial days, including tardiness and early departures, for reasons other than expectations or requirements of your assigned

duties. Absences, departures, tardies are to be reported to the business manager and recorded on the sign in/out board in the office.

B. Regular Hours

Northpoint Expeditionary Learning Academy's regular hours are 7:45 AM to 3:45 PM for the middle school program and 8:00 AM to 4:00 PM for the high school program during school days and professional development days, plus hours as needed to supervise additional fieldwork, events and activities. Instructional staff, certain non-instructional staff and other exempt employees are expected to be available to students, parents and colleagues during the program-aligned time period. Instructional staff, certain non-instructional staff and other exempt employees are expected to perform the duties assigned by their supervisor, outlined in their job description and/or expected of an employee in a like-position at a similar place of employment. This may include before and after the regular hours, over nights, weekends and additional hours beyond those described herein. Employment is a year round expectation which extends beyond the scheduled days of school with days and hours to be determined.

C. Holidays

Northpoint Expeditionary Learning Academy observes the following paid holidays every year:

Independence Day

Labor Day

Veteran's Day

Thanksgiving

Christmas Eve and Christmas Day

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Certain school breaks such as Summer, Spring, Winter or Fall

D. Employee Absences

1. Vacation - Northpoint Expeditionary Learning Academy salaried employees will have the published paid vacation days for the school year. The school calendar will be available for review of those days.
2. Paid Sick Leave/Personal Time Off - Northpoint Expeditionary Learning Academy salaried/hourly employees will have a total of 5 - 10 paid Sick/Personal Days to be used as necessary. These days will not carry forward to subsequent years of employment, are not transferable and will not be refunded if unused. Leave days can be counted in increments of not less than .50 (half days). Leave in excess of 5-10 days will result in loss of pay, pay will be reduced in only full day increments. Administration has final approval on all leave requests paid vs. unpaid. Professional development requested by administration does not accrue toward sick/personal days of paid leave. Staff is responsible for securing classroom coverage (substitute teacher) prior to start of school on the date of any absence.
 - a. Non-instructional salaried exempt staff may take PTO in .25 day increments (2 hours). Any time exceeding 2 hours will be considered a 4 hour block of PTO.
 - b. The School Director is exempt from the 5-10 day limit and may take leave as needed. Concerns with regards to Director absences should be addressed to the Corporate Board or Business Manager.
3. Leaves of Absence - Northpoint Expeditionary Learning Academy employees must make arrangements for Leaves of Absence which may be outside of the previously mentioned allowances through the school Director. If the Leave of Absence is determined to be excessive to

the quality and depth of the academic program and continuity of expectations, then permission of the school board must be obtained.

- a. Jury Duty - Northpoint Expeditionary Learning Academy encourages employees to fulfill their legal and civic responsibility, which includes jury duty and court appearances. Employees must provide documentation of the court appearance or jury duty to their supervisor as soon as possible. Employees will be paid for a maximum of 10 days for jury duty. When serving jury duty, employees must notify their supervisor daily if they are expected to be absent from work. Employees are required to return to work as soon as the duty is completed. Employees must provide their supervisor with a certification of services, provided by the Jury Commissioner, when jury duty is completed. Employees must secure their own substitute teacher for these absences.
- b. Death in the Family/Funeral Leave - If an eligible full time employee should suffer the death of an immediate family member, the employee will be entitled to up to 5 days off with pay (in addition to the 5- 10 paid sick/personal leave days) with the approval of the Director to make funeral arrangements and attend services. Requests for time off related to the death of any individual other than an immediate family member may be granted with or without pay. Your supervisor may request supporting documentation of the death. Payment for bereavement will not be counted as hours worked for overtime purposes. The Director retains discretion in these matters.
- c. Family and Medical Leave Act (FMLA) - The Family and Medical Leave Act of 1993 (FMLA) requires employers to provide up to twelve weeks of unpaid, job-protected leave to “eligible” employees. In compliance with FMLA, Northpoint Expeditionary Learning Academy’s Family and Medical Leave Policy allows eligible employees to take up to twelve (12) work weeks of unpaid leave for various family and medical reasons.
 - i. Eligibility - In order to be eligible to take family or medical leave, an employee must be employed by Northpoint Expeditionary Learning Academy for at least twelve (12) months and must have worked at least 1,250 hours in the immediate past year before the date of the requested leave. Family and Medical Leave will be granted to eligible employees for the following reasons:
 1. Family Leave for the birth of the employee’s child;
 2. Family Leave for the placement of a child with the employee for adoption or foster care;
 3. Medical Leave to care for a spouse, child, or parent with a serious health condition; or
 4. Medical Leave due to the employee’s own serious health condition that makes the employee unable to perform the functions of his or her job. Employers must also allow up to 26 weeks of unpaid leave in a twelve (12) month period to the spouse, son, daughter, or next-of-kin of a military service member injured in the line of duty. This includes the spouse, son, daughter, or next-of-kin of a veteran who was a member of the Armed Forces at any time five years prior to treatment. If you are the spouse, son, daughter, or parent of a military service member on active duty, or on notice of an impending call to active duty, the School will grant up to twelve (12) weeks of unpaid leave in a twelve (12) month period based on “any qualifying exigency.” Qualifying exigencies include short-term notice deployment, military events and related activities, urgent childcare, financial and legal arrangements, counseling, rest and recuperation to spend time with the service member on short-term leave, post-deployment activities, and other situations arising out of the active duty or call to

active duty status. In order to qualify for leave pursuant to the new amendments, an employee still must comply with other provisions of the FMLA. Note, also, that if an employee requests FMLA leave to care for an injured service member and that employee has already taken FMLA leave in the past twelve (12) months, the 26 week leave period will be reduced by the amount of leave previously taken.

- ii. Use of Leave - An eligible employee's annual twelve (12) week entitlement of family and medical leave will be calculated using a consecutive calendar time period; to begin after all other leaves and days off have been utilized. A husband and wife both working for Northpoint Expeditionary Learning Academy may be limited to twelve (12) weeks of leave for the birth of a child or the placement of a child for adoption or foster care and to care for an employee's parent. Medical leave can be taken in a continuous period or when medically necessary, can be taken in single day or partial-day increments or by reducing the daily work schedule.
- iii. Medical Certification - A request to take medical leave, for the employee's own serious health condition, must be accompanied by a statement from a physician or Registered Nurse Practitioner certifying that the employee is – or will – be unable to work and the beginning and expected ending dates of the disability. Northpoint Expeditionary Learning Academy reserves the right, at its own expense, to obtain a second or third opinion regarding the need for medical leave. The need for reduced work schedule and incremental leaves must be supported by documentation from a health care provider (physician or Registered Nurse Practitioner) certifying the schedule and duration of the treatment and that the leave schedule is medically necessary. An employee requesting FMLA leave to care for a spouse, child or parent or due to his or her own serious health condition must provide Northpoint Expeditionary Learning Academy with a medical certification completed by a health care provider verifying the need for medical leave and the probable duration of the leave. The medical certification form may be obtained from the Director. Northpoint Expeditionary Learning Academy will not determine if a leave falls under the FMLA guidelines until the medical certification form is received. Northpoint Expeditionary Learning Academy may require an employee on FMLA leave to report periodically on his or her status or intent to return while on leave.
- iv. Instructional Employees - If the intermittent or reduced time-off leave is for an instructional employee, one whose principal responsibility is to instruct students in the classroom, small setting or individually, Northpoint Expeditionary Learning Academy can require the employee to take the leave for a specific duration not greater than the planned duration of treatment, or Northpoint Expeditionary Learning Academy can temporarily transfer an employee to an alternate position or worksite with the comparable pay and benefits, which better accommodates the recurring periods of leave. However, the leave must be requested to care for a qualifying family member or as a result of the employee's serious health condition; must be based upon planned, foreseeable medical treatment; and must be for more than twenty percent of the working days in the leave period. If an instructional employee needs to take family and medical leave near the end of the semester, the instructional employee might be required to continue leave through the end of the semester under the following circumstances:

1. If the employee leave begins more than five weeks before the end of the semester, the leave is scheduled to last longer than three weeks, and the employee will return during the last three weeks of the semester.
 2. If the employee leave begins less than five weeks before the end of the semester, the leave is scheduled to last longer than two weeks, and the employee will return during the last two weeks of the semester.
 3. If the employee leave begins less than three weeks before the end of the semester and the scheduled leave is longer than five days.
- v. **Benefits During Leave** - An employee may elect to continue coverage under the Northpoint Expeditionary Learning Academy's group health plan for the duration of the FMLA leave at the same level and under the same terms and conditions as if he or she were not on leave. An employee who elects coverage is required to continue making contributions toward the cost of his or her own premium. Payment arrangements can be made with The Director or Administrator to maintain group health insurance benefits while the employee is on leave. Failure to make premium payments when they are due may result in a loss of coverage. Whether or not the employee elects to continue medical coverage during the FMLA leave, when the employee returns to employment, the employee will be reinstated to the same coverage as he or she had before the leave.
- vi. **Return to Work** - Upon returning from FMLA leave, an employee will be restored to his/her original position or be placed in an equivalent position with equivalent employment benefits and pay. If an employee takes FMLA leave due to his or her own serious health condition, the employee must present Northpoint Expeditionary Learning Academy with a fitness-for-duty certification completed by the employee's health care provider prior to returning to work. If it is discovered the employee worked for another employer while on FMLA leave, Northpoint Expeditionary Learning Academy maintains the right to terminate employment with the employee.
- d. **Military Service (Non-FMLA)** - An employee who is called to temporary active duty or required to participate in training as a member of a military reserve organization will be granted a leave of absence in accordance with applicable state and federal laws. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.
- i. **Re-employment Rights** - An employee is entitled to be restored to the job and benefits he/she would have attained if he/she had not been absent due to military service if:
 1. Northpoint Expeditionary Learning Academy received advance written or verbal notice of the service.
 2. The employee has five years or less of cumulative service in the uniformed services while with Northpoint Expeditionary Learning Academy;
 3. The employee returns to work or applies for reemployment in a timely manner after the conclusion of the service; and
 4. The employee had not been separated from service with a disqualifying discharge or under other than honorable conditions.
 - ii. **Health Insurance Coverage** - If an employee leaves Northpoint Expeditionary Learning Academy to perform military service, the employee has the right to elect to continue the existing employer-based health plan coverage for up to twenty-four months. If the employee elects to not continue coverage, the

employee is entitled to be reinstated to the school's health plan upon reemployment without waiting periods or exclusions.

E. Conduct

1. Conduct with Students

All Northpoint Expeditionary Learning Academy employees are expected to conduct themselves in a professional and appropriate manner at all times. Language that is considered foul, cussing or inappropriate for communication with minors is prohibited at all times. Relationships between staff and students that include "dating," "courtship," or "romantic involvement" are strictly prohibited. Staff is strongly encouraged to consider not participating in electronic/technical social networking opportunities with students including but not limited to texting, emailing, Facebook, social media, etc. except as it relates to academic pursuits.

2. Drug & Alcohol Use

Northpoint Expeditionary Learning Academy is dedicated to maintaining a safe educational environment. Thus, Northpoint Expeditionary Learning Academy has implemented a drug and alcohol free work environment policy. No employee shall report to work while under the influence of drugs and/or alcohol. The use, sale, transfer or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on Northpoint Expeditionary Learning Academy property is prohibited. This includes the misuse of prescription drugs or any mood altering substances while on Northpoint Expeditionary Learning Academy property, Northpoint Expeditionary Learning Academy paid time (i.e., conferences, training sessions, fieldwork, school events), or in circumstances the school believes will adversely affect the Northpoint Expeditionary Learning Academy's operations, safety, or reputation. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or notification of law enforcement authorities. The transferring, offering, selling or arranging for sale of any alcohol, narcotic, hallucinogen, stimulant, sedative, drug or any other mood altering substance while on Northpoint Expeditionary Learning Academy's property or Northpoint Expeditionary Learning Academy's time will lead to immediate termination.

Employees of Northpoint Expeditionary Learning Academy shall not be under the influence of prescription or nonprescription drugs during the school day or at other times when acting as a representative of Northpoint Expeditionary Learning Academy, if such medication impairs the employee's ability to perform their job. Employees who are taking legally prescribed medication that may impair their motor skills or judgment should notify their supervisor to determine the best course of action.

a. Drug Testing

All full time, part time, contract service and temporary employees of Northpoint Expeditionary Learning Academy are subject to random drug testing using a method, panel, test and location to be selected by administration. Employees will also be required to participate in comprehensive drug testing in the event of an accident or injury involving the employee, school property, students or others if the incident could reasonably have been caused or contributed to by the presence or influence of drugs. Refusal to participate in requested drug testing is grounds for immediate termination. A positive test result is grounds for termination and possible legal action. All conversations related to drug testing will be confidential and will occur in a confidential setting.

3. Weapons

Weapons are prohibited on school grounds as per Arizona Statutes. Any employee who is aware that a student or employee is carrying an item which could be interpreted as a weapon must report it immediately to the Director.

F. Child Abuse Reporting

Arizona law requires school personnel, in addition to parents and a number of other professionals, to report suspected child abuse to law enforcement or to Child Protective Services whenever there is a reasonable belief that a child has been abused, regardless of who the perpetrator is. School personnel are any individual who works for Northpoint Expeditionary Learning Academy. A “reasonable belief” is when there are facts that cause an employee to form the suspicion that a child is or has been the victim of abuse. Employees are required to make a report “immediately” once it is believed that a child has been the victim of abuse. Employees must inform a supervisor of suspected abuse; however, this does not relieve the employee of the duty to report the abuse to the appropriate authorities. Failure to report suspected child abuse can result in criminal and civil penalties. Abuse can be inflicted on a child by a parent, a relative, another adult, a school employee, and even another child. If you believe the perpetrator is the child’s parent or guardian, report suspected child abuse to Child Protective Services (1-888-SOS-CHILD). All other reports should be made to law enforcement. If you suspect that an adult is being abused (e.g., an 18 year old student or an adult student on an IEP), report the suspected abuse to Adult Protective Services (1-877-SOS-ADULT). Follow up with a written report with any relevant information within seventy-two (72) hours of the initial report. Employees will participate in a Child Abuse Reporting training annually.

G. Facilities

1. Parking

Employees of Northpoint Expeditionary Learning Academy are to park in the dirt area in the back of the facility or along the side of the building near the gate. In limited circumstances, it is acceptable for the employee to park in the far end of the visitors parking area located in front of the facility, but not within the first five spaces to either side of the front entrance. All vehicles must display a parking sticker when parked on campus. Parking stickers are to be obtained through the office at no charge to employees. Paperwork must be completed prior to the parking of a vehicle on school grounds.

2. Personal Communications

Personal phone calls, texts and emails may be made and received during break times. This includes both incoming and outgoing contacts. This communication should not take place during student supervision times. If your supervisor feels that your personal calls, texts or emails are interfering with your duties, he or she will discuss it with you. Continued abuse of personal communications may result in disciplinary actions, up to and including termination.

3. Staff Breaks/Lounge/Sign Out

Northpoint Expeditionary Learning Academy offers employees a staff lounge area, which includes staff restrooms, a dining area, a relaxation area and a work-station. This area is off limits to students. Staff is requested to respect that request by never sending students there for personal or school business. If a staff member chooses to leave campus during their break time, they must follow proper sign out and sign in procedures. Staff must ensure that all duties and responsibilities are covered for the duration of their time off campus.

4. School Property

All communications media, including computer passwords, are school property. No computer, copier, fax, or other school equipment may be used for personal business. Employees are required to take due care and consideration of such equipment. Willful damage may result in termination. Depending on job assignment, employees may receive school vehicles or equipment for use on the job. School property and equipment, including School vehicles, are not to be taken off School premises, except where authorized by your supervisor.

Employees are prohibited from undertaking any unauthorized modifications to school vehicles, property or equipment. Employees are fiscally and legally liable to damage or loss of any school property provided to them.

5. School Vehicles

Employees may be required to operate a school vehicle in the course of their duties and responsibilities. If this is not feasible the employee is responsible for notifying the Director prior to the start of the work agreement. As a requirement of this responsibility all employees must possess and provide a copy of a valid Arizona driver's license. All employees are covered by school liability insurance for the operation of said vehicles. Only authorized employees and designees of the Director may operate school vehicles. Operators of school vehicles must be over 21 years of age. Drivers between the ages of 21 and 25 may only drive a 12-passenger van and upon approval by Northpoint's insurance carrier. Only authorized persons can be passengers in school vehicles and violation of this policy may lead to disciplinary action, up to and including termination. No employee is to operate a school vehicle until they have filed the proper information with the office. Annual training in safe operation of school vehicles will be available for all staff. Employees are to follow proper procedures for reserving, signing out, returning, fueling, parking and operating vehicles including the passenger and load limits. In the event of damage or violations/fines the employee will be responsible for the cost. The employee will be responsible for reporting any damage to a school vehicle promptly. There is a procedure in place for the use of school vehicles by outside groups and entities. Employees are not to use school vehicles for personal business at any time. All statements in this policy include vans, cars, trailers, trucks, buses, autos and any other licensed or unlicensed mode of transport that is owned by Northpoint Expeditionary Learning Academy.

6. Use of Facilities

This facility is not available for personal pursuits at any time. Community use of this facility must be communicated through the main office. There is a procedure in place for the use of the facility by outside groups and entities.

7. Keys and security

All employees will be required to sign out the keys necessary to perform their job duties and additional assignments. Employees should be mindful of the security of the facility at all times. This includes locking classroom doors when unoccupied, locking the building when departing, locking the gate when leaving and NEVER HANDING THE KEYS TO A STUDENT. Employees will be held fiscally responsible for the replacement of lost keys or rekeying of an area or the facility in the event of a lost key.

8. Internet and Email

a. Acceptable Uses

Northpoint Expeditionary Learning Academy provides Internet and e-mail access for school usage and issues a laptop computer to each staff and student. Every staff member has the responsibility to maintain and enhance Northpoint Expeditionary Learning Academy's public image and to use school email and access to the Internet in a responsible and productive manner that reflects well on the school.

b. Unacceptable Uses

The school email and Internet access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, sex, national origin, physical attributes or sexual preference shall be transmitted. No excessively abusive, profane or offensive language is to be transmitted through the school's e-mail or Internet system. Electronic media may also not be used for any other purpose that is illegal or against school policy or contrary to the school's best interest. Solicitation of non-school business, or any use of the school e-mail or Internet for personal gain is prohibited.

c. Communications

All employees are responsible for the content of all text, audio or images that they place or send over the school's e-mail and Internet system. No e-mail or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else or someone from another school. All messages communicated on the schools E-mail and Internet system should contain the employee's name. Any messages or information sent by an employee to another individual outside of the school via an electronic network (e.g. bulletin board, online service, blog or Internet) are statements that reflect on the school. While some users include personal "disclaimers" in electronic messages, there is still a connection to the school and the statements may be legally tied to the school. Therefore we require that all communications sent by employees via the school's e-mail and Internet system comply with all school policies and not disclose any confidential or proprietary school information.

d. Security

All messages created, sent, or retrieved over the school's email and Internet are the property of the school and should be considered public information. The school reserves the right to access and monitor the content of all messages and files on the school's email and Internet system at any time with or without notice. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. E-mail messages regarding sensitive matters should warn that such communications are not intended to be secure or confidential.

e. Violations

Any employee who abuses the privilege of school facilitated access to the issued laptop, e-mail or the Internet will be subject to corrective action, up to and including termination. If necessary the school also reserves the right to advise appropriate legal officials of any illegal or suspect violations.

H. Safety and Health

It is the policy of Northpoint Expeditionary Learning Academy to provide safe working conditions for all employees and to establish the safety regulations necessary to ensure that safe working conditions are maintained. It is also our policy to comply with all federal, state, and local regulations. Some of the best safety improvement ideas come from employees. Individuals with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to address them with their supervisor. Each employee is expected to obey all safety rules, and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, who fail to report them or remedy such situations, may be subject to disciplinary action, up to and including termination of employment. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor and complete an incident report. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

1. Hazardous Materials

All hazardous materials will be stored, used and disposed of within the guidelines of currently accepted practices. This includes but is not limited to pressurized canisters such as propane, aerosols and spray paint. In the classes, activities and situations whereby staff or students will be using hazardous materials, all safety equipment will be worn. Any incidents will be reported as stated above.

2. Safety Standards

Northpoint Expeditionary Learning Academy has a comprehensive safety and emergency plan in place. All employees are to be familiar with the plan and their roles within that plan. Emergency procedures for proper evacuation of the facility are reviewed regularly.

All employees realize that there are inherent risks in the activities this school undertakes, and in the environments in which they are practiced. It is the goal of Northpoint Expeditionary Learning Academy to assess these risks and manage them in order to pursue incident free programs. All employees assume a responsibility to ensure that adequate and continuous precautions are taken to prevent incidents. Prior to any activity, the hazards will be assessed by appropriate staff and steps will be implemented to enable the activity to be completed in compliance with total safety. In the event of an incident the staff is responsible for decision making, notification and documentation of all aspects of the situation. Incidents will be investigated as necessary.

3. Permission Slips

The standard registration packet shall include a “yellow card” which is used for permission for any student to travel with any staff member during regular school hours within Yavapai County without further permission necessary. Any travel which starts, ends or includes anytime outside of the regular school day requires a signed permission slip. Any travel which includes the transport of any student outside of Yavapai County requires a signed permission slip. Questions regarding permission slips should be directed to the lead staff member for the trip or to the front office for more information. Clarification regarding the need for permission slips should be addressed to the Director.

4. Travel with Students

Any travel that extends beyond regular school hours or outside of Yavapai County requires additional planning and preparation. This work begins with a discussion of travel ideas with the Instructional Guide, Activity Coordinator, Director and all team members. The use of an Expedition Planner, Intensive Planning Tool or Fieldwork Plan will be required for documentation. A complete budget must be developed, which includes fuel, food, staff, fees and any other travel expenses. Consideration should be given to the impact of these costs on the families of our students as well as the school operating budget. Fundraising may need to take place. If the travel is to take students outside of the United States of America then the entire travel plan must be presented to the school board for endorsement. This action item must be placed on the board agenda at least 2 months prior to departure. Travel opportunities should be planned so that they do not conflict with other opportunities

I. External Interests

1. Staff Participation in Political Activities

An employee acting on behalf of Northpoint Expeditionary Learning Academy may not use Northpoint Expeditionary Learning Academy personnel, equipment, materials, buildings or other resources for the purpose of influencing the outcome of an election. Further, Northpoint Expeditionary Learning Academy employees are prohibited from using their authority to influence the outcome of an election. An employee acting on behalf of Northpoint Expeditionary Learning Academy may not provide pupils written materials to influence the outcome of an election.

2. Solicitations During Work Hours

Employees may not post or distribute any materials/information that is not directly related to the class curriculum without Director approval. Posters, flyers, handouts and even verbal discussion of any organization, affiliation, business, service, individual or other entity that is not directly related to the academic program must be reviewed by the Director.

3. Secondary Employment or Volunteerism

Employees may work for another employer or themselves or volunteer for an agency or entity, as long as:

- The work does not interfere with meeting the performance standards or time requirements of their jobs with Northpoint Expeditionary Learning Academy.
- The work does not and will not be in direct competition with Northpoint Expeditionary Learning Academy.

- The work will not create any conflict of interest affecting Northpoint Expeditionary Learning Academy.
- The employee's activity will not subject Northpoint Expeditionary Learning Academy to public criticism or embarrassment. This is at the discretion of the Director of Northpoint Expeditionary Learning Academy.

All employees will be judged by the same performance standards and will be subject to Northpoint Expeditionary Learning Academy's scheduling demands, regardless of existing outside work requirements.

If Northpoint Expeditionary Learning Academy determines that an employee's outside business interest interferes with his/her performance or ability to meet the requirements of Northpoint Expeditionary Learning Academy, the employee may be asked to terminate the outside business interest if he/she wishes to remain an employee of Northpoint Expeditionary Learning Academy. Employees may not receive any income or material gain from individuals outside Northpoint Expeditionary Learning Academy for materials produced or services rendered while performing their jobs. Further, employees cannot work on behalf of another job during scheduled work hours.

J. Smoking

In keeping with Northpoint Expeditionary Learning Academy's intent to provide a safe and healthful work environment and in compliance with federal, state, and local laws, smoking is prohibited on any Northpoint Expeditionary Learning Academy property (including vehicles) and while working in any capacity for the school or with any student of Northpoint Expeditionary Learning Academy. This policy applies equally to all employees and visitors on campus, at school events, sports, activities and in vehicles.

K. Dress Code

All employees have the option to abide by the same dress code as the students by wearing Northpoint attire. Clothing should be selected which is appropriate for daily events. Employees are expected to wear attire that is clean, fresh and in good repair. If this poses a hardship to an employee, please discuss it with the Director to make other arrangements. Changes to this policy will be clearly communicated in writing to all employees.

L. Constructive Discharge

Any employee that feels that the work environment is so difficult or unpleasant that the employee feels that he or she must resign must notify his or her immediate supervisor in writing of these unpleasant working conditions. Northpoint Expeditionary Learning Academy will respond within fifteen days and investigate the conditions brought forth in the employee's complaint. Northpoint Expeditionary Learning Academy will inform the employee, in writing, of the response taken to the employee's complaint. If the employee believes that he or she cannot continue to work for Northpoint Expeditionary Learning Academy during the fifteen day response period, the employee has the right to take unpaid leave up to the time Northpoint Expeditionary Learning Academy provides a written response.

M. Confidentiality/Non-Disclosure

The protection of confidential student or business information is vital to the interests and success of Northpoint Expeditionary Learning Academy. Such confidential information includes, but is not limited to, the following:

Student Records or Information

Family Information

Personnel Records or Information

Computer Processes

Computer Programs and Codes

Financial Information

Marketing Strategies

Employees who improperly use or disclose confidential student or business information will be terminated and may be subject to legal action, even if they do not actually benefit from the disclosed information. Employees should be cautioned that casual unauthorized release of information can occur through social networks, discussions with friends/family members, conversations in public places, etc. Caution is urged at all times.

1. FERPA

The Family Educational Rights and Privacy Act (FERPA) was enacted to protect the privacy interests of student records. All employees must fulfill the requirements set forth in FERPA. FERPA establishes:

- The right for parents to access and review the education records of their children, and the right for eligible students to inspect and review their own records;
- The right for parents and eligible students to challenge any records that they feel are inaccurate, misleading, or in violation of their privacy rights;
- The rights for parents and eligible students to give prior consent before a third party can have access to any education records; and
- The right to be informed of the rights granted by FERPA and the procedures for exercising those rights.

Pursuant to FERPA, personally identifiable information generally cannot be disclosed to others without the prior consent of the parent. Consent must be obtained in writing and should be signed and dated, specify the records to be disclosed, state the purpose of the disclosure, and identify the parties to whom the disclosure is to be made.

FERPA allows for the disclosure of student records without parental consent in the following circumstances:

- Directory information,
- Teachers or other school officials,
- Officials of another school system where the student seeks to enroll,
- State juvenile justice systems or their officials,
- State and federal educational authorities,
- In compliance with a judicial order or a lawfully issued subpoena,
- In connection with the receipt or application of financial aid,
- Organizations conducting educational studies,
- Accrediting organizations, or
- Health and safety emergency.

School officials must also maintain records of all requests for student information, except requests made by parents or school officials with a legitimate educational interest. Parents have the right to access and review these records to see who has had access to their child's records.

2. Public Records

The public records of Northpoint Expeditionary Learning Academy will be open to inspection as provided by law. Public records consist of any recorded information that is made or received by Northpoint Expeditionary Learning Academy in the performance of Northpoint Expeditionary Learning Academy's business. This includes much of the information contained in personnel files. This also includes emails (which are public documents) and any notes that are shared with another person. Private notes are only private until they are shared with one or more other persons, then they become public documents. Do not prepare a note or an email that you do not want to see on the nightly news!

3. Criminal History Records Information

Criminal history information is only to be used for the purpose of employment screening. The school requires a fingerprint based criminal history check for paid and unpaid personnel under ARS 15-512 and

as described in Section 2c Fingerprinting requirement elsewhere in this handbook. Certain Northpoint Expeditionary Learning Academy staff may possibly come in contact with criminal history information and will be given authorization and access to view and handle such information. These individuals include the Director, secretary, business manager, school board members and corporate board members. All authorized persons must be listed on the most current Authorized Personnel List on file with the Arizona Department of Public Safety Access Integrity Unit. The public, outside persons and personnel not listed on this document are prohibited from handling or having access to the information. Criminal history information goes directly to the Director's office to be opened and reviewed. The documents will be stored in a locked filing cabinet in the Business Manager's office or Director's office. Both locations only allow authorized personnel to have access. Authorized personnel are responsible for safeguarding the confidentiality of the information at all times and may not disclose or allow access to the information to anyone except authorized individuals. In the event of deliberate, reckless or unintentional misuse of criminal history information the employee will be subject to disciplinary action. When no longer needed for its original purpose, criminal history must be completely destroyed in the cross cut shredder by authorized personnel. Authorized personnel may discuss the contents of the criminal history record with the applicant in a private and secure location. The applicant may not be given a copy of the record. The applicant will be allowed 30 days to complete, review and challenge the accuracy of the criminal history record. The appeals process will be completed within 30 days. Applicants may obtain a copy of the FBI record as per the information to be found at www.fbi.gov and follow the procedures found therein. Fingerprinting will be conducted by the business manager who will confirm the identity of the application following protocols including not returning the card to the applicant and holding the card in a secure location until it is submitted for processing. My signature elsewhere in this handbook indicates that I acknowledge notification of penalties for misuse of criminal history and for violation of procedures outlined herein.

N. Personnel Records

Northpoint Expeditionary Learning Academy maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel records may be subject to public records requests. It is very important for an employee to tell his/her supervisor about any changes in name, address, telephone number, number of dependents, etc... this ensures that your personal information will always be up-to-date, which helps Northpoint Expeditionary Learning Academy properly handle benefits, pay, and other important matters.

O. Compensation

1. Furloughs

Northpoint Expeditionary Learning Academy reserves the right to decrease salaries by furloughing personnel for up to three (3) days. Personnel will not be required to perform any duties on any days of furlough and will receive no compensation for such days. Personnel may not use paid sick leave or other paid leave time on such furlough days. Dates of furlough days, if any, shall be designated by Northpoint Expeditionary Learning Academy.

2. Paydays and At-will Work Agreement

Paydays for all Northpoint Expeditionary Learning Academy employees shall occur on the 6th and 21st of every month. As an at-will non-instructional employee you will be paid only for the period in which you are employed. In the event that you are terminated or resign, you will be paid only up to the date of resignation. Instructional staff may select a 20 pay or 24 pay cycle for distribution of wage. This selection may not be changed once work begins.

3. Overtime

Overtime will not be made available for any “exempt” employee of Northpoint Expeditionary Learning Academy. Employees must make other arrangements with the Director in the event of a need for such work.

4. Time Sheets

Time sheets may be obtained in the business office of Northpoint Expeditionary Learning Academy and must be completed in a timely, accurate manner. Time sheets must be submitted according to the published schedule in order for a regular compensation cycle to be met. Late timesheets may result in delayed compensation up to and including the next payroll cycle.

5. Payroll Advance

At no time will any employee, administrator or other person with a working relationship to Northpoint Expeditionary Learning Academy or Compass Points International Inc be offered, promised or given a sum of money based on wages earned or hours worked in advance of those hours or wages. All pay will be distributed only within the published payroll cycles.

6. Benefits

- a. Health insurance plans will be available to all full time employees of Northpoint Expeditionary Learning Academy. Each year a “Base Plan” and a “Buy-Up” plan will be offered from which employees must choose. The full monthly premium of the “Base Plan” will be covered for each full-time (over 30 hours) employee of Northpoint Expeditionary Learning Academy. Employees may choose to extend coverage for their spouse, children and families, as per the guidelines of the insurance provider, at an additional charge. Employees may also choose the “Buy-Up” plan and must pay the difference in the monthly premium. If payments for either type of additional coverage are not received then the coverage shall be terminated. Employees that select no coverage will not be eligible to collect the cost of coverage.
- b. Dental insurance plans may be available to all full-time employees of Northpoint Expeditionary Learning Academy. Each year the Board will approve a plan for all employees. The full monthly premium will be covered for each (over 30 hours) employee. Employees may choose to extend coverage for their spouse, children and families, as per the guidelines of the insurance provider, at an additional charge. Employees that select no coverage will not be eligible to collect the cost of coverage.
- c. Vision insurance plans may be available to all full-time employees of Northpoint Expeditionary Learning Academy. Each year the Board will approve a plan for all employees. The full monthly premium will be covered for each (over 20 hours) employee. Employees may choose to extend coverage for their spouse, children and families, as per the guidelines of the insurance provider, at an additional charge. Employees that select no coverage will not be eligible to collect the cost of coverage.
- d. Health saving account plans may be available to all full-time employees of Northpoint Expeditionary Learning Academy. Each year the Board will approve a plan for all employees. The full monthly premium will be covered for each (over 20 hours) employee. Employees may choose to extend coverage for their spouse, children and families, as per the guidelines of the insurance provider, at an additional charge. Employees that select no coverage will not be eligible to collect the cost of coverage.
- e. A term life insurance policy may be maintained on each full-time (over 30 hours) employee.
- f. All insurance benefits described herein are subject to cancellation and may cease at any time. Employee benefits will stop on the last day of the month of termination or resignation or upon completion of duties.
- g. As a Northpoint Expeditionary Learning Academy employee, you are covered under the State of Arizona Workers’ Compensation laws. Premiums paid by the Northpoint Expeditionary Learning

Academy on your behalf entitle you, if eligible, to receive payments if you miss work due to an on-the-job injury.

In order to ensure you are eligible for Workers' Compensation coverage, you must report all on-the-job injuries to your supervisor. That should be done immediately following the injury.

7. COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and their enrolled dependents an opportunity to continue health care coverage in a school-sponsored plan after their coverage normally would have ended. The standard COBRA coverage term is 18 months. Certain qualifying events can extend coverage up to 36 months. Generally, you are required to pay the full premium for the coverage provided under COBRA. Please contact the insurance provider for further information.

8. Classroom Site Fund (CSF) Proposition 301

These funds will be distributed to eligible staff in accordance with Arizona law and approved board policy. Compensation of performance pay will require completion of evaluative data in accordance with Arizona law as documented and approved by the administration and/or board.

Northpoint Expeditionary Learning Academy (NELA) is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and NELA's commitment to open communication, this policy aims to provide a clear definition and policy regarding distribution of prop 301 funds.

Prop 301 funds, also called Classroom Site Funds, are received monthly from the State of Arizona. These funds are divided into three categories for distribution:

- Base increases to teacher salaries (20% will be distributed equally through regular payroll for each pay period to teachers. The business manager will review payroll to ensure that distribution is occurring.)
- Performance-based pay for teachers (as documented through teacher evaluations) (40% will be distributed to each teacher who has participated in the state-mandated performance evaluation procedure. The formula for award is developed through the use of the evaluation document. The fiscal decision is made by the Director. Determination of distribution of funds is decided by the Director. It will be the business manager's responsibility to ensure the issuance of the checks to each eligible teacher.)
- Strategies for struggling students (e.g., dropout prevention, class size reduction, prof. development). (40% will be used as mandated. Use of these funds will be tracked separately from other programs and will be clearly notated.)
- "Teacher" is defined as:
 - A.R.S. 15-501 provides a definition of a certificated teacher: "a person who holds a certificate from the state board of education to work in the schools of this state and who is employed under contract in a school district in a position which requires certification except a psychologist or an administrator devoting less than fifty per cent of his time to classroom teaching." Teachers are eligible for Prop 301 funds
 - A.R.S. 15-941 eliminates "librarians, guidance counselors, curriculum coordinators and other personnel who do not conduct regularly scheduled classes" from the teacher experience index as certified teachers. These staff members and all support personnel are exempt from receiving prop 301 funds.

P. Performance Evaluation

Formal evaluations will be conducted once per year. Informal performance evaluations will occur periodically as feedback is given. These evaluations will be conducted by the Director, Instructional Guide, School Designer or other assigned party. Any of these people may observe your instruction, preparation, materials and management at any time. Upon request, these parties are to be provided with documents related to your classroom and related duty performance at Northpoint Expeditionary Learning Academy. Formal evaluations will utilize the "Arizona Framework for Measuring Educator Effectiveness" or Danielson materials and will comply with all state and Federal evaluation guidelines. Copies will be available for review upon request and will be stored in employee files.

Q. Discipline

Employees may be disciplined for violations of School policies and procedures. This discipline includes, but is not limited to, letter of direction, letter of reprimand, dismissal or suspension with or without pay.

R. Family Handbook

Additional school policies and procedures are contained in the Northpoint Expeditionary Learning Academy Family Handbook. All employees are responsible for knowing, enforcing and abiding by the procedures and policies contained therein.

S. Job descriptions and qualifications

Job descriptions and qualifications are provided under separate cover. It is the responsibility of each employee to verify their qualifications and maintain the expectations of the job as described therein.

T. Inappropriate material and the right to opt out

Teachers will not offer material in video, audio or electronic materials that may be inappropriate for the age of the student without written consent from parents. (E.g. - R-rated, PG-rated, PG13-rated movies, readings or web links or videos of controversial nature) Additionally, all teachers should be aware that within SB1453 a parent may request to review learning materials and activities in advance. A parent who objects to any learning material or activity on the basis that the material or activity is harmful may request to withdraw the student from the activity, class or program.

U. Fiscal Policy and Procedures

Northpoint Expeditionary Learning Academy (NELA) is committed to high standards of ethical, moral and legal business conduct. This policy aims to provide a clear definition and policy regarding cash handling.

1. Cash & Checks

All cash and checks must be paid to the office. Each amount of money should have a receipt attached. Please have ANY student or parent report to the office to pay fees. At no time are cash or checks to be left in a classroom.

Should the occasion arise that it is impossible to get the money to the office (weekend fundraising, etc), the money must be secured by the responsible staff member. Money is not to be left in a vehicle over the weekend or any other place accessible to the public.

Monies collected for student activities MUST be fully accounted for by the office. At no time will cash be used for expenditures, even if related to the activity for which it was collected.

Cash and checks are to be secured in the safe at all times. Only the Director and Business Manager shall have access to the safe. Keys are to be kept in a secure location known to those two people. The safe shall be locked each night or when the office (where the safe is located) is to be left unattended.

All cash and checks placed into the safe will have a receipt attached describing the reason for the payment.

Cash and checks will be deposited into the bank at least once every week.

The petty cash drawer will maintain a balance of \$40.00 for making change as needed for student uniform and activity/wilderness, etc.

At no time will ANY cash be used for purchases, cash “advances”, loans or any other purpose not directly related to NELA. Misuse of school funds may result in charges being deducted from employee(s) payroll.

2. Debit & Credit Card Use

Debit & Credit Cards are available for use by staff, for and ONLY on approved purchases. Approved purchases include, but are not limited to: fieldwork and educational items.

Cards are secured in the office and checked out as/when needed.

ALL CARDS must be returned to the office within the same day when possible. The corresponding, detailed receipts must be turned in and scanned. Each receipt must have the name of the person doing the

transaction(s) and the reason for the purchase. (If this is a foreign exchange the US dollar exchange rate needs to be on each receipt, please). Cash withdrawals must align with itemized purchases. If using a school card for online purchases, receipts must be forwarded to the business office immediately upon completion of the transaction. The reason for the purchase must be clearly indicated. At no time are the cards to be used for personal transactions.

FAILURE to return cards and or receipts in a timely manner may result in charges being deducted from employee(s) payroll until a receipt has been received and approved by the Director. NELA strongly encourages staff to keep their own file of receipt copies once the originals have been turned in to the Business Manager.

3. Reimbursement

While this procedure is strongly discouraged, NELA also understands that there may be times that staff must use their own funds for school purchases.

In order to be reimbursed, the staff member must complete a reimbursement form. These forms are available from the business office. All reimbursement requests **MUST** have the original receipt attached. Absolutely no reimbursements will be made without the original receipt(s) showing detailed purchases. All reimbursement requests require the Director's pre-approval and signature. Secondary review is completed by the Business Manager and or NELA's Accountant.

Approved reimbursement requests (including all supporting documents will) be submitted via A/P Summary Report, in a timely manner to our accountants who will generate a check. This process will and or may take up to two weeks to return reimbursement to the employee.

V. Travel Expenses and Per Diem Allowances

Employees must submit a "Travel Expense Claim" prior to their travel to receive reimbursement for mileage, lodging and meal expenses.

- a. **Mileage** will not be reimbursed whereas a school vehicle and or shuttle are available. Should neither of these options be available, mileage will be reimbursed at the rate of .585 cents per mile for privately owned motor vehicles. (Or at least the rate of which is set by the AZ Dept of Revenue). Please go to the following website if you have any questions regarding such rates and/or come see the Business Manager. <http://www.gsa.gov/>
Please provide a logged mileage report and any fuel receipts you may have. NO money will be reimbursed without such documentation. <http://www.gsa.gov/>
- b. **Lodging** (for single day sessions) will not be reimbursed within 150 miles of the NELA Campus unless prior approval has been given by the Director and/or uncontrollable circumstances should arise. <http://www.gsa.gov/> Lodging for conferences will be limited to the cost of the conference facility unless prior approval is arranged. Lodging for multi-day sessions within the state of AZ / or lodging outside of the state of AZ will be permitted pending approval of the Director.
- c. **Meals:** NELA will not reimburse for any meals/drinks over the approved three meals a day. Should meals be provided with said class/meeting/conference no reimbursement will be given. **Please see the website for rates, given by state.** Rates given here are only approximate: Lodging: \$96.00 a night / Breakfast: \$13.00 (5 am – 11 am) / Lunch: \$15.00 / Dinner: \$26.00
- d. **Airfare or other transportation** If an event requires more than school or personal transportation, the most reasonably priced route and mode of transportation is required. The school will not pay add-on charges such as seat requests, early boarding, insurance or additional baggage. All transportation receipts must be submitted with the claim form and reviewed prior to payment.

DETAILED RECEIPTS SHOWING EACH ITEM PURCHASED ARE REQUIRED FOR TRANSPORTATION, LODGING AND MEAL REIMBURSEMENTS (summary style receipts are not valid for this purpose)

W. Inventory Documentation Procedure

1. All received products will be delivered to and processed in the business office. The business manager will confirm the delivery of the order, packing slip, documentation and original order.
2. After business office verification, the purchaser will label the item(s) with a Northpoint sticker or engraving identifying it as Northpoint Property.
3. The purchaser will enter the name of product, serial number, original purchase price, storage location and date purchased in the Inventory Document stored in Google Drive/Server Docs.
4. The purchaser will notify the business manager and the Director via e-mail that the item has been labeled and entered into the Inventory Document.
5. At the end of every school year the Inventory Document will be reviewed, updated, printed and stored in the Business Manager's office.
6. Inventory documents will include the following categories:
 - Technology
 - Facility tools and equipment
 - Transportation/Vehicle
 - Science Lab
 - Art Room
 - Furnishings
 - Gear (wilderness/outdoor/sports)

ACKNOWLEDGMENT AND AGREEMENT

I have received a copy of Northpoint Expeditionary Learning Academy's Employee Policies and Procedures Handbook. By signing this Acknowledgment, I am declaring that I have read the Handbook and agree to abide by the rules and policies set forth in it, including the anti-harassment policy. I understand that the Handbook is a set of general guidelines concerning employment at Northpoint Expeditionary Learning Academy.

I understand that my fingerprints will be used to check the criminal history records of the FBI. I will be allowed 30 days to complete, review and challenge the accuracy of the criminal history record. The appeals process will be completed within 30 days. I may obtain a copy of the FBI record as per the information to be found at www.fbi.gov and follow the procedures found therein.

Northpoint Expeditionary Learning Academy may modify, revoke, or change any of the provisions of the handbook at any time, with or without advance notice to me. I understand that in the event of an apparent conflict with the policies, Northpoint Expeditionary Learning Academy's interpretation of the Handbook shall be followed. I also understand this Handbook replaces any previous handbook, manual, or policy statement issued to me before today. I acknowledge I have been given not less than seven (7) days to review this Handbook. By continuing to work for Northpoint Expeditionary Learning Academy, I am signing my consent and agreement to the changes made in policy by this Handbook and the School's right to make amendments in the future. Notwithstanding any provision of the Handbook, I understand that my employment is "at-will," which means my employment may be terminated with or without cause and with or without notice, at any time by me or by Northpoint Expeditionary Learning Academy and that my employment will continue only for as long as Northpoint Expeditionary Learning Academy desires my services. I understand that as an at-will employee I will be paid only for the period which I am employed. In the event that I am terminated or resign, I will be paid only up to the date of termination or resignation. The annual salary is simply information about the anticipated pay distribution on an annual basis. I understand that as an at-will employee- when the employment stops, the pay stops. I further recognize that employment is a year round expectation which extends beyond the scheduled days of school.

I understand that Northpoint Expeditionary Learning Academy has the right to change the compensation, duties, assignments, responsibilities, or geographic location of my job at any time, with or without cause. While the School believes in the procedures and policies contained in this Handbook, they are for informational purposes, and do not constitute an express or implied employment contract. I understand that no employee or representative of Northpoint Expeditionary Learning Academy has any authority to make any agreement to alter the at-will nature of my employment. I understand that only a written agreement expressly detailing new terms of employment and signed by me and the Director or Administrator of Northpoint Expeditionary Learning Academy can change my at-will employment status.

Employee Signature

Date