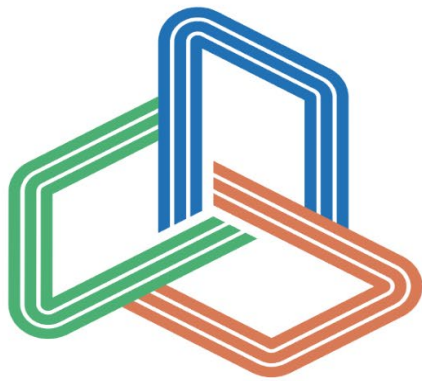




**CAREER  
ACADEMY  
NETWORK**  
OF PUBLIC SCHOOLS

## TEAM HANDBOOK 2025-2026

This *Handbook* is not intended to create a contract with any team member or to guarantee that employment or any employment benefit will be continued for any period of time. Career Academy Network of Public Schools, which operates Career Academy High School, Career Academy Middle School, Success Academy Primary School, The Portage School of Leaders, and Success Academy of Boys and Girls Club (referred to as the “Network” or “District” in this *Handbook*) reserves the right to modify, rescind, suspend, supplement, or terminate any policies or practices stated in this *Handbook*.

**The Career Academy Network of Public Schools (CANoPS) is committed to complying with all applicable local, state, and federal employment laws and regulations. This commitment applies to all policies, procedures, and practices—whether or not they are expressly stated within this handbook. In any instance where this handbook may conflict with current law, applicable legal standards will govern.**

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# WELCOME!

Dear Team Members,

Welcome to the Career Academy Network of Public Schools! I am thrilled to have you as part of our team. At Career Academy, our mission is simple: students come first. Every decision we make is guided by what is best for our students. We believe that when students own their learning, they become more engaged, motivated, and successful.

Our Core Values define how we work together and support our students:

1. Put Students First – Students are at the center of every decision. We encourage student agency and ownership of their learning.
2. Embrace Entrepreneurship and Innovation – We look for creative solutions and encourage new ideas to meet the needs of our students and community.
3. Extend Trust and Show Mutual Respect – Every person in our network is valued and heard. We celebrate our differences and build trust every day.
4. Enjoy Life – We approach our work with energy, positivity, and professionalism. We believe in finding joy in what we do.
5. Work Together as a Team – Success comes from collaboration. We support one another and achieve more together.

At Career Academy, we are committed to experiential learning by doing. Our students engage in real-world projects, internships, and work-based learning that prepares them for life beyond school. We connect what happens in the classroom to the careers and communities our students will one day lead.

Our team—teachers, staff, and leaders—is our greatest asset. We invest in your growth and are dedicated to creating a supportive and rewarding workplace where you can thrive.

This handbook is your guide to our mission, vision, and policies. As our schools grow and evolve, we'll communicate any changes clearly and keep you informed.

Thank you for joining us. Your work will impact not only our students, but also their families and the wider community. Together, we are building a brighter future.

Welcome to the Career Academy family!

With gratitude,

Candy Van Buskirk, Ph.D.  
Superintendent  
Career Academy Network of Public Schools

## HISTORY, CORE FOCUS AND CORE VALUES

### History

The Career Academy was founded in 2011 by Larry Garatoni in response to the “skills gap” which left local students unqualified for high-paying jobs that local employers struggled to fill as skilled team members retired. On further study, he realized that this was part of a nationwide mistaken focus of high schools, which too often define success as “getting into college” regardless of the many students who cannot get into or afford college or never obtain a degree or progress towards a rewarding career or end up with crushing student debt. Schools should have a career focus, both for students who go to college and those who do not. The standard of success should be what is practical and beneficial to students.

### Core Focus

**Purpose:** "Transforming lives through passionate, impactful, and innovative education."

**Our Niche:** Inspire and Empower Learners.

### Core Values

**1. We Put Students First**

Students are at the heart of everything we do. They own their learning.

**2. Embrace Entrepreneurship and Innovation**

We identify opportunities, address needs, and find creative solutions

**3. Extend Trust and Show Mutual Respect**

Every individual is valued, heard, and trusted. Differences are celebrated.

**4. Enjoy Life!**

Embrace each day with zest, excellence, and professionalism.

**5. Work together as a Team**

Together we achieve greatness!

### Mutual commitment of our team members and our students

The mutual commitment of our team members and students is to prepare students to become successful, productive, and contributing members of society.

Our commitment is to prepare each student to obtain meaningful employment immediately after graduation or to go on to higher education that will prepare them for rewarding and satisfying work. In addition to an academic education, we help students build character, integrity, personal values, a solid work ethic and common sense regarding personal issues and personal finance. We also want students to develop a sense of pride in our country and a commitment to help preserve and promote our national values.

In the modern economy, students will have multiple careers over their lives. We must prepare students for the changing market by giving them a broad academic foundation rather than a narrow set of skills, so that they have the ability to react to the future. We must help them learn to think critically, and to learn how to keep learning. Students must learn to work in teams and be able to communicate verbally and in writing.

We must help prepare our students for the adult world and all the decisions and responsibilities that go with being adults. Our team must commit to all our students that we will do our very best to help them help themselves. Our message to each student, day in and day out, is that we will:

- Care about respect and value others. Students who are treated with respect will gain an increasing self-efficacy and emerge as more engaged learners.

- Team and teachers foster a school culture based on respect for individuality and diversity.
- Team and teachers model respect for students and demonstrate how to show honor.
- Respect is a shared process and is expected to be given as well as received.
- High expectations for students will be purposefully and individually targeted.
  - Our schools are committed to monitoring progress through data-driven assessments, while providing personal guidance and support as needed.
  - Positive and productive behavior is a necessity.
- Provide an engaging, demanding, and supportive learning environment.
  - Practical project-based learning is used to support learning that draws from best-practice classroom models.
  - Quality project completion is an opportunity to build and show mastered content knowledge.
- Help students develop personal values and judgment.
  - Team and teachers will encourage students to see that honesty and integrity are the surest paths to a successful and fulfilling life.
  - Team and teachers will maintain a high view and practice regarding life principles.
- Help students understand and succeed.
  - Team and teachers will teach students how to generate more value than cost for employers and customers.
  - Team and teachers will help students to understand that individual success is tied to group success.
  - The desire to succeed will be seen as an asset and nurtured. Our schools succeed only if the students succeed.
- Purposefully and individually targeted.
  - Our schools are committed to monitoring progress through data-driven assessments, while providing personal guidance and support as needed.
  - Positive and productive behavior is a necessity.

## Instructional Principles

The purpose of these principles is to focus our improvement efforts in making our schools one of “The Best Places to Learn and the Best Places to Work.” These principles, by design, are expected to change and evolve over time as we continue our dynamic school improvement efforts.

The team, students, and administration at our schools believe:

- We are part of a collaborative team that focuses on school improvement.
- Project-Based Learning and a student-centered environment are central to our school culture.
- Curriculum must be approved by the administration.
- We should use every opportunity for learning.
- Students should be assessed formatively often and should consistently receive critique and encouragement from their teachers throughout the duration of the activity, project, or assignment.
- All assignments, class work, homework, quizzes, and tests should be appropriately and promptly graded, returned, and reviewed with students.
- Students should consistently be encouraged to engage actively in their own learning and in class.
- Students should consistently be provided opportunity to revise and improve their work during and after the completion of assignments to optimize the student’s opportunity to learn and achieve mastery.
- All written and instructional curriculum, assignments, lessons, material, homework, and assessments:
  - Should establish and maintain high expectations and relevancy for students.
  - Should be in alignment with Indiana Content and Grade Level Standards.
  - Special effort should be made to ensure student mastery of “Power Standards” identified from the Indiana Standards.
  - Should be appropriate for the learner (age, ability, learning style, achievement level, etc.).

## Team Member Principles

The following basic principles must guide all our decisions and day-to-day operations.

- Commitment to Excellence
  - In all our endeavors, excellence is the only acceptable goal for performance. Each team member must strive to be the best there is, and to make the school a model of success by which others are measured.
- Integrity and Professionalism
  - In all our work, there must be absolute integrity and honesty. All actions must be fair, open, and direct. In no instance shall any false representations be made to anyone or any agency.
  - Team members shall conduct themselves professionally in their work and shall conduct their personal lives appropriately, keeping in mind that they represent the school.
- Our Customers
  - Our primary customers are our students and their families, but we also serve our community's employers, the whole community, and the State of Indiana.
  - The success of our customers is the reason for the existence of our schools. We must never forget that. It is essential that each team member keeps this in mind. The continued existence of our schools, and every job at our schools, depends upon consistently meeting the needs of our customers in an exemplary manner. Each team member is accountable for our performance to our customers.
  - We must never forget that our customers evaluate our performance by ***their perceptions and standards and not by ours.***
- Teamwork and Respect
  - In all our actions, we must keep paramount our respect for the rights, dignity, and equality of all our team, regardless of position. Every team member has important job responsibilities, and it is necessary for us to be successful. Cooperation and mutual respect are critical to our success and our own pride should never be a barrier to our shared success.
  - Whenever problems occur, we must be understanding and willing to work together to resolve them. Problems must be resolved and not left undone. Internal conflict is a waste of energy, and this energy should be directed to accomplishing our goals. There are no gains, only losses, from internal conflict.
  - Reasonableness: we must always be reasonable with one another, including but not limited to being fair, flexible, and taking into consideration the feelings of others.
- Continuous Learning and Innovation
  - All team members must continually strive to increase their knowledge. A high level of job competency increases pride, self-confidence, and job performance. We cannot compete in today's competitive environment with yesterday's skills.
  - We must break away from traditional educational thinking and set the standard for innovation in meeting the needs of our customers.
- Leadership's Responsibilities and Commitments
  - All team members, including those with administrative or supervisory responsibilities, must work to create and enhance a positive, supportive working environment where work is enjoyable, everyone receives respect and outstanding performance is recognized.
  - As much as possible, all decisions should be made at the lowest level in the school and to the extent possible; administrators should involve the people within their group in the decision-making process. Every attempt will be made to balance between allowing individual initiative and freedom for each team member while meeting the requirements of school goals and policies.
  - The most capable people available must be selected for each position and must be provided with proper training and equipment so that they have a solid opportunity for success. However, our schools cannot accept a mediocre level of performance from anyone.
  - Those in leadership must recognize issues quickly and make whatever decisions are necessary to attain and maintain excellence in service.
  - Those in leadership will always need to "check in" (go to individual team members to ensure that they are ok or are supported).

- Modeling Behavior
  - Our behavior should always reflect what we want others to do. We cannot expect others to be here and on time if we are consistently late or absent. This applies to our dress, wearing of our school identification, and the care of the building.
  - We must all lead by example.
- Business Culture
  - Our customers and stakeholders have options. Our school must operate like a successful business. We must have happy, satisfied customers.
- Collaboration
  - Be cooperative: get help from others and give help to others.
- Shared Leadership
  - Each person is responsible for their own success.
  - Achieving success requires collaboration, sharing, research and communication.

## SCHOOL STRUCTURE AND ORGANIZATION

### Business Practices and Internal Controls

Our schools will operate, ***to an extent feasible***, with a business culture rather than a traditional educational culture. Public charter schools must follow the internal controls stated by the Indiana State Board of Accounts. Training will be provided to our team members to ensure that we are following the rules and regulations set forth.

Some of the following practices are common in business and will be used at our schools:

- Employment at will:
  - Our schools will not have employment contracts.
- We are data driven:
  - We will collect, track, and respond to a substantial amount of data. We must identify problems and trends early to react to potential problems.
- Latitude in teaching methods:
  - To the practical extent, within our curriculum planning and within IDOE regulations, the teaching team will be given a great deal of latitude in how to teach.
- Innovation is welcomed and encouraged:
  - It is critical that we constantly improve upon all that we do to meet the increasing needs of our customers.
- Teamwork:
  - Students will learn how to work in teams.
  - Whenever problems occur, all team members must be understanding and work together to resolve them. Problems must be resolved and not left undone.
  - Teamwork requires reasonableness with one another, including but not limited to being fair, flexible, and taking into consideration the feelings of others.
  - Team members will always work to collaborate.
- Shared Leadership:
  - Each person is responsible for their own success.
  - Achieving success requires collaboration, sharing ideas, research, and communication.
- Live within our financial means:
  - If the economy or business conditions change, changes to the budget that impact on one or more aspects of the operation may be necessary.

### Courageous Conversations/Communication

Our schools will do their best to provide clear and timely communication throughout the organization. The following processes will help to make this easier:

- Conflicts between team members: In the day-to-day operation of the school, conflicts between team members may arise for any number of reasons. These must be resolved and resolved promptly.

Nothing must endanger the quality of education and support we provide to our students and the teamwork and cooperation of our team. If a conflict with another team member or members arises:

- Promptly discuss it with the other team members(s) and try to resolve it before discussing it with others. Exception: if you have a conflict involving sexual harassment, you may contact the Assistant Superintendent or the Human Resources Office. For conflicts involving other forms of discrimination, see the principal/head of your school.
  - If it cannot be resolved between team members, contact your team leader/supervisor.
  - If the issue cannot be resolved by the team leader/supervisor, contact your Principal/Head of School.
  - If the issue cannot be resolved by the Principal/Head of Schools, contact the Human Resources Office.
  - If the issue cannot be resolved by the Human Resources Office, contact the Assistant Superintendent.
  - If the issue cannot be resolved by the Assistant Superintendent or Human Resources Office, contact the Superintendent. The Superintendent may contact the Directors to consider the issue if resolution is not achieved.
  - The Board or a committee of the Board may call for a meeting and/or presentation of written statements or may uphold the Superintendent's decision without requiring any further procedure.
- *Periodic Anonymous Team Surveys:* The ability of team members to express their opinions, concerns, suggestions, and overall comments is healthy and beneficial to the operation and growth of the school. The survey will include multiple-choice questions to solicit your opinions about various aspects of the operation of our school, as well as open-ended questions asking for your written comments.
    - The Board of Directors requests your candid professional responses to the questions.
    - The results of the surveys are not to be shared with anyone outside the school team.
    - Responses will be made to all the significant issues raised by surveys.
    - When appropriate, actions will be taken to correct undesirable practices, procedures, or situations.
    - These can include New Hire Check-Ins, Stay Interviews, Exit Surveys, Wellness & Work Balance, Training & Development, and Workplace Culture
  - Your candor & honesty is appreciated in these **anonymous** surveys.

## COMPENSATION PHILOSOPHY & POLICIES

### Paylocity

Career Academy Network of Public Schools utilizes Paylocity for Human Resources, Payroll and Time Management. This software allows team members to change their personal information such as their name and address, as well as direct deposit, and tax withholdings. Name changes require sending a completed name change form, and a new social security card to HR. The form can be found on the staff intranet. Please do not send any other forms to HR or payroll. All changes should be made by the employee directly into Paylocity.

### Pay Periods and Paydays

All team members are paid semi-monthly on the 10<sup>th</sup> and 25<sup>th</sup> of the month by direct deposit. If the pay date falls on a Saturday or Sunday, then payroll is paid on Friday.

| Pay Period Start Date | Pay Period End Date | Pay Date   |
|-----------------------|---------------------|------------|
| 7/1/2025              | 7/15/2025           | 7/25/2025  |
| 7/16/2025             | 7/31/2025           | 8/8/2025   |
| 8/1/2025              | 8/15/2025           | 8/25/2025  |
| 8/16/2025             | 8/31/2025           | 9/10/2025  |
| 9/1/2025              | 9/15/2025           | 9/25/2025  |
| 9/16/2025             | 9/30/2025           | 10/10/2025 |
| 10/01/2025            | 10/15/2025          | 10/24/2025 |
| 10/16/2025            | 10/31/2025          | 11/10/2025 |
| 11/1/2025             | 11/15/2025          | 11/25/2025 |
| 11/16/2025            | 11/30/2025          | 12/10/2025 |
| 12/01/2025            | 12/15/2025          | 12/23/2025 |
| 12/16/2025            | 12/31/2025          | 01/9/2026  |
| 01/01/2026            | 01/15/2026          | 01/23/2026 |
| 01/16/2026            | 01/31/2026          | 02/10/2026 |
| 02/01/2026            | 02/15/2026          | 02/25/2026 |
| 02/16/2026            | 02/28/2026          | 03/10/2026 |
| 03/01/2026            | 03/15/2026          | 03/25/2026 |
| 03/16/2026            | 03/31/2026          | 04/10/2026 |
| 04/01/2026            | 04/15/2026          | 04/24/2026 |
| 04/16/2026            | 04/30/2026          | 05/08/2026 |
| 05/01/2026            | 05/15/2026          | 05/22/2026 |
| 05/16/2026            | 05/31/2026          | 06/10/2026 |
| 06/01/2026            | 06/15/2026          | 06/25/2026 |
| 06/16/2026            | 06/30/2026          | 07/10/2026 |

## Direct Deposit Payment Method

All team members shall participate in direct payroll deposit. If you wish to make a change in financial institutions, or add an additional account, those changes should be made directly into Paylocity. Changes made to direct deposit by the 1<sup>st</sup> or the 15<sup>th</sup> of the month will be processed for the upcoming payroll.

## Performance Evaluations

The school conducts regular performance evaluations for all team members to assess individual effectiveness, support professional growth, and align ongoing goals with school priorities. These evaluations are designed to review accomplishments, identify areas for improvement, and foster collaboration between staff and leadership.

Evaluation schedules are as follows:

- Support team members will be evaluated in the spring.
- Teachers will be evaluated each semester, with a combined total score determined at the end of the Academic Year.
- As required by Indiana law (Indiana Code 20-28-11.5-4), teachers will be rated within four categories: ineffective, needs improvement, effective, and highly effective. The Network uses a 4.0 scale, with a score of 2.5 qualifying as effective and 3.5 as highly effective.

Salary increases may be provided based on the Network's overall budget, financial viability, and other determining factors. While performance reviews play an important role in professional development, they do not directly determine compensation.

## Other Pay Policies

- The rate of pay amounts are annual payable in twice-monthly installments.
- Rates are *generally* (subject to exceptions stated below) effective for the schools' fiscal year, beginning each July 1 and ending on the following June 30.

- For all team members, base pay begins with the start of service and ends when the team member is no longer employed by the schools; however, the following exceptions may apply:
  - a. If a team member remains in service through the end of the Academic Year, in good faith compliance with School policies, but resigns rather than return for the following year, he/she will continue to receive base pay **through June 30. (Special circumstances apply based on hire/start date)**
  - b. Team members who will remain in the school's employ for the coming Academic Year, and who have signed the schools' *intent to return* agreement confirming they will continue their employment for the following Academic Year, will receive base pay at the current year rate through June 30 and beginning on July 1 will receive base pay at the rate for the new Academic Year.
  - c. Any team member who signs an *intent to return* agreement confirming that he or she will continue in service for the following school year and then fails to return to service for at least sixty (60) days of the following school year **is required to refund to the school all compensation received for the period beginning July 1 other than pay for the period worked.**
  - d. Any team member who will be asked not to return in the coming Academic Year, if he or she has remained in service until the end of the Academic Year in good faith compliance with School policies, will continue to receive base pay through June 30.
    - i. Any team member receiving pay through the end of the school's fiscal year (June 30) will also continue to be eligible for the school's health insurance during that time.
    - ii. A team member receiving pay through the end of the school's fiscal year (June 30) will continue to receive employer contributions to his or her TRF or 401k account during that time.
- There will be no advances of salaries, bonuses, or stipends.
- **On an as-needed basis, we offer additional stipends for "Lead Teachers" (who both teach and coach other teachers, job description upon request), teachers in "hard to hire" subject areas, and teachers who act as coaches or sponsors for school activities.**
- **It is the responsibility of each team member to ensure that their timecard is correct. This includes ensuring that all PTO & Vacation are accounted for each pay period. It is not the responsibility of payroll or your supervisor to accurately input PTO. Errors could lead to delays in payroll, a retroactive deduction in pay, and disciplinary action.**
- Each part-time hourly employee must clock in and out for each day worked. Part-time Team Members are responsible for approving their timecard at the end of each pay period. Any time not accounted for will not be paid until approved. **Hourly employees are required to clock in and out at the building in which they are assigned to work. Misuse of the time clock constitutes fraud.**
- A 30-minute lunch is automatically deducted for all hourly employees working 6 or more hours. It is the responsibility of the team member to adjust their timecard when necessary.

## BENEFITS AND PAYROLL DEDUCTIONS

### Payroll Deductions

We are required by federal and state law to make the following deductions from your pay:

- FICA – Social Security and Medicare (required)
- Federal income tax (required)
- State income tax (required)
- Local income tax (required)
- Garnishment/Child Support (pursuant to court order)

### Other Deductions from Gross Pay of Salaried Team Members

In addition, when authorized, other routine deductions may be made. Routine deductions from your gross pay may include:

- Group health, dental and vision insurance (if you elect coverage - for dependent coverage,

- or your portion of the premium for your own coverage)
- Life insurance (if you elect additional coverage)<sup>1</sup>
- Section 125 plan (deduction for pre-tax payment for qualified expenses)
- Retirement plan contributions<sup>2</sup>

<sup>1</sup> The school will pay for \$20,000 group life coverage. You may elect to purchase additional coverage at group rates through the school's life insurance plan.

<sup>2</sup> **CANOPS offers both the Teacher Retirement Fund (TRF) and a 401k plan. Certified staff (those with a teaching or administrative license) are automatically enrolled in the Teachers Retirement Fund Hybrid Plan administered by the Indiana Public Retirement System (INPRS) but may opt out of the TRF plan and enroll in the 401k plan.** Other team members (and/or licensed teachers if they choose) may participate in the school's 401(k) plan (eligible team members may participate in both, but the school's employer contribution will be limited to the TRF rate). For 401(k) plan participants, the Network's practice is to pay an employer contribution equal to the same percentage of team member compensation that is payable for TRF plan participants (currently 6.5% 2025 & 7.1% 2026) of the team member's base salary), regardless of whether the team member makes an elective contribution

Salaried team members are paid their full salary every payday, however, a team member's gross pay may be reduced under the following circumstances:

- Absences of one or more full days due to sickness or disability or for personal reasons in excess of allowed paid time off as described in "Paid Time Off (PTO)" described below.
  - a. Suspensions of one or more full days for violations of workplace conduct rules, such as safety rules or rules pertaining to sexual harassment or workplace violence.
  - b. Reduction in the first and last weeks of employment based on actual days worked.
  - c. Any other variation of unpaid leave.

Any questions or concerns about pay deductions should be addressed to the Payroll Office or the Chief Financial Officer.

## Insurance

Full-time team members may enroll in the school's group health and other insurance plans effective after the first full calendar month of employment (i.e., for a start date of May 10, eligibility for health insurance coverage would begin July 1). For details of coverage and cost, see the "Summary Plan Description" (SPD) for each plan, available from Employee Navigator.

## Section 125 Plan

A **Section 125 Plan** is a benefit program that allows employees to pay for certain expenses with pre-tax dollars, reducing their taxable income and increasing their take-home pay. Under a 125 Plan, employees can allocate a portion of their salary toward eligible benefits such as health insurance premiums, flexible spending accounts (FSAs) for medical and dependent care expenses. For detailed information, please see the Summary Plan Document available on Employee Navigator.

## Paid Time Off (PTO)

This policy establishes guidelines for the allocation, accrual, and utilization of Paid Time Off (PTO) days for full-time employees of CANOPS. PTO is provided to ensure that employees have the opportunity to attend to personal and family needs.

**After thirty days of employment**, full-time team members may take paid time off (PTO/Vacation) for any reason. Part-time team members (working 29 or fewer hours per week) are not eligible for PTO.

Other than for illness or family emergency, dates for taking PTO are subject to approval:

- Except in cases of illness, emergency, or unforeseen circumstances, team members must submit a request through Paylocity or Substitute Management System for PTO at least 5 days in advance, and approval of PTO requests will be subject to supervisor discretion based on operational requirements, team member workload, and staffing considerations.

- **PTO or Unpaid days should not** be taken during the last four weeks of the Academic Year. PTO may not be taken the day before/after a holiday/school break or a Professional Development/E-Learning Day without express prior written permission of the Principal/Head of School. A doctor's note is **REQUIRED** if a day is missed for illness. **If these days are taken without authorization, or without a doctor's note, the staff member will be charged for 2 PTO days.**
- Employees are allowed to use up to 3 consecutive days of PTO without the need for documentation.
  - If an employee needs to take more than 3 consecutive PTO days for illness, they must provide medical documentation.
  - Employees may request more than 3 days of leave for a *once-in-a-lifetime* experience. A *once-in-a-lifetime* experience is defined as an extraordinary, non-recurring event, such as a wedding, birth of a child that is not yours (i.e., grandchild), or significant family celebration. Additional days beyond 3 require special approval and will be reviewed on a case-by-case basis.
- PTO Processing
  - **PTO may be taken in 2-hour increments. (2 hours = ¼ day)**
  - All PTO days must be utilized before unpaid days are taken.
  - Team members must submit a written request through Paylocity for PTO at least 5 days in advance except in cases of illness, emergency, or unforeseen circumstances. PTO requests will be granted based on operational requirements, team member workload, and staffing considerations.
  - If you will be absent unexpectedly (other than for a planned and approved PTO day or FMLA leave), you must enter absence **into the absence management system** no later than 6:30 am EST. This is especially important for instructional team members so that substitute coverage can be arranged.
  - **If at the time of separation/termination more PTO time has been used than has been earned, the school may in its discretion require reimbursement of the unearned PTO pay received by the team member.**

## PTO for Academic Year Team Members

Team members who do not work in the summer months are classified as "Academic Year".

- Distribution of PTO
  - **Teachers** who do not take all allowed PTO days during the Academic Year may elect to carry unused days over to the following Academic Year or receive a \$100 stipend for each unused **current year** PTO day.
  - A maximum of 30 PTO days may be accumulated by Academic Year team members. Any PTO days earned more than such limits are waived.
  - PTO days will be distributed twice a year (**5 in August & 5 in January**) to provide employees with paid time off to be used for family or personal illness, as well as for doctor appointments and other personal business that cannot be conducted during school breaks.
  - No more than 7 unused PTO days may be carried over from year to year.
  - Once an employee reaches the maximum number of days (30) further accrual will be suspended until balance falls below the maximum
  - Employees hired after August will have their PTO days prorated based on their start date.
  - The prorated PTO days will be calculated based on the number of months remaining in the academic year/semester with each month equating to 1 day.

Academic Year team members include **but are not limited to**:

**Student Support** – Works in support of students outside classrooms. Positions include Social Worker, Family Engagement Specialist, Instructional Coaches\*\*, School Counselors\*\*, WBL Coordinators\*\*.

**Teacher** – Instructional positions having primary responsibility for a classroom, for whom a substitute is

required if absent. May be required to attend training outside the Academic Year. Positions include K-12 Teacher & Special Education Teacher.

**Non-Teacher Instructional** – Instructional positions other than teachers. May be required to attend training outside the Academic Year. Positions include paraprofessionals, Building Substitutes, Aides, In-School Suspension. (**FULL-TIME POSITIONS ONLY**)

**Building Support** – Works to support school and Building Leadership. Positions include Building Secretaries/Receptionist\*\*, Bus Drivers\*\*, Nurse Aide\*\*

**\*\*Building Secretaries/Receptionists** work 10 days before school begins and 10 days after school ends.

**\*\*Instructional Coaches** work 5 days after the school year ends and 5 days before the school year begins. With the exception of the Instructional Coach/Counselor which is 10 days before and 10 days after.

**\*\*Nurse Aides** work 5 days before school begins and 5 days after school ends.

**\*\*Bus Drivers** work 5 days before school begins and 5 days after school ends.

**\*\*WBL Coordinators** work 5 days before school begins and 5 days after school ends.

**\*\*School Counselors** work 10 days before school begins and 10 days after school ends.

## **PTO For Calendar Year Team Members**

Team members employed on a full calendar year basis in Leadership or Support roles are eligible to earn eight (8) PTO days annually. For team members hired after the start of the fiscal year, PTO will be prorated from the date of hire based on the number of full months remaining in the fiscal year. Each full month of employment is equivalent to 0.66 PTO days.

The maximum accrual cap for PTO is fifteen (15) days. Once this cap is reached, no additional PTO will accrue until the balance falls below the threshold. PTO balances may not be carried beyond this limit, and unused time beyond the cap will be forfeited.

Calendar Year team members include but is not limited to:

**District Leadership** – Executive leadership team that works directly with the Superintendent (or CEO) to set the vision, priorities, and overall direction for the district or school network. Positions include Superintendent, Assistant Superintendent, Chief Financial Officer, Chief Marketing Officer, Director of Curriculum, and Director of Talent & Culture (Office of Human Resources).

**Senior Leadership** – Oversees at least one department of the district and has at least one direct report team member under their supervision. Positions include Director of Student Services, Director of CTE Programs, District Nurse, and Chief Information Officer.

**Building Leadership** – A building leadership team member oversees one of the schools within the Career Academy Network of Public Schools. Positions include Building Principal/Head of School and Assistant Principal.

**District Support** – A district support team member works either for the district or school to support District/Building Leadership. Position includes Executive Assistant to the Superintendent & CEO,

Administrative Assistant to the Assist. Superintendent, IT/Tech Support, Facilities Manager, Guidance Counselors, Business Department members, Coordinators, Marketing & Enrollment Staff, Dean(s) of Students, School Resource Officer(s) and College and Career Counselors.

## **Vacation**

Calendar Year team members earn three weeks paid vacation per fiscal year (July 1-June 30). Vacation time earned during a fiscal year must be taken before the end of June of the following fiscal year. **For team members hired after the start of the fiscal year, vacation will be prorated from the date of hire based on the number of full months remaining in the fiscal year. Each full month of employment is equivalent to 1.25 vacation days.**

**A max of 5 vacation days can be rolled over into the next fiscal year. (see appendix A for rollover policy)** Upon separation/termination, unused vacation time will be pro-rated based upon vacation earned by the time worked within the fiscal year. Please refer to the vacation rollover policy on the staff intranet.

For example, if a team member separates after working 6 months into fiscal year (half of the fiscal year), the team member will have earned half of the 3 weeks for the year; so, if as of separation the team member has used 1 week of vacation, the remaining half-week (2.5 days) earned will be payable to the team member on the next payday after separation.

Requests for vacation time should be submitted through Paylocity to your Principal/Head of School or supervisor for approval at least one week prior to the requested time off.

If at the time of separation/termination more vacation time has been used than has been earned, the school may, in its discretion, require reimbursement of the unearned vacation pay received by the team member.

## **Holidays**

The schools observe the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If a holiday falls on Saturday, it is observed on the preceding Friday. If a holiday falls on Sunday, it is observed on the following Monday.

Full-time team members are eligible for paid holidays immediately upon hire. Holiday lists are subject to change and are at the sole discretion of the Board of Education.

## **Religious Holidays**

Team members that wish to observe a religious observation day may use their PTO.

## **Other Forms of Leave for All Full-time Team Members**

### **Bereavement Leave**

Full-time team members are eligible for three paid days for the death of an immediate family member (legal spouses, parents, brothers, sisters, children, stepchildren, grandchildren, grandparents, and parents-in-law). Bereavement leave is not available for great aunts and great uncles.

Requests for bereavement leave should be made to your Principal/Head of Schools or supervisor as soon as possible. If a team member does not use the days within the three (3) workdays of the event, the days are forfeited.

If a team member provides a written notice before completing bereavement leave, the team member may elect to use up to one (1) day of the leave later for a memorial service. Requests must be made in writing to the Superintendent for prior approval. Should additional time be needed for travel, arrangements can be made in advance with the Superintendent or designee and PTO would be used.

The Network reserves the right to require written verification of a team member's familial relationship to the deceased and his/her attendance at the funeral or memorial service as a condition of the bereavement pay.

### **Paid Leave for Jury Duty**

Full-time team members will receive their regular pay for up to five days of jury duty per academic year; any additional days are unpaid. Upon receiving a summons, notify your Principal or Supervisor and provide a copy to the school. After jury service, submit documentation confirming the days served. If released from jury duty during your normal work hours, you must return to work. Any jury duty pay received must be signed over to the Network, as you are already compensated for those hours.

### **Witness Leave**

#### **Court Attendance Policy for School-Related Matters**

If school staff are required to attend court proceedings or legal hearings related to school matters as part of their employment duties, they will be compensated for their time at their regular rate of pay. This includes appearances as witnesses, respondents, or representatives of the school district when requested by the school administration or legal counsel.

Staff members must provide advance notice of the court appearance to their supervisor and submit documentation verifying attendance, including court-issued documentation if available. Attendance outside the scope of school-related duties or unrelated to employment will not be compensated.

#### **Court Attendance Policy for Personal Matters**

Team members are given the necessary time off, without pay, to attend or participate in court proceedings in accordance with state law. Notify the Assistant Superintendent and your Principal or Supervisor of the need to take witness leave as far in advance as is possible, and if you receive a subpoena, provide the Assistant Superintendent with a copy.

### **Military Leave or Service with Indiana Civil Air Patrol - Paid**

Full-time team members who receive orders for military duty or emergency service for the Indiana Civil Air Patrol are paid their normal rate of pay for up to five days per Academic Year. If you are subject to such a duty, notify the Human Resources Office and your Principal or Supervisor, as far in advance as possible, stating that you may need to be absent for such purposes, and immediately when you receive orders. After service, provide the school with documentation as to the days served.

## **Military Leave or Service with Indiana Civil Air Patrol – Unpaid Leave**

In addition to paid leave as described above, members who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service or civil air patrol will be given the necessary time off and related rights in accordance with federal law (the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. 4301) and state law (I.C. 10-16-19-2). Accrued vacation days or personal days may be used for this leave if the team member chooses.

Team members must give advance notice of service obligations as soon as possible. For extended leave (more than your accumulated vacation and personal days), you must notify the Assistant Superintendent and your Supervisor (in writing) of your intent to return to employment upon completion of your service.

## **Leave Related to Military Service of Family Member**

Indiana's Military Leave Family Act, I.C. 22-2-13-1, applicable to employers with fifty or more team members, provides that team members who are the spouse, parent, grandparent, or sibling of a person who is ordered to active duty for military service for a period longer than 89 days may take up to 10 working days of unpaid family military leave. If your military relative is on covered active duty, you may be able to take FMLA leave benefits under certain circumstances. If you believe you may need leave for military-related reasons, please contact the Human Resources Office to discuss your options and ensure you receive the support available to you.

## **Family Medical Leave Act (FMLA), 29 U.S.C. 2601**

This section is intended as a general planning guide and does not constitute a complete summary of FMLA provisions. A full explanation of rights and responsibilities under the FMLA is available from the Human Resources Office.

Eligible full-time team members who have been employed by the Network for at least 12 months and have worked a minimum of 1,250 hours during the preceding 12-month period may qualify for up to twelve (12) weeks of unpaid, job-protected leave during a 12-month rolling period for one or more of the following reasons:

1. The birth of a child and to care for the newborn.
2. The placement of a child with the employee for adoption or foster care.
3. To care for a spouse, child, or parent with a serious health condition.
4. The employee's own serious health condition that renders them unable to perform the essential functions of their job.
5. A qualifying exigency related to a covered family member's active duty (or call to active duty) in the military.

### **Notice Requirements and Procedures**

- Employees must provide **advance notice** of their intent to take FMLA leave. Notice may be given orally or in writing. If given orally, a Leave of Absence Form must be completed.
- Ideally, notice should be provided at least **30 days in advance**; however, leave may still be granted with less notice if timely notification was not feasible.
- The Human Resources Office will notify the employee in writing of the **approval or denial of FMLA leave**, and if approved, will issue a **Notice of Rights & Responsibilities** within five (5) business days.
- Employees will be provided with a **Medical Certification form**, which must be completed and returned within fifteen (15) calendar days.
- Upon receipt of the completed certification and necessary documentation, the Network will issue a **Designation Notice** within five (5) calendar days confirming FMLA coverage.
- **Accrued PTO must be exhausted** before the unpaid portion of FMLA begins.
- 

### **Health Coverage and Return to Work**

- Health insurance coverage will continue during approved FMLA leave. Employees must make arrangements to pay their portion of premiums during this period. Failure to do so within 30 days may result in the loss of coverage and the initiation of COBRA continuation.

- Employees returning from medical leave must submit a **doctor's release or fitness-for-duty certification** to Human Resources prior to resuming work duties.

*This is not meant to be an exhaustive list of requirements for the employee or employer. This is a guideline to be used for planning purposes only. A complete guide to FMLA is available from the Human Resources Office.*

## **Unpaid Leaves**

Requests for unpaid leave must be entered into Paylocity and approved by the Principal/Head of Schools or Supervisor. The time taken will result in a deduction in pay.

Unexcused time away from work is unpaid and may result in disciplinary action, which may include verbal or a written warning, suspension without pay or discharge.

## **Americans with Disabilities Act**

Unpaid leave may be requested as a reasonable accommodation for a team member's disability under the Americans with Disabilities Act ("ADA," 42 USCS § 12111). However, an illness or medical condition does not create an automatic right to take leave with a guarantee of future reinstatement. Absenteeism beyond allowable PTO and FMLA leave may result in termination. If you are absent or anticipate being absent beyond your allowable PTO and FMLA leave, contact your supervisor and the Human Resources Office.

## **TEAM RESPONSIBILITIES**

We would like to keep rules to a minimum and rely on team members to make good judgement, but to avoid potential misunderstanding, please note the following policies.

### **Expectations**

**All Career Academy Network team members are expected to consistently demonstrate professionalism, integrity, and accountability in all aspects of their work. This includes producing high-quality work, maintaining strict confidentiality, adhering to deadlines, and conducting themselves in a respectful and collaborative manner with colleagues, students, families, and the broader school community.**

**Team members are required to comply fully with the standards of conduct outlined in this Handbook, as well as any additional policies, procedures, or directives issued by Network leadership. These expectations apply at all times—on and off campus—and extend to in-person, virtual, and public interactions where team members represent the Network.**

**All staff members must demonstrate foundational professionalism, including consistent attendance, punctuality, adherence to school policies and procedures, and strong employability skills. These are considered essential, non-negotiable expectations of the role. Teamwork and collaboration are also non-negotiable and expected of all staff members.**

*The Network expects team members to comply with the standards of conduct set out in this Handbook, and with any other policies, regulations and guidelines that impose duties, requirements or standards pertaining to their status as Network team members.*

## **Hours of Work, Attendance & Punctuality**

All Salaried Career Academy Network team members are expected to be at school at least from 7:45 am to 4:00 pm, Monday through Friday, and to attend all meetings noted as required.

All Part-Time Hourly team members are expected to be at school during the hours scheduled by their Supervisor, Monday through Friday, and to attend all meetings required by their supervisor.

Hourly staff must enter all time worked into Paylocity through the mobile app or computer device.

All part-time team members' hours will be tracked through the school's automated time and attendance system in Paylocity. It is the responsibility of the hourly employee to clock in and out for all breaks, start times and stop times. **It is imperative that hourly employee's clock in and out only at the location in which they are reporting to work. Clocking in and out from home or any other location is strictly prohibited.** It is the responsibility of the employee to report missed punches to their direct supervisor **BEFORE** the pay period closes. Missed punches will not be paid if corrections are not made prior to the closing of payroll.

Overtime must be authorized and approved in writing by the Assistant Superintendent prior to taking the time for all hourly team members.

If you are going to be late for work or absent, notify your building Administrator or Supervisor, as far in advance as is feasible under the circumstances before the start of your workday.

Disciplinary action will be taken for frequent tardiness and unexcused absences. These may include a verbal warning, written warning, unpaid time off and/or discharge.

Subject to your allowance for PTO days as described above and occasional exceptions as approved by your principal or your supervisor, personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your non-working hours. Please refer to the Paid Time Off section of this handbook for further guidance.

If you are absent for three days without notifying the school, it is assumed that you have voluntarily abandoned your position, and you will be removed from the payroll.

### **Assistance in Student Discipline**

**All team members share collective responsibility for student behavior and safety across all areas of campus. Staff are expected to maintain supervision and authority at all times, regardless of their specific role or assignment. When transitioning between locations, staff must ensure that students remain orderly, respectful, and under control.**

**Inappropriate student behavior must be addressed immediately by any staff member who observes it, without exception. Staff are required to intervene appropriately, correct the behavior, and document the incident in the school's designated student information system. Failure to report incidents of misconduct will be considered a breach of professional responsibility.**

**Under no circumstances should students be left unattended in classrooms, hallways, school grounds, or during off-campus activities such as field trips. Student safety and supervision are non-negotiable expectations for all Career Academy Network staff.**

### **Standards of Conduct**

Each team member has an obligation to observe and follow the school's handbook and to always maintain proper standards of conduct. All team members are needed to ensure the top quality of our instructional delivery to our students, staff, and community. Reporting to work as scheduled is important. If an individual's behavior interferes with the orderly and efficient operation of the school, corrective disciplinary measures will be taken. ***Nothing in this Handbook is intended to modify the employment-at-will status of all team members.***

### **Disciplinary Action**

If a performance issue is detected, the supervisor will discuss the issue and offer appropriate assistance needed to remedy the situation. If the performance issue continues, the normal steps of disciplinary action will be a verbal warning, written warning, suspension, and termination of employment. The supervisor will fill out the Disciplinary Action Form as a record and file with the Human Resources Office. If a team member has successfully completed a probationary period during the improvement but reverts to the issue that warranted the improvement, then the team member may be subject to termination without repeating the

previously mentioned progressive disciplinary measures.

Discipline is defined as, but not limited to the following:

1. Verbal Reprimand - The discussion a supervisor holds with a team member in which he/she apprises him/ her of unsatisfactory conduct and impresses upon him/her the need for corrective action. A written notation will be made and placed in the team member's personnel file.
2. Written Reprimand - This is a written record of a reprimand by the supervisor. It is placed in the team member's personnel file.
3. Suspension - This is the ordered absence without pay from duty. Human Resources and the supervisor will determine the number of days, which could be three (3) to five (5) days.
4. Termination - The removal from service for misconduct or unsatisfactory performance including excessive absenteeism. Recommendation will be approved by the Superintendent.

It is not the intent of this policy to require that every disciplinary action move through each of the four (4) steps. Circumstances will dictate at which step (1-4) the supervisor begins. If a team member engages in any of the unacceptable behaviors listed below, they may be suspended from work, pending termination. A team member may be terminated without advance notice for unacceptable behavior.

In all cases, CANOPS reserves the right to suspend a team member without pay to investigate circumstances involving unacceptable behavior or repeated problems. Depending on the outcome of the investigation, an employee may be terminated or reinstated. Suspension may be with or without pay, as determined by CANOPS, for the period of the suspension.

Unacceptable Behaviors include but are not limited to:

- Theft
- Physical violence or threats of a student, other team member or community member
- Sexual harassment
- Child abuse
- Criminal conviction
- Verbal harassment or threats to anyone associated with CANOPS
- Inappropriate language used with students
- Smoking, vaping, or any use of tobacco products in the CANOPS facilities or vehicles
- Gambling on CANOPS premises
- Violation of the drug-free workplace policy
- Possession, consumption or being under the influence of alcohol or drugs on CANOPS property or at a CANOPS function
- Committing unsafe acts
- Repeated behavior that is disruptive to the work of other team members
- Failure to report a work-related accident
- Falsification of any CANOPS record or work-related form including applications and time sheets/time reporting
- Insubordination
- Misuse or destruction of CANOPS property and vehicles
- Use of CANOPS equipment or tools for personal use
- Dishonesty
- Poor performance
- Excessive absenteeism

## **Absenteeism**

All CANOPS team members are expected to report to work as scheduled. If you are unable to report to work, you must contact your supervisor. If you have missed three consecutive days of work, then you should secure a doctor's note to verify the illness. All PTO will be used before unpaid days are

taken. Employment and disciplinary action could be taken for excessive absenteeism. Our dedication to our students cannot take place when our team members do not report to work. Discuss attendance with your supervisor if you know of a reason that absenteeism may become an issue.

## **Professional Development**

Team members who wish to attend Professional Development funded by the school must apply and receive prior approval. Funding of Professional Development will be approved at the Superintendent's discretion based on the anticipated benefit to the school. If approved, school funding for Professional Development may cover approved hotel, flight or car rental, meals (not room service), and non-alcoholic beverages. Itemized receipts and an expense report should be submitted to the Chief Financial Officer within five days of returning from a conference.

The number of teachers who will be allowed to attend Professional Development on the same day will be limited due to the adverse impact on our students when teachers are absent. Teachers who attend one-day Professional Development events are expected to attend the entire day. Teachers who attend conferences are expected to return from the conference and share with other teachers, at the next teacher meeting, insights gained from the conference.

## **Tuition Reimbursement**

The Career Academy Network of Public Schools (CANoPS) offers tuition reimbursement as a professional development benefit, subject to available budget. All eligible staff will receive a Google Form to apply. The total reimbursement amount is determined annually based on budgetary constraints and will be divided equally among all approved applicants.

Reimbursement will not be issued until official transcripts and proof of payment are submitted. Staff who receive tuition reimbursement during a school year must remain employed with CANoPS for two consecutive school years following the reimbursement. If this condition is not met, the full amount reimbursed must be repaid.

## **Software Licensing**

The school purchases or licenses the use of various computer software programs. Neither the school nor any of the school's team members has the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years in jail.

The school does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. Team members learning of any misuse of software or related documentation within the school should notify the Superintendent. Team members who reproduce, acquire, or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

## **Public/Media Relations**

Our school's reputation is built on excellent service and quality work. Maintaining this reputation requires the active participation of every team member. The opinions and attitudes that parents and students have toward our school may be determined for a long period of time by the actions of one team member. Each team member must be sensitive to the importance of providing courteous and professional treatment in all working relationships.

All official statements on behalf of the Network are to be made exclusively by the Superintendent or the Chief Marketing and Communications Officer. This ensures clear, consistent, and accurate communication from our organization. Staff are asked to direct any media inquiries or requests for public comment to these designated representatives.

## **Solicitation and Distribution**

To avoid unnecessary annoyances and work interruptions, solicitation by one team member of another team member is prohibited while either person is on working time. Distribution of literature, including handbills, in work areas is prohibited at all times.

## **Changes in Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information. Changes in name, address, telephone number, status or number of dependents or changes in next of kin beneficiaries should be made in Paylocity or Employee Navigator depending on the nature of the change. Questions should be directed to the Human Resources Office.

## **Protecting School and Student Information**

Protecting school and student information is the responsibility of every team member. ***Do not discuss the school's confidential business with anyone who does not work for us.*** You may be required to sign a nondisclosure agreement as a condition of your employment.

All telephone calls regarding a current or former team members' position or compensation with the school must be forwarded to the Human Resources Office.

## **Conflict of Interest/Code of Ethics**

Team members must never use their positions with the school, or any of its parents or students, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals or businesses.

The school adheres to the highest legal and ethical standards applicable in our profession. To protect the school's reputation, the integrity of each team member is of utmost importance. Team members shall conduct their personal affairs so that the school's reputation is not jeopardized, and legal questions do not arise with respect to their association or work with the school.

## **Gifts and Favors**

Team members may not accept gifts or favors that could influence, or be construed to influence, the team member's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials, or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include team development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

## **Care of Equipment**

Team members are expected to demonstrate proper care when using the school's property and equipment. No property may be removed from the premises without the proper authorization of administration. If you lose, break, or damage any property, you are personally responsible for repair or replacement, and the occurrence must be reported to your school's Principal or your supervisor. Upon resignation or termination, all equipment must be returned to your Principal/Head of Schools or supervisor.

## **Transmitting/ Storing/ Accessing Confidential Information**

Teachers, team members, and students may not redistribute or forward confidential information (i.e., educational records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be accessed, transmitted, redistributed, or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing such personal information as home addresses or phone numbers of users or others is prohibited.

To reduce the loss of confidential information due to theft or misplacement, student/team confidential information should not be stored on portable devices such as memory sticks or on hard drives or home

machines. This information should be stored on the Network's drive.

Extreme caution should be used if data is stored on cloud storage (Google docs, drop box, etc.).

## **Personal Property**

- **Liability:** The Network does not assume any responsibility for loss, theft, or damage to personal property. To minimize risk, the Network advises team members not to carry unnecessary amounts of cash or other valuables. If team members bring personal items to work, they are expected to exercise reasonable care to safeguard them. The Network is not liable for vandalism, theft or any damage to cars parked on school property. The Network carries no accident insurance or other insurance coverage for any loss or injury for which the Network does not have legal responsibility.
- Team members should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the Network's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g., purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

## **School Vehicles/Vehicle Rentals**

A team member using a school vehicle is responsible for the safe operation and cleanliness of the vehicle. Accidents involving a school vehicle must be reported to the Superintendent immediately.

Team members are responsible for any moving and parking violations and fines which may result when operating a school vehicle. Only authorized team members should operate school vehicles. School vehicles may only be used for job-related travel.

Smoking is prohibited in school vehicles. The use of seat belts is mandatory for operators and passengers of school vehicles.

A valid/current Driver's License will be required to be submitted to the Assistant Superintendent and the Athletic Director at the beginning of each semester by those authorized to transport students. Mandatory notification to the Assistant Superintendent is required immediately upon notification of any change in licensing status, such as expiration, suspension, or restriction.

## **Safe Operation of Network Vehicles**

All Network vehicles will be operated in the safest manner possible. The following guidelines will apply:

- When driving, team members must be physically and mentally capable of operating any vehicle safely. No team member should operate a Network vehicle after having consumed alcoholic beverages or having taken medication that may cause drowsiness.
- Drivers will obey all traffic laws and always observe legal speed limits.
- Any traffic citations will be the responsibility of the driver and shall be reported to their immediate supervisor as soon as possible.
- Team members will be responsible for maintaining in good mechanical operating condition any vehicles assigned to them.
- Team members will comply with all federal, state, and local laws and regulations regarding the use of technology devices.
- Use of cellular telephones while driving is not allowed.
- Team members will not send or read text messages or emails, dial cell phones, or view any type of electronic devices including GPS type systems and computers while driving.

## **Transporting Students**

Team members should not drive students in their personal vehicle to school, from school, during the school day or for any school-related purpose or event unless given authority to do so by the school's Principal. This should only happen in rare and/or special circumstances with prior consent from the parent or guardian.

## **Weather Conditions**

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised, the roads are normally passable. Except in cases of severe weather conditions, we are all expected to work our regular hours. (see page 29 for additional guidance)

## **Team Mailboxes**

Check mailboxes at least twice a day, more frequently whenever possible. Emergency phone messages will be delivered immediately. Students should **never** be sent to take materials from a team member's mailbox.

## **Personal Telephone Calls**

It is important to keep our telephone lines free for parent and student calls. Although the occasional use of the school's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum. Personal cellular telephones must be turned off or set to a silent alert during working hours while on school premises. Use of cellular telephones must be limited during working hours or while on school premises unless they are being used for work purposes.

## **Email Monitoring**

We recognize your need to be able to communicate efficiently with other team members, parents, and students. Therefore, we have installed an e-mail system to facilitate the transmittal of business-related information within the school and with our parents and students. The e-mail system is intended for business use only. The use of the school's e-mail system to solicit fellow team members or distribute non-job-related information is strictly prohibited.

Our school's policies against sexual and other types of harassment apply to the e-mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Team members are also prohibited from the display or transmission of sexually explicit images, messages, ethnic slurs, racial epithets, or anything which could be construed as harassment or disparaging to others.

Team members shall not use unauthorized codes or passwords to gain access to others' files.

For business purposes, the school reserves the right to enter, search and/or monitor the school e-mail system and the files/transmission of any team member without advance notice. Team members should expect that communications they send and receive by the school e-mail system will be disclosed to management.

## **Voice Mail Monitoring**

We recognize your need to be able to communicate efficiently with fellow team members, parents, and students. Therefore, we have a voice mail system to facilitate the transmittal of business-related information within the school and with parents and students.

The voice mail system is intended for business use only. The use of the school's voice mail system to solicit fellow team members or distribute non-job-related information is prohibited.

Our school's policies against sexual and other types of harassment apply fully to the voice mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, team members are also prohibited from the transmission of sexually explicit messages, ethnic slurs, racial epithets, or anything which could be construed as harassment or disparaging to others.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, the school reserves the right to enter, search, and/or monitor the voice mail system and the voice mail of any team member without advance notice.

## Copyright

A variety of machines and equipment for reproducing materials to assist teams in carrying out their educational assignments are available to teams in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of team members. All reproduction of copyrighted material shall be conducted strictly in accordance with provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Team members are further advised that copyright provisions apply to all forms of digital media.

## AI Acceptable Use Policy

### Mission Statement

Empower CANoPS to responsibly harness AI to enrich, innovate, and reimagine our student-centered educational journeys.

The Acceptable Use Policy guides our students and staff on best practices for how to use AI ethically and effectively. CANoPS believes AI has a place in our learning environments and that it should support learning, not replace it.

### Our Core Philosophy

- **Empowerment:** AI can be a powerful support to help us learn, create, and problem solve, but it’s not here to do the thinking for us.
- **Critical Thinking:** AI is not perfect. It can mislead, show bias, make things up, or just get it wrong. Always review what it produces for you.
- **Transparency:** Be open and honest about how you use AI.

### Periodic Review

This policy will be revisited and updated to keep pace with advancements in AI, educational needs, and legal standards.

### Acceptable Use Policy for Staff

At CANoPS, we will treat AI like any great tool—with care, responsibility, and creativity. When used wisely, AI can spark powerful learning and problem-solving. It only works when we bring our best thinking to the table, however, so we offer the guidelines outlined below.

### Integrating AI in Our Educational Practices

- Use AI to generate ideas and adapt instruction.
- Incorporate vetted AI tools into the classroom to support personalized learning.
- Use AI to streamline repetitive tasks.

### Act Responsibly

- Ensure you are in compliance with FERPA and COPA. Avoid using tools that collect or store student data, as well as district data (e.g., graduation rates, test scores).
- Trust your professional judgment. Always review AI-generated content and finalize decisions about assessment and discipline independently.
- Remember your why. Compassion, engagement, and mentorship are the foundation of education and cannot be replaced by AI.

### Implementation & Oversight

- All staff are expected to participate in training on ethical AI use throughout the school year.
- Periodic audits will assess impact, safety, and policy compliance.

## Internet Usage

The school has provided team members with access to the Internet, an important resource for the school’s work. The school’s Internet system is intended for school use only. Use of the Internet for any non-school purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

Our school's policies against sexual and other types of harassment apply fully to internet usage, including the use of instant message programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, team members are also prohibited from displaying, transmitting, and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets, or anything which could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. Abnormal usage may be investigated. Team members learning of any misuse of the Internet shall notify the Superintendent.

Violation of the School's policies on Internet use may result in disciplinary action, up to and including discharge.

## **Social Media Policy**

**Definition of Social Media** - For the purposes of this policy, social media should be understood to include any website or forum that allows for open communication on the Internet including, **but not limited to**:

- Social Networking Sites (LinkedIn; Facebook, Instagram), etc.
- Micro-Blogging Sites (Twitter-“X”), etc.
- Blogs (including company and personal blogs), etc.
- Online Encyclopedias (Wikipedia, Sidewalk), etc.
- Video and photo-sharing websites (YouTube; Flickr), etc.

**Think Before Posting** - In general, team members should think carefully before posting online, because most online social platforms are open for all to see. Despite privacy policies, team members cannot always be sure who will view, share, or archive the information that is posted. Before posting anything, team members should remember that they are responsible for what is posted online. Team members should carefully consider the risks and rewards with respect to each posting. Team members should remember that any conduct, online or otherwise, that negatively or adversely impacts the team member's job performance or conduct, the job performance or conduct of other co-workers or adversely affects student, parents/guardians, school board members, clients, customers, colleagues or associates of Network and/or the Network's legitimate interests may result in disciplinary action, up to and including termination. If team members have any doubt about what to post online, it is better not to post, since once something is placed in cyberspace, it is often difficult to retract the information. Team members should use their best judgment and exercise personal responsibility when posting to any social media websites.

**Using Student Images** - Staff must not post or share photographs, videos, or other identifiable images of students on any public platform, website, or social media account without the express written permission of the student's parent or legal guardian. This includes images taken during school hours, at school events, or on field trips. All staff are responsible for ensuring that student privacy and safety are protected at all times.

**Using Social Media at Work** - Team members should limit their use of social media during working hours or on equipment provided by the Network unless such use is work-related or authorized by the principal or the team member's supervisor. Team members should not use school email addresses to register on social networks, blogs, or other websites for personal use. Team members should note that this provision is not meant to prohibit team members from engaging in concerted protected activity which is lawful under Section 7 of the NLRA – National Labor Relations Act.

**Right to Monitor** - Where applicable law permits, the school reserves the right to monitor team use of any social media, and to take appropriate action with respect to inappropriate or unlawful postings. In monitoring social media, the school will not interfere with any rights under Section 7 of the National Labor Relations Act.

**Team members Are NOT Authorized to Speak on Behalf of the Employer, Unless Explicitly Given Permission** - Team members should express only personal opinions online and a team member should

never represent himself or herself as a spokesperson for the Network unless given explicit permission or approval to do so. Team members should never post anything to the internet in the school's name without prior written consent. If the school is the subject of content posted by a team member online, the team member should make it clear that the views posted do not represent or reflect the views of the school or other co-workers, students, parents/guardians, school board members, clients, customers, colleagues, or other individuals who work on behalf of or who are associated with "the school." This disclaimer should be visible and easy to understand.

***Do Not Post Confidential Information*** - Team members should aim to protect the schools' trade secrets, and private, confidential, and proprietary information. Team members should make sure that online postings do not violate any non-disclosure or confidentiality obligations or disclose the school's trade secrets, and confidential and proprietary information.

***Be Mindful of Copyright and Intellectual Property Laws*** - Team members should be careful to comply with all copyright, trademark, and intellectual property laws.

***Act Appropriately*** - Team members should act appropriately when posting online. Any online behavior should be consistent with the Network's policies and practices with respect to ethics, confidential information, discrimination, and harassment. Because online tone can be interpreted in different ways by readers, team members should not engage in any online conduct that would not be acceptable or appropriate in the workplace, including derogatory, discriminating, or stereotypical remarks, threats, intimidation, harassment, insults, slander, defamation, or pornography.

***Demonstrate Respect*** - When posting anything online, team members should always be fair, courteous, and respectful to co-workers, students, parents/guardians, school board members, clients, customers, colleagues, and other individuals who may work on behalf of the schools. Team members should demonstrate proper respect for the privacy of others. If a team member decides to post a complaint or criticisms, the team member should avoid using any statements, photographs, video, or audio that may be viewed as malicious, obscene, threatening, harassing or abusive of co-workers, students, parents/guardians, school board members, clients, customers, colleagues, or other individuals that work on behalf of or are associated with the schools. Team members should refrain from engaging in offensive postings that may create a hostile and abusive work environment based on race, sex, religion, or any other protected class. Team members should not use hints or innuendo that associate their comments with co-workers, students, parents/guardians, school board members, clients, customers, colleagues, or other individuals that work on behalf of or are associated with the schools.

***Be Accurate and Honest*** - Team members should always be accurate and honest in posting any news or information to social media and quickly correct any mistakes or errors. Team members should never post any information which is known to be false about the schools or co-workers, students, parents/guardians, school board members, clients, customers, colleagues, or other individuals that work on behalf of or are associated with the schools.

***Business/School-Related Social Media Accounts*** - All business/school-related social media accounts and related postings maintained by team members for marketing and/or networking purposes always remain the property of the Network. All information including the account, the login and password should be returned to the Network at the end of the team member's employment. No team member has the right to use the account after termination of employment.

***Retaliation Prohibited*** - The Network prohibits taking negative action against any team member for reporting a violation of this social media policy or cooperating in any investigation with respect to a potential social media policy violation. Any team member who retaliates against any team member for reporting a deviation from this policy or for cooperating in any investigation will be subject to disciplinary action, up to and including termination.

***Legal Liability*** - Team members can be legally liable for what is written or posted online. The employer also reserves the right to discipline team members, up to and including termination, for any commentary,

content or images that are pornographic, harassing, and libelous or for anything that creates a hostile work environment based on race, sex, religion, or any other protected class.

## **Intellectual Property Rights**

Any work or product produced by a Network team member in the course and scope of his or her employment is owned by the Network, including the right to obtain patents and copyrights.

Any work or work product produced by a team member on his or her own time, away from his or job, and with personal equipment and materials is owned by the team member, including the right to obtain patents or copyrights.

## **Business/Customer Relationships**

Any business or customer relationship that have been created in the course and scope of a team member's employment is the property of the Network.

## **Dress and Professional Appearance Policy**

All Career Academy Network of Schools (CANOPS) staff are required to present a professional appearance at all times. Attire must be clean, modest, and appropriate for a formal educational setting. Jeans, hoodies, graphic T-shirts, leggings, open-toe shoes, and any clothing with rips, holes, or sheer material are strictly prohibited. Staff must wear closed-toe footwear, professional tops (no crop tops or tank tops), and pants, slacks, or skirts of appropriate length. PE and maintenance staff may wear job-specific attire with administrative approval. Spirit wear may only be worn on designated dress-down days. Staff in violation of the dress code will be asked to correct the issue immediately. Repeated violations may result in disciplinary action, up to and including formal write-up or suspension. At a minimum, team members are expected to follow the student handbook's dress code. This policy remains in effect during the summer months.

## **Outside Employment**

We hope that you will not find it necessary to seek additional employment. However, if you are planning to accept an outside position, the following apply:

Outside employment must not conflict in any way with your responsibilities within our school. You may not work for or take an ownership position with any competitor.

Team members may not conduct outside work or use school property, equipment, or facilities in connection with outside work during school time.

## **Parking**

Parking hang tags will be required on all team members, teacher, and student parking to help identify unauthorized vehicles. A hang tag will be required and always displayed. They can be obtained from the School Resource Officer (SRO).

Teacher, Team, and Student parking spaces are designated by applicable signage.

Visitor parking is designated by applicable signage and when possible is separate from student and team parking. Each space is marked "Visitor."

Free parking facilities are available to all team members. Always park within the designated team parking lots.

Enter and exit the approved school access point. The safety of our team and students is important to us.

The school is not responsible for loss, damage or theft of your vehicle or any items contained in your vehicle. We suggest that you lock your car doors and keep personal belongings secure in the trunk of your

car or out of sight.

### **Guidelines**

- All team members who will be parking on school property must have a valid parking pass.
- All vehicles parking on school property must park in the designated parking areas.
- Violations of school parking lot rules will subject your vehicle to a written warning, loss of parking privileges, school citations, and potential vehicle impound at the owner's expense.
- All criminal activity is prohibited on school property. Vehicles may be subject to search and/or impound.
- All vehicle searches on school property and/or vehicle impounds will have to be approved by the School Administrator and/or the School Resource Officer.
- Any vehicle that poses a threat to the safety or security of persons or property, or both will be subject to impound.

### **Towing Cars on School Property:**

- Cars that remain unattended on school property for more than 72 hours will be towed. The registered owner of the vehicle will be liable for removal and storage charges.

### **Contact with the Media (see Public Media Relations)**

All media inquiries regarding the school and its operations must be referred to the Superintendent or Chief Marketing & Communications Officer. Only the Chief Marketing Officer is authorized by the Superintendent to make or approve public statements pertaining to the school.

Team members may not make statements to the media relating to the school or its operations.

### **Supplies**

Contact the Network's Business Office for any questions or concerns relating to obtaining supplies for any purpose. The school maintains a stock of basic office supplies, such as pens, paper clips, staples, notepads, etc. If you need additional items not regularly stocked, please contact the Network's Business Office.

All office supplies are for school use only and should not be removed from the school for non-school use. Violations of this policy may result in disciplinary action up to and including discharge.

### **Resignation or Termination**

Proper notice should be provided to the supervisor as soon as possible. All school property **MUST** be returned upon resignation or termination to your Principal/Head of Schools or supervisor. This includes laptops/devices, key fobs, software, badge, etc. Team members are paid for earned/unused PTO upon termination/separation.

Should you decide to leave your employment with us, we ask that you provide the Human Resources Office and your Principal/Head of School or Supervisor with two weeks' advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the Network. A resignation date is considered the last day worked.

Team members who are rehired following a break in service, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed, and are considered as new hires from the effective date of re-employment for all purposes, including the purpose of measuring benefits.

Our Network and our team **do not provide "letters of reference" to former team members unless approved by the Assistant Superintendent and kept on file.** We will confirm, upon request, our team members' dates of employment, salary history and job title.

All resigning team members should complete a brief exit interview, in writing with the Human Resources Office or their Supervisor/Principal/Head of School in person. The results of the interview will be utilized to improve all aspects of our organization. The related form will be retained in the team members' personnel file.

**Employees who leave the Network and were enrolled in the health insurance plan may be eligible to continue their coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Eligible individuals will receive written notice outlining their rights to extend coverage, including details on cost and duration of benefits.**

Prior to your departure, please update your address in Paylocity so that tax information will be sent to the proper address.

## **Reduction in Force**

Although rare, reductions in Force are sometimes necessary. Career Academy Network of Public Schools may implement a Reduction in Force (RIF) when necessary, due to financial constraints, enrollment, programmatic shifts, or operational restructuring. As an at-will employer, Career Academy reserves the right to terminate employment at any time; however, RIF decisions will be made fairly and in alignment with applicable Indiana and federal employment laws. When considering which positions or employees are affected, the Network may evaluate programmatic needs, licensure, job performance, seniority, versatility, and attendance history.

Employees impacted by a RIF will be notified in writing with as much advance notice as possible. Employees separated through a RIF may be eligible for rehire if a similar position becomes available within 12 months. Reinstatement will be based on qualifications, prior performance, and the order of separation. Affected employees must respond to any recall within seven (7) days. Recalled employees will retain their original hire date for seniority purposes but will be subject to current employment terms. Health benefits will continue through the end of the separation month, and COBRA coverage will be offered per federal law. RIF decisions will not be based on protected characteristics and retaliation of any kind will not be tolerated.

# **WORKPLACE SAFETY**

## **Overview**

Each team member must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify the School Office, Immediate Supervisor and/or the Assistant Superintendent of any emergency. If you are injured or become sick at work, no matter how slightly, you must inform your immediate supervisor immediately.
- The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the school's property is forbidden.
- Use, adjust and repair machines and equipment only if you have been authorized by the school to do so.
- Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safety procedure, **ask**.
- Know the locations, contents, and use of first aid and firefighting equipment.
- Comply with OSHA standards and/or applicable state job safety and health standards and any of the school's safety procedure manuals.

## **Mandatory Training Requirements**

As part of our commitment to maintaining a safe, compliant, and supportive learning environment, all Career Academy Network of Public Schools (CANoPS) employees are required to complete a series of mandatory training courses. These training courses are designed to meet regulatory requirements set forth by both the State of Indiana and the federal government, as well as to address school-specific expectations for staff knowledge and conduct.

To support the successful completion of these training courses, CANoPS has partnered with PublicSchoolWORKS to deliver them in a user-friendly online format. These modules cover a range of essential topics, including but not limited to student safety, mandated reporting, confidentiality, workplace conduct, and emergency procedures.

## **Incident Reports**

Whenever an accident or incident occurs and causes an injury, an incident report must be completed. The standard incident report form must be completed within four hours of the incident occurrence and delivered to the School's Office immediately upon completion. Notification of any incident requiring emergency care must be reported by phone by the attending School Nurse or Aide as soon as practical to Human Resources Office. Provide details such as type of injury, time, place and who was present. If possible, take pictures of the area to show conditions. If no nurse is present or available, the injury must be reported to the Human Resources Office. Medical treatment must occur at a location designated by the Network.

Report immediately even if the result doesn't seem like a serious injury.

## **Arrests And Convictions or Change In Driver's License Status**

Team members are required to report to the Assistant Superintendent within five calendar days of any:

- Criminal charge against the team member
- Citation for an infraction occurring off duty that impacts the team member's ability to perform assigned duties (e.g., loss/suspension of driving privileges)
- Arrest for any misdemeanor or felony
- Change in driver's license status, such as suspension, expiration, uninsured status, etc.

## **Workplace Searches**

To protect the property and to ensure the safety of all team members, parents, students, and the school, the school reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the school's property. In addition, the school reserves the right to search any team member's office, desk, files, lockers, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the school, and are issued for the use of team members only during their employment. An inspection may be conducted at any time at the discretion of the school.

Individuals entering the premises who refuse to comply with an inspection conducted under this policy may be denied entry. Team members entering, leaving, or working on the premises who refuse to cooperate with an inspection—or who are found, after an inspection, to be in possession of stolen property or illegal substances—may face disciplinary action. Such actions, including potential termination, will follow an investigation confirming a violation of the school's security procedures or other applicable rules and regulations.

## **Workplace Violence**

Violence on the school premises will not be tolerated. The school will adhere to the policy of minimizing the potential risk of personal injuries or damage to property, however, the school cannot be a guarantor of the actions of people on the premises and does not, by this policy, assume responsibility beyond otherwise applicable legal standards.

If a team member receives or overhears any threatening communications, report it to your principal or your

Supervisor and the Assistant Superintendent at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be investigated, documented, and kept confidential to the extent possible and authorized by law. Team members are expected to report and participate in an investigation of any suspected or actual cases of workplace violence. The school must be notified of all protective orders and/or restraining orders.

Violations of this policy, including failure to report or fully cooperate in the school's investigation, may result in disciplinary action, up to and including immediate discharge. Please see the following for detailed information on each bullet point above.

## **Emergencies**

The School Office should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke.

Should an emergency result in the need to communicate information to team members outside of business hours, the school Office will contact team members via "ROBO" call. Therefore, it is important that team members keep their personal emergency contact information up to date.

When events warrant an evacuation of the building, you should follow the instructions of the Principal/Head of School or designee. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the Superintendent or designee to await further instructions or information.

## **Emergency School Closure Policy**

In the event of an emergency school closure, such as inclement weather or other unforeseen circumstances, all educational staff are required to report online and continue instruction virtually. Teachers and instructional staff must follow their normal work schedules and deliver remote learning as directed.

All other employees are expected to work remotely during closures if weather or conditions prevent safe travel to school buildings. Supervisors will provide guidance on remote work expectations and responsibilities.

Failure to report online or work remotely during an emergency closure, without prior approval or a documented reason, will result in the use of a paid time off (PTO) day. If no PTO is available, the absence may result in a loss of pay, in accordance with Indiana employment regulations.

## **Smoking**

**Smoking, including the use of e-cigarettes, vapes, or any tobacco-related products, is strictly prohibited on school property, within school buildings, in parking lots, or at any off-site school-sponsored events or activities. This policy applies to all staff, students, and visitors at all times, regardless of whether school is in session. Violation of this policy may result in disciplinary action, up to and including termination.**

## **Concealed Weapons**

Possession, storing, use or sale of weapons, knives, firearms, or explosives on work premises, while operating school machinery, equipment, or vehicles for work-related purposes or while engaged in school business off premises is forbidden except where expressly authorized by the school and permitted by state and local laws. A weapon means any object intended to be used for inflicting serious bodily harm or property damage as well as endangering the health or safety of persons. Weapons including firearms, tasers, handguns, stun guns, air, or gas-powered guns (whether loaded or unloaded). A knife is defined as a sharp edged or sharp pointed blade capable of inflicting, cutting, stabbing, or tearing wounds. This policy applies to all team members, including but not limited to, those who have a valid permit to carry a firearm.

Team members who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their Supervisor immediately. A team member who violates the policy may face disciplinary measures, which could include termination.

The Network's School Resource Officer (SRO) has been authorized to carry a concealed weapon while on or around the premises by the Board of Directors.

## **Drug and Alcohol-Free Workplace**

The School Board believes that quality education is not possible in an environment affected by drugs. It shall seek, therefore, to establish and maintain an educational setting which meets the requirements in the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, by any member of the School Corporation's administrative staff at any time while on Corporation property or while involved in any Corporation-related activity or event. An employee who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Any administrator who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements. The school has a vital interest in ensuring a safe, healthy, and efficient working environment for our team members and the parents and students we serve. The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone. In addition, as a federal grantee, we have a duty to comply with the requirements of the Drug-Free Workplace Act. For these reasons, we have established as a condition of employment and continued employment with the school the following drug and alcohol-free workplace policy.

The school may implement a drug testing program in compliance with state and federal laws. Team members are prohibited from reporting to work or working while using alcohol or an illegal or unauthorized controlled substance, except when the use is pursuant to a doctor's orders and the doctor has advised the team member that the substance does not adversely affect the team member's ability to safely perform his or her job duties.

Team members are prohibited from reporting for duty or remaining on duty while intoxicated, and from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at sponsored functions or activities after or outside of school hours.

Team members are prohibited from engaging in the unlawful manufacture, distribution, sale or possession of illegal substances and alcohol in the workplace, including on school-paid time, on school premises, in school vehicles or while engaged in school activities. **Coming to work with the noticeable scent of drugs or other controlled substances on clothing is inappropriate and may result in disciplinary action.**

In accordance with the Drug-Free Workplace Act, team members must notify the Assistant Superintendent and your Principal or Supervisor of any criminal drug-statute conviction for a violation occurring within the workplace within five days of such conviction.

Employment or continued employment with the school is conditioned upon full compliance with the foregoing drug and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Any team member who violates this policy and is subject to termination may, at the school's discretion, be permitted in lieu of termination, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

As required by law, the school maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage any team member with such a condition to seek assistance before the condition affects the team member's ability to perform job functions or jeopardizes anyone's health and safety. The school will attempt to assist its team members through appropriate leaves of absence and other measures, consistent with the school's policies and applicable federal, state, and local laws.

The school reserves the right to take any, and all appropriate and lawful actions necessary to enforce this drug and alcohol-free workplace policy, including but not limited to, the inspection of school lockers, desks, or other suspected areas of concealment, as well as any team member's personal property when the school has reasonable suspicion to believe that the team member has violated this drug and alcohol-free workplace policy.

### **Drug and Alcohol-Free Awareness Program**

In order to maintain a drug and alcohol free workplace, the school has established a drug and alcohol free awareness program to educate team members on 1) the school's drug and alcohol free workplace policy referenced above; 2) the availability of the "Team member Assistance Program" free of charge for Anthem Health subscribers; 3) the penalties that may be imposed upon team members for drug abuse and alcohol misuse violations, and violations of the school's drug and alcohol free workplace referenced above. Such education includes the reorientation of all team members involved in cases in which a drug related and/or alcohol-related accident or incidents occurs.

### **Other Safety Policies**

- Team members should not leave the classroom while students are present. It is always better to send a trusted student than to leave your classroom unattended. If while teaching you have or anticipate a personal medical emergency (vomit, diarrhea, etc.), please be sure to notify the teacher next door and ask the other teacher to watch your students (as well as his or her own class). This may require moving students to a flex area.
- Team members should not leave students unattended anywhere in the building, at school sponsored events or field trips.
- Please avoid meeting with a student one-on-one in your classroom or office. If you must meet with the student one-on-one either meet with the door open if possible and ensure that the student always remains nearest the exit door.
- Please do not invite students to your home. We are glad to host students at school. It is always better to invite students to the school than to your home.
- All visitors (**regardless of relation**) must sign in the office before they are permitted in the school. If you are expecting a visitor to come to the school, please let the front office know their name, when you expect them and the nature of the visit.
- Volunteers will be asked to undergo a background check. Building personnel will conduct these checks and maintain the file for the Academic Year.
- Please make sure you always have your classroom keys with you so you can lock your door at a moment's notice.
- Please make sure your classroom door is closed and locked when you are not present.
- Students may not arrange for students from other schools or adults to shadow at our schools without prior permission from the Principal/Head of School or Superintendent's office.
- Do not engage in any personal financial relationships with your own students or their parents.
- Please make the administration aware if you know of or expect a problem with a parent. It is always better if the administration is not caught unaware.

## **APPLICABLE LAWS AND RELATED SCHOOL POLICIES**

### **Child Abuse**

Ind. Code §31-33-5-1 states [A]n individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article. The statute does NOT limit the reporting requirement only to those who KNOW about the child abuse or neglect.

The statute requires reporting by anyone who has any reason to believe that a child is abused or neglected. It does not limit the requirement to adults. Our Network requires that any team member who has reason to believe that a child is a victim of child abuse or neglect shall immediately report to the local child protective service agency or law enforcement agency.

I.C. § 31-33-5-2 provides that a report may be written or oral and that it may be made either to the Indiana Department of Child Services (DCS) or to a law enforcement agency. The telephone number for Indiana Department of Child Services Child Abuse and Neglect Hotline is 1-800-800-5556. It is available 24 hours a day, 7 days a week, including weekends and holidays.

Additionally, the team members shall immediately notify the Principal/Head of Schools. At CANOPS, we want all staff to know that if you need to make a report regarding child abuse, you do not have to navigate it alone. You are encouraged to reach out for support by contacting your immediate supervisor, your building Administrators, or the Assistant Superintendent. Together, we are here to ensure that reports are handled appropriately and that you have the assistance you need throughout the process.

### **Equal Employment Opportunity**

We are committed to equal employment opportunities. We will not discriminate against team members or applicants for employment on any legally recognized basis including but not limited to veteran status, uniform member status, and all protected classes. Race, color, religion, sex (including pregnancy, childbirth or related condition, gender identity, or sexual orientation, disability, national origin, ancestry, disability and genetic information, and age protected classes in Indiana.

You may discuss equal employment opportunity related questions with the Assistant Superintendent, the Human Resources Office or any other member of administration. Retaliation against a team member who files a good faith complaint with the Equal Employment Opportunity Commission (EEOC) or other governmental agency, or assists in the investigation of such complaint, is strictly prohibited, and will lead to discipline, up to and including immediate discharge. Likewise, any team member who files a complaint in bad faith, or knowingly provides false information regarding a complaint, will be subject to the same level of discipline.

### **Americans with Disabilities Act (ADA)**

We are committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify the Superintendent and Assistant Superintendent of the need for accommodation. Upon doing so, the Superintendent may ask you for your input or the type of accommodation you believe may be necessary, or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

### **Bullying**

We are subject to and abide by Indiana law requiring adoption and enforcement of an anti-bullying policy for the protection of students, Indiana Code 20-33-8-16, and have adopted a policy for such purpose. Additionally, although not required by law, we have adopted and will enforce an anti-bullying policy for the protection of team members.

We respect the personal worth and integrity of each team member. The school recognizes that critical

comments addressing job deficiencies or intended to assist team members in improving their work performance or conduct are occasionally necessary, but we will not tolerate workplace behavior designed to intimidate, torment, ostracize, degrade, humiliate, or otherwise bully another team member.

Anyone who believes that he or she has witnessed or has been the victim of workplace bullying is encouraged to report the matter to the Assistant Superintendent. All reports will be promptly, confidentially, and impartially investigated. Confirmed misconduct will result in punishment, up to and including the immediate termination of the offender.

Retaliation for the good faith reporting of an incident of workplace bullying or harassment shall also be subject to discipline, up to and including the immediate termination of the offender.

### **Harassment (Including Sexual Harassment)**

We prohibit harassment of any kind between team members, or third parties for any reason including, but not limited to: veteran status, uniform service member status and all protected classes. Other protected classes in Indiana include race, color, religion, sex (including gender identity or sexual orientation), disability, national origin, ancestry, disability, and age.

The purpose of this policy is not to regulate the personal morality of team members but to ensure that workplace harassment does not occur for any reason. While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, and teasing.

Sexual harassment may include but is not limited to unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature, sexually related drawings, pictures, jokes, teasing, uninvited touching, or other sexually related comments made in person, written or on social media.

Any team member who believes that he or she is a victim of harassment should immediately report the matter to the Assistant Superintendent or the Human Resources Office. The school will investigate all such reports as confidentially as possible. Adverse action will not be taken against anyone who in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including termination.

### **Family Educational Rights and Privacy Act (FERPA- the “Buckley Amendment”)**

We adhere to the Family Educational Rights and Privacy Act (FERPA) (the “Buckley Amendment”), 20 U.S.C. 1232g, as to access to student records and academic confidentiality.

Students are not to grade each other’s work (unless as an educational exercise, with grades not to be recorded). Additionally:

- Children of teachers may not grade the work of students enrolled at our schools.
- Graded student work may not be displayed in the halls without notifying the student.
- A student or teacher should never be asked to state aloud the grade a student earned.
- Parent volunteers may not grade student work.

### **Criminal Background Check**

As part of employment, new team members, volunteers and board members are required to undergo an expanded background check, per Indiana Code 20-26-5-10(b). State law requires that team members renew the Criminal Background Check every five years. The board approved policy (dated 10/29/2024) is available on the Staff Portal. Human Resources will let team members know when their five-year Criminal Background Check needs to be renewed.

### **Immigration Reform and Control Act**

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), as amended, we are committed to employing only individuals who are authorized to work in the United States. Accordingly, each team

member, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If a team member is authorized to work in this country for a limited period, he or she will be required to remain employed by the school, to submit proof of renewed employment eligibility prior to expiration of the previously authorized period.

## **Title IX – Sex Discrimination**

Our schools are subject to and adhere to the requirement of Title IX, 20 USC 1681-1688, providing: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## **At Will**

The Network does not offer employment contracts and may non-renew at the end of the Academic Year for any position. Team members are not hired for any specific term. Accordingly, all employment relationships are "at will" relationships. Employment "at will" means that the Network may end the employment relationship with any team member or change a team member's status (for example, modify a position, promote, or demote a team member, adjust compensation, etc.) at the Network's discretion, subject only to applicable laws (such as the laws against discrimination), upon oral or written notice to the team member. Subject to such laws, the decision to stay or to leave is in the sole discretion of the party making that decision.

## **Other Requirements Applicable to Team Members**

### **Licensing Requirements and State Certifications**

**All licensed/certified staff are responsible for maintaining their own license/certification** including a "Highly Qualified" status for teachers in the subject matter(s) that he/she is teaching.

All teachers must have in process or a current Indiana Teaching License or Charter School Teaching License before the start of each school year.

Please ensure that the Human Resources Office has a current copy of your license and all certifications. These licenses/certifications will be filed in your personnel folders. Any instructional staff member without a valid teaching license on file will have their salary adjusted to reflect non-licensed teacher pay until appropriate documentation is received. Additionally, you will not be eligible for the annual salary increase until such license is on file.

### **Paraprofessional Guidelines**

The Indiana Department of Education (IDOE) requires that Title I-funded schools employ properly trained paraprofessionals. At CANOPS, we are committed to hiring highly qualified candidates who meet state standards. Paraprofessionals are considered "Highly Qualified" if they meet **one** of the following criteria:

- Two years of college experience
- A two-year college degree
- Passed the Para-Pro Assessment (within the first year of employment)
- One year or 1,000 hours of previous employment experience in a school or working with children
- Passed annual school-level evaluations
- Completed 48 credit hours of college level classes

## **Job Duties and Responsibilities**

Our school's success requires that teachers accept its mission and culture, which in some ways requires more than a traditional school. Acceptance of and adherence to the school's culture, including all elements of the job description, is critical to performance and will be used for purposes of evaluations, promotions, compensation determinations, and retention.

## **Communication with Parents/Guardians**

Our teachers must begin with a position of collaboration with the parents and guardians of all our students.

It is mandatory that all communications with parents and guardians must be logged in the schools' software system.

Contact with parents and guardians must be frequent and documented. Use of phone, email, written notes, biweekly progress reports and/or newsletters is encouraged. Take a positive approach in communication with parents and guardians. Achievement or improvement, as well as negative behavior or failing grades, are good reasons for contact with parents and guardians.

Grades of "F" must be reported to parents and guardians before report cards are issued. Teachers must gain approval from their principal before issuing an ("I") incomplete grade. Keep administration informed as well so that students can be helped.

**All letters to be sent to an entire class must be approved by your principal before being sent. A copy of all such communication will be retained in the office.**

## **Commitment of Resources**

All expenses must be necessary, reasonable, and allocable. You should be able to answer yes to all these questions when requesting to make a purchase:

- 1) Is the expense targeted to a valid program or administrative need?
- 2) Is this the minimum amount I need to spend to meet my needs?
- 3) Is this an immediate need?
- 4) Has it been determined that the resource is not available elsewhere in the school?
- 5) Would I be able to defend this expense to an auditor as a legitimate use of public funds?

It is mandatory that all grading be complete and recorded prior to the end of each grading period. Records may not be removed from the school. Lesson plans and grade books are the property of the school.

## **Lesson Plans/Assignments**

Lesson plans are kept in the school's software system. Lesson plans will be monitored to assure that they include objective, materials needed, procedure, and assessment. Teachers should be prepared to provide lesson plans to administrators if requested.

All assignments/grades must be entered into the schools' software system within five days of the assignment being collected unless otherwise specified in advance.

## **Treatment of Student Illness**

**Staff are strictly prohibited from administering medication of any kind to students, including over-the-counter medications, in accordance with Indiana state law. All student health concerns, including illness or injury, must be immediately referred to the designated school nurse or health office personnel. Under no circumstances should a teacher or staff member attempt to diagnose, treat, or provide medication to a student. Failure to follow this policy may result in disciplinary action.**

## **Tutoring, Enrichment Activities, Coaching of Sports**

It is expected that each teacher will provide either tutoring or enrichment activities in the form of school clubs, or coaching. Tutoring and remediation during the regular Academic Year is an extension of regular instruction; under no circumstances should compensation be requested or accepted from students or parents.

## **Textbooks/Instructional Resources**

Teachers are required (when applicable) to assign textbook and instructional resources to students by number. A record of the numbers should be kept. The teacher at the end of each period makes an inventory and evaluation of the condition of these resources. Teachers are responsible for collecting the resources for their students. Teachers are required to periodically inspect and report any issues related to all assigned resources, such as laptops, keys that are missing, etc.

## **Recording Devices**

Because of the sensitive nature of student information and academic records, recording devices of any kind are not allowed in the classroom without permission from the Principal/Head of School. Students must have on file permission for distribution of recorded media that release the student.

Additionally, recording devices may not be used in meetings with staff unless all parties involved have been notified and have given their explicit consent. Recording without the consent of all participants is not permitted.

# Appendix A - CANoPS Calendar Year Vacation & PTO Policy

Revised 5/2025 - Effective 6/2025

This policy outlines the guidelines for vacation and paid time off (PTO) accrual, usage, carryover, and payout eligibility for calendar year employees. It is designed to support work-life balance while ensuring consistency and clarity in time-off practices.

## 1. Eligibility

This policy applies to all regular, full-time calendar year staff. Part-time, temporary, Academic Year or contract employees are not covered under this policy

## 2. PTO and Vacation Accrual

Eligible employees accrue PTO and vacation on a monthly basis throughout the calendar year. Accrual rates may vary based on start date.

- **PTO:** 8 days added per calendar year
- **Vacation:** 15 days added per calendar year

## 3. Carryover Policy

Calendar Year Team Members may carry over unused time into the following calendar year with the following limits:

- **PTO:** Up to **7 days** may be carried over.
- **Vacation:** Up to **5 days** may be carried over.
- **Combined Limit:** The total carryover from either category may not exceed **15 days**, and the total accrued PTO and vacation at any time should not exceed **30 days**.

These limits are in place to encourage employees to take adequate time off for rest and renewal.

## 4. PTO and Vacation Payout Upon Separation

Upon separation from employment, eligible employees will receive a payout for unused, accrued PTO and vacation. In addition, based on years of continuous service, PTO and Vacation rollover (max of 30 days) will be paid out at the employees daily rate according to the schedule below:

| <u>Years of Service</u>     | <u>Payout Percentage of Accumulated PTO &amp; Vacation</u> |
|-----------------------------|------------------------------------------------------------|
| 1-3 Years of Service        | 25%                                                        |
| 4-6 Years of Service        | 50%                                                        |
| 7-10 Years of Service       | 75%                                                        |
| 10 or More Years of Service | 100%                                                       |

### Additional Notes:

- Only unused, accrued PTO and vacation time will be eligible for payout.
- Employees terminated for cause will forfeit all accrued time-off balances.
- Employees must provide appropriate notice (as outlined in the employee handbook) to qualify for payout.

## 5. Final Provisions

- PTO and vacation accrual cease after the final working day.
- If an employee has a negative time-off balance at the time of departure, the equivalent amount will be deducted from their final paycheck, as allowed by applicable law.

### Accrual, Usage, and Fiscal Year Considerations

- Employees are provided a lump sum of PTO and vacation days at the start of each fiscal year (beginning **July 1**).
- These days are available for immediate use; however, they are earned on a monthly basis throughout the fiscal year.
- If an employee resigns before the end of the fiscal year and has used more time than they have earned (i.e., their balance is negative), the value of the unearned days will be deducted from their final paycheck, as permitted by law.

### Accrual Rates:

- **PTO:** Accrues at a rate of **0.66 days per month** worked.
- **Vacation:** Accrues at a rate of **1.25 days per full month** worked.

### Example Scenario:

If an employee begins the fiscal year on July 1 and resigns effective January 1, they will have:

- Earned 3.96 PTO days ( $0.66 \times 6$  months) (will round up to the nearest whole number)
- Earned 7.5 vacation days ( $1.25 \times 6$  full months)
- If the employee has used more than this amount, the excess will be deducted.
- If they have used less, they will be paid out at their daily rate for the accrued, unused balance according to the payout schedule in Section 4.

### Contact

Employees with questions about this policy should contact the Human Resources Department.

Board Approved 5.20.2025

**RECEIPT OF HANDBOOK AND EMPLOYMENT  
AT-WILL AGREEMENT**

*(To be signed and acknowledged in PUBLIC SCHOOL WORKS ONLY)*

This is to acknowledge that I have received a copy of the Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of my employment with the school. I understand and agree that it is my responsibility to read the Team Handbook and to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with this school is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the school. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no administrator or team member has the authority to enter into an employment agreement (express or implied) providing for employment other than at-will.

I acknowledge that, except for the policy of at-will employment, the school reserves the right to revise, delete and add to the provisions of this Handbook. All such revisions, deletions or additions must be in writing and must be signed by the president of the school. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms, and conditions of employment with the school may be modified at the sole discretion of the school, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy, or practice.

I understand that the foregoing agreement concerning my at-will employment status and the school's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and the school concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with the school.

I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation regarding the contents of this *Handbook*. I understand that I am legally responsible for any fines or fees charged to the Network incurred by me (for example a traffic citation, such as a parking ticket, received as a result of my operation of a Network motor vehicle).

*All team members must sign this form after reviewing the handbook and completion of the annual training provided in Canvas. The signed form will be maintained in the employee's Canvas folder.*

TEAM MEMBER'S NAME (PRINTED) \_\_\_\_\_

TEAM MEMBER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_