

Spectrum Academy

Employee

Handbook

NORTH SALT LAKE

Elementary School

575 Cutler Drive

North Salt Lake, UT 84054

Intermediate School

665 Cutler Drive

North Salt Lake, UT 84054

High School

552 Cutler Drive

North Salt Lake, UT 84054

Spectrum Transition & Academic Resource
School (STARS)

520 Cutler Drive

North Salt Lake, UT 84054

PLEASANT GROVE

Elementary School/Secondary School/STARS

867 S. 800 West

Pleasant Grove, UT 84062

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100 – Introduction

101 – How to Use this Handbook

This employee handbook will answer many questions you may have about Spectrum Academy policies. Please read and keep this copy so you can read it whenever you have questions. If your questions are not answered in the handbook, please ask your Administrator for help.

102 – Handbook Disclaimer

The following policies cover many aspects of employee conduct while at work. There may be some conduct that is not covered here that the administration deems to be harmful to the school or its patrons. The administration will review and make decisions about what is best for Spectrum Academy in these situations. As the employee it is your responsibility to read, review and familiarize yourself with Spectrum Academy policies both in the employee handbook and online.

103 – Change in Policy

Spectrum Academy may change the policies in this handbook at any time. You will be notified of any changes. Please keep your copy of the handbook updated. The most current version of a policy will always be used. If you are unsure what the current version of a policy is, please contact your Administrator.

200 – Professional Educator Code of Conduct

As a Spectrum Academy Employee, you are expected to always maintain the highest standards of professionalism as defined by the Utah State Office of Education. Your conduct is reflected upon Spectrum Academy. Your conduct also affects the quality of the work environment. Inappropriate behavior may include, but are not limited to, the following:

201 – You are responsible for compliance with federal, state and local laws. 202 - You are expected to conduct yourself in a way that enhances the success of Spectrum Academy, its students and other employees.

203 – You are expected to communicate professionally and with civility with a colleague, school and community specialist, administrator and other personnel.

204 – You are expected to maintain a professional and appropriate relationship and demeanor with a student, colleague, school community member and parent.

205 – You may not promote a personal opinion, personal issue, or political position as part of the instructional process in a manner inconsistent with law.

206 – You are expected to maintain verbal, physical, emotional, and social lines with students to ensure structure, security, and predictability in an educational environment.

207 – You are expected to maintain a positive and safe learning and working environment.

208 – You may not falsify employment or other company records.

209 – No excessive, unnecessary or unauthorized use of school property and supplies, particularly for personal purposes.

210 – You may not report to work under the influence of drugs or alcohol. The illegal manufacture, possession, use, sale, distribution or transportation of drugs, is strictly prohibited.

211 – You may not bring or use alcoholic beverages on the school property or while engaged in school business off the school's premises, except where authorized.

212 – You may not fight or use obscene, abusive, or threatening language or gestures.

213 – You may not steal from co-workers, students or the school.

214 – You may not be in possession of unauthorized firearms on the school premises or while on school business.

215 – You are expected to maintain safety and security regulations while at work. Observe restricted areas and all warning signs.

216 – You may not bully or harass other employees.

217 – You are expected to know emergency procedures.

218 – You are expected to report unsafe conditions or practices to any administrator.

219 – You are expected to report every accident and injury to the office manager or other appointed personnel.

220 – You are expected to follow the care prescribed by the attending physician when treated for an injury or illness occurring during working hours.

221 – You may not bring any household chemicals or cleaners to school. All cleaning supplies must be from an approved list.

222 – You may not bring candles or candle warmers.

223 – You may not be insubordinate or incite others to insubordination including giving advice outside of your scope of licensure or position.

224 – You may not gossip about your coworkers or students. Gossiping is defined as: Rumor or talk of a personal, sensational, or intimate nature. A person who habitually spreads intimate or private rumors or facts. Trivial, chatty talk or writing.

225 – You are expected to maintain the confidentiality of school or student information under FERPA and are expected to complete FERPA training every school year.

226 – You may not possess, while at school or any school-related activity, any pornographic material in any form.

227 – You may not exclude a student from participating in any program or deny or grant any benefit to any student on the basis of race, color, creed, sex, national origin, marital status, political or religious belief, physical or mental condition, family, social, or cultural background, or sexual orientation. In no way may staff encourage a student to develop a prejudice against another student, group, or organization.

228 – You may not use your position or influence to solicit a colleague, student, or parent of a student to purchase equipment, supplies, or services from the educator or participate in an activity that financially benefits the educator unless approved in writing by the Director of Academics.

229 – You may not use school property, facilities, or equipment for personal enrichment, commercial gain, or for personal uses without permission from the Director of Academics.

230 – You may not accept a bonus, or incentive from a vendor or potential vendor or a gift from a parent of a student or a student where there may be the appearance of a conflict of interest or impropriety.

231 – Spectrum Academy's policy is as follows: if you have any felony charges and/or convictions at any time during your employment including any charges incurred prior to your first day, you are required to disclose that information to Spectrum Academy along with the nature of the charges.

I have read Section 200 - Professional Educators Code of Conduct. Failure to comply with Section 200 could result in disciplinary action up to and including termination. ____Initials

300 – Boundary Violations

“Boundary violation” means crossing verbal, physical, emotional, and social lines that an educator must maintain in order to ensure structure, security and predictability in an educational environment.

A “boundary violation” may include:

- 301 – Isolated, one-on-one interactions with students out of the line of sight of others.
- 302 – Meeting with students in rooms with covered or blocked windows.
- 303 – Telling risqué jokes to or in the presence of a student, using inappropriate language, using profane, foul or offensive or derogatory comments or language.
- 304 – Giving gifts to individual students.
- 305 – Educator-initiated frontal hugging or other inappropriate or uninvited touching.
- 306 – Engaging in inappropriate or unprofessional contact outside of education program activities.
- 307 – Exchanging personal email or phone numbers with a student.
- 308 – Interacting privately with a student through social media, computer, or handheld devices.
- 309 – Discussing personal life or personal issues with a student.
- 310 – Soliciting, encouraging, or consummating an inappropriate relationship, whether written, verbal or physical with a student or minor.
- 311 – Taking a student off campus without administration and parental permission.
- 312 – It is suggested that you don't attend parties or gatherings for your students outside of school as this blurs the line between professional and personal relationships.
- 313 – Photographing individual students for non-educational purposes.
- 314 – Providing intoxicants of any kind to a student.

“Boundary violations” do not include:

Offering praise, encouragement, or acknowledgement, offering rewards available to all who achieve, asking permission to touch for necessary purposes, giving pats on back or shoulder, giving handshakes or high fives, offering warmth and kindness. Or contact permitted by an IEP or 504 plan.

I have read Section 300 - Boundary Violations. Failure to comply with Section 300 could result in disciplinary action up to and including termination. _____ Initials

400 – Meeting with Students Outside Normal School Day

School instruction, counseling, and other administrative tasks relating to students which require the presence of students should be accomplished on school premises within the normal school day. A “school related activity” means any event, activity, or program that takes place at the school before, during, or after school hours or at a remote location with the school’s authorization.

401 – Approval of the school Administrator is required whenever it becomes necessary for an employee to meet with a student outside the normal school day for a “school related activity”.

402 – Notice shall be given to a parent, or legal guardian BEFORE detaining any student after school.

403 – Employees are not authorized to invite school-aged people to the employees’ home. The exception is 406 – 407 below.

404 – All extra-curricular student activity programs require authorization of the school Administrator.

405 – Employees are not allowed to travel alone with a student.

406 – Any Employee that transports a student from school property that is not their child or a child that they are not the legal guardian of, must have the permission of the parent or legal guardian of the student. That permission must be made evident to the front office staff or a member of the administration.

407 - The employee must be clocked out and it should be after their scheduled work time before they are under supervision of their child or another student that they have parental permission to supervise and/or transport.

I have read Section 400 – Meeting with Students Outside Normal School Day. Failure to comply to Section 400 could result in disciplinary action up to and including termination. _____ Initials

500 – Inappropriate Work Conduct Corrective Action

If your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory based on school policies, rules, or regulations, you may be subject to disciplinary action, which may include termination of employment. Before or during any discipline process, you may be given an opportunity to relate your version of the incident or problem and provide any explanation or justification you consider relevant. Where appropriate, corrective action may be followed by administrators as outlined as follows.

501 – Verbal Warning

Your Administrator verbally warns you that your conduct is unacceptable, and that continued failure to change your conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal warning will be made and retained in your employee file. Before receiving a verbal warning, your Administrator will counsel you and tell you what improvements are expected.

502 – Written Warning

Your Administrator may write a document describing your unacceptable conduct or performance and may specify the needed changes or improvements. A copy of this document will be put into your employee file.

503 – Suspension

Suspension of your employment may, at the sole discretion of Spectrum Academy, be used. The length of the suspension will be based upon the severity of the offense, your overall performance, and your disciplinary record. You may be suspended for repeated instances of minor misconduct, failure to conform your conduct or performance to the standards, or for a single serious offense. A record of your suspension will be put into your employee file.

504 – Termination of Employment

If you fail to change your conduct or performance to the required standards, the school may, in its sole discretion, terminate your employment.

Spectrum Academy administration will administer discipline as they feel is reasonably appropriate to the circumstances, and they may eliminate any or all of the steps in the progressive discipline procedure.

I have read Section 500 – Inappropriate Work Conduct Corrective Action and understand the process should I need disciplinary action up to and including termination. _____ Initials

600 – Employment Categories

Please get to know the terms and policies in this section. It will help you to understand your pay and benefits as well as employment laws that affect you at work.

601 – Full-time

Hourly Employee: Works a normal full-time schedule (7.5 hours a day, 37.5 hours a week and no more than 40). Hourly employees are paid for hours worked over the school year, not including the summer months.

Salary 9-Month Employee: Works a normal full-time schedule (7.5 hours a day). Salaried employees are paid for the number of contracted days in the school year, but they are paid over 12 months or 26 pay periods.

Salary 12-Month Employee: Works a normal full-time schedule (7.5 hours a day) for the number of contracted school days in the school year plus a minimum of 3 days a week (more if your supervisor requires it) in the summer.

602 – Part-time

Works fewer than 29 hours in a workweek on a regular basis. Part-time employees are paid for hours worked during the school year, not including the summer months.

603 – Temporary/Contract

Works full-time or part-time hours, but only until a specific assignment is completed. A temporary employee may be offered another temporary assignment once the current one is completed. Employees from a temporary agency who work at Spectrum Academy continue to be employees of the agency.

604 – Nonexempt Jobs

Jobs that must be paid at least the minimum wage **AND** are paid overtime as required by the Fair Labor Standards Act. These employees are paid for all hours worked.

605 – Exempt Jobs

Jobs that are **NOT** required to be paid either minimum wage or overtime. They are paid on a salary basis for doing work within or beyond the workweek.

These are executive, administrative, or professional jobs as defined in the Fair Labor Standards Act.

I have read and understand Section 600 – Employment Categories. _____ Initials

700 – Absenteeism & Tardiness

701 - It is extremely important that you arrive at work on time. If you know that you will be absent or late arriving for work, notify your building's Office Manager **at least 1 hour before** your scheduled start time.

702 - If you are absent for more than five consecutive workdays due to illness or injury, a statement from a physician may be required before you are permitted to return to work. A doctor's note does not negate the PTO policy, it also does not excuse the absences. You will still need to use the PTO time you have available, or it will be unpaid. If you do not have PTO time it will be unpaid, and you still could get written up for excessive absences.

703 – Any days off over 8 days is considered excessive absenteeism and is grounds for disciplinary action up to and including termination. Excessive tardiness is also grounds for disciplinary action up to and including termination.

704 – An absence is an absence whether you call in sick, request time off, take time off for medical situations or appointments, bereavement, etc. All time gone is counted at the same level and any days over the 8 days may be grounds for disciplinary action.

705 - **If you are absent for three or more days (i.e. not showing up for scheduled shifts or not returning after being on leave) and fail to properly report your absences as stated in 701, we will consider it job abandonment. Job abandonment is considered a**

voluntary resignation, and we will accept it as such.

706 – An employee's participation in outside activities must be separate and distinguishable from their school employment.

707 – Employees should never let outside employment interfere with the performance of their job duties. Employees may not conduct outside employment during their regular work hours unless the time is approved by the Administration, and they use and record PTO hours for all the time involved.

I have read Section 700– Absenteeism and Tardiness Meeting. Failure to comply with Section 700 could result in disciplinary action up to and including termination.

_____ Initials

800 – Employment of Relatives

Spectrum Academy allows the employment of relatives of employees with appropriate job skills as long as the employment does not, in the school's opinion, create actual or perceived conflicts of interest. This policy applies to ALL employment categories in the school.

Definition of Relative: A relative is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or step-relations.

801 - Relatives can work for Spectrum Academy if no direct reporting or management relationship exists which would have one relative determining another relative's work.

802 - Relatives may not be employed in any job in which Spectrum Academy believes a possible conflict of interest may exist.

803 - Employees who become relatives through marriage must then follow these guidelines. If management feels that a conflict or an apparent conflict has or may arise as a result of the marriage; one of the employees will be transferred at the earliest possible time or within 90 days or less. If a transfer is not possible, termination of employment of one of the employees may be necessary.

I have read and understand Section 800 – Employment of Relatives. _____ Initials

900 – Equal Employment Opportunity (EEO)

Spectrum Academy provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, military status, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws. This policy applies to all terms and conditions of employment.

I have read and understand Section 900 – Equal Employment Opportunity (EEO).
_____ Initials

1000 – Company Employee Files

Spectrum Academy maintains an employee (personnel) file on every employee. You may review your personnel file upon request and in the presence of authorized personnel. If you are interested in reviewing your file, contact applicable human resources personnel to make arrangements. Please give 24 hours' notice.

You are responsible for keeping your personal information updated in your personnel file. Inaccurate information may affect the school's ability to give you your benefits. Changes in your name, telephone number, home address, marital status, number of dependents, beneficiaries, scholastic achievements, and individuals to notify in case of an emergency, and so forth can be updated in Skyward.

I have read and understand Section 1000 – Company Employee Files. _____ Initials

1100 – Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) requires an employer to provide reasonable accommodations for individuals with disabilities, unless it would cause undue hardship. A

reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities.

The process for requesting an ADA Accommodations is as follows:

- If you require accommodation, you need to request an ADA accommodation form from the HR Department. Once you get the form, fill it out and return it to the HR Department.
- During the ADA Accommodation process Spectrum Academy may request additional information that you may need to have your medical professional fill out. If this is necessary, the HR Department will supply you with an additional form to take to your medical provider.
- Once all information is received by the HR office the HR Department will set up an ADA Accommodation meeting with you, your administration and HR. This will begin the interactive process. The interactive process is a back-and-forth sharing relating to the limitations and capabilities of you as the requestor and the needs and constraints of Spectrum Academy, and the range of possibilities to make it all work.
- It is important to note that this interactive process is incredibly important and will help determine the best way to accommodate you so you can successfully perform your job.
- Once you meet and agree on the accommodation that needs to be made, we will work as a team to get the accommodations set up and in place for you.

The ADA Accommodation form must be returned within 15 days of receipt.

I have read and understand Section 1100 – Americans with Disabilities Act (ADA).

_____ Initials

1200 – Anti-Harassment

Spectrum Academy vigorously strives to maintain an educational environment which

encourages mutual respect and congenial relationships between employees, and which is free from all forms of harassment of employees or employment applicants by anyone including vendors or school patrons.

1201 – What is harassment?

Harassment in any manner or form is prohibited and will not be tolerated by the school. Everyone is responsible for maintaining a work environment free from harassment.

The term “harassment” includes but is not limited to unwelcome:

- slurs,
- risqué or offensive jokes told verbally or sent through email, text or social media.
- Inappropriate verbal comments,
- graphic communications, through email, text digital, social media or physical contact relating to an individual’s race, religion, sex, sexual orientation, age, national origin, or disability.

1202 – What is sexual harassment?

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is an explicit or implicit term or condition of employment,
- Employment decisions are based on an employee’s submission to or rejection of such conduct.
- Such conduct interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

1203 – If you are being harassed or see harassment, what do you do?

- Any employee who feels that they have been or are being harassed or discriminated against should immediately inform the alleged harasser that the behavior is unwelcome.
- In most instances, the person is unaware that their conduct is offensive and when informed, can easily and willingly correct the conduct so that it does not reoccur.

- If an employee feels unsafe confronting their harasser, they should inform the administration immediately.
- If the informal discussion with the alleged harasser is unsuccessful in resolving the problem or if such an approach is not possible; the employee should immediately report the concerns using the following chain of reporting:
 - Administrator
 - HR Representative
 - Academic Director
- If the concern is with any individual in the positions listed above, then seek out the next individual in the chain of reporting.
- Any employee may file a harassment complaint, verbally or in writing, regarding incidents experienced personally or incidents observed in the workplace.
- The administration will investigate promptly and thoroughly all reported or suspected occurrences of harassment.

1204 – Confidentiality

Every attempt will be made to maintain the confidentiality of all concerned in a harassment complaint. Only those with a need to know will be allowed access to aspects of the investigation and results information. It is the employee's responsibility to maintain confidentiality of all parties. If this confidentiality is breached corrective action will be taken.

1205 – Investigative Procedure

Once a complaint is received, the administration will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that harassment has occurred, prompt, remedial action will be taken. This may include some or all of the following steps:

- Restore any lost terms, conditions, or benefits of employment to the complaining employee.
- Discipline the harasser. This discipline can include written disciplinary warnings, suspension, or termination of employment.

1206 – Administrator Duties

All Spectrum Academy administrators are expected to adhere to the school's anti-harassment policy. Administrators' evaluations will include an assessment of their efforts in preventing harassment and following and enforcing this policy.

If a complaint is raised, administrators are to act promptly to notify the respective Administrator so that the Administrator or Director of Academics so the investigation can proceed.

If an Administrator fails to follow this policy, the administrator will be disciplined which may include termination of employment.

1207 – Retaliation

Any acts of retaliation against anyone that files harassment complaints or cooperates in the investigation of harassment complaints will not be permitted nor condoned. Retaliation may result in disciplinary action including termination.

IMPORTANT NOTICE TO ALL EMPLOYEES

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note that federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding.

I have read Section 1200– Anti-Harassment. Failure to comply with Section 700 could result in disciplinary action up to and including termination. _____ Initials

1300 – Complaint Resolution Procedure

Misunderstandings or conflicts can arise in any organization. To ensure effective working

relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally. However, should a situation persist that you believe is detrimental to your employment with Spectrum Academy, you should follow this procedure.

1301 – Procedures

- Discuss the problem civilly with the person closest to the problem. Generally, this is the person who can best address the issue. If this does not resolve the problem or if speaking with this person is inappropriate, go to Step Two.
- Discuss the problem with your Administrator. If this discussion does not resolve the problem or if speaking with your Administrator would be inappropriate, go to Step Three.
- Set up a meeting with Human Resources and discuss your concerns. In an effort to resolve the problem, Human Resources will consider the facts and may conduct an investigation.
- It is the employee's responsibility to maintain confidentiality of all parties. If this confidentiality is breached, corrective action will be taken.

I have read Section 1300 – Complaint Resolution Procedure. Failure to comply to Section 1300 could result in disciplinary action up to and including termination. _____ Initials

1400 – Electronic & Online Communication

This policy is intended to provide guidelines to Spectrum Academy Charter School employees and volunteers with regard to electronic information they may provide for public or private dissemination, as well as with regard to electronic communication with students / parents / guardians / public. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications. The use of the term staff in this policy is intended to include teachers, administrators, paraprofessionals, coaches and all other staff both full-time and part time, as well as volunteers.

Spectrum Academy Charter Schools' Board of Directors and Administration recognize the proliferation and usefulness of electronic communication between staff and students, their parents or guardians, and the public. Due to the nature of this kind of communication, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Staff should always be mindful of how they present themselves to the world, online and otherwise.

The following activities have been determined to have a high propensity to undermine the staff member's authority to maintain discipline, encourage inappropriate behavior and compromise the staff member's ability to remain truly objective with the students:

"friending" a student or parent/guardian on Facebook, subscribing to a student's "twitter" account, engaging in email "chat" with a student, exchanging text messages with students or engaging in other electronic communication. In addition, any electronic communication using one's own personal resources, as opposed to school resources, compromises the staff member's, as well as the school's, ability to retain public records in accordance with the requirements of the State of Utah's public records laws.

The law requires public employees who send, receive or maintain records in their capacity as public employees to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as school cell phones, staff email or school sponsored web pages, such records can be retained and archived through the school's information technology department. If, however, a staff member communicates outside of these resources, the school's ability to retain such information is limited. The burden falls on the staff member to comply with public records laws when using personal cell phones, email or social network accounts to communicate with students and/or parents and guardians.

Expectations of Staff: With these concerns in mind, Spectrum Academy Board of Directors has instituted this "Electronic Communication/Social Media Policy," and announces its expectations for staff members' use of social media networks such as Facebook, LinkedIn, Twitter, personal email accounts, cell phones including text message features, use of blogs, and other electronic or technologically based communication systems. The implementation of these expectations will be set out as Administrative Procedures, which will be drafted and maintained by the Director of Academics, and which will be disseminated to all staff

and volunteers annually. All staff members will be responsible for information that they make public through the use of electronic communication.

1401 – We expect that the employee will maintain separate professional and personal virtual profiles.

1402 – We expect that the employee will respect student privacy on social media.

1403 – Social Networking:

Spectrum Academy recognizes both the educational value and dangers of social networking sites. To protect school personnel, students, parents, and school resources, the Board of Trustees requires all educators who access social networking sites to abide by the following:

Definition of Webpage: A social networking site, personal web site, blog account or other Internet location which can be edited by an individual with the correct username and password.

1404 – Instructional Use

Web pages may only be accessed at school or using school resources for instructional purposes directly related to the educator's curriculum. Prior to creating or using a web page, the educator must have written consent from his or her school Administrator. The consent must include the purpose of the access, the names of students permitted to access the site, and the anticipated duration of the instructional activity. Consent may be withdrawn at any time.

An instructional use web page shall comply with all school policies, including the student Code of Conduct. Profane, obscene, or defamatory comments are not permitted. Educators must comply with the federal Family Educational Rights and Privacy Act (FERPA), and may not post student photos, or personally identifiable information without prior written parental consent. Educator web page postings may not violate any state or federal laws. Educators are responsible for ensuring that student posts which violate laws or school policies are removed immediately and appropriate disciplinary action is taken. Educators are responsible for all content on the educator's web page, including posts by students, and must limit access to those students with parental permission to participate in the instructional use.

School administrators must be granted access to the web page and shall monitor the site for compliance with this policy. Educators must include a disclaimer on the web page noting that the content, views, or opinions expressed on the web page do not represent the school

and the educator is solely responsible for any opinions, views, or content on the web page.

1405 – Personal Use:

Educators who maintain a personal web page shall not allow students to access their personal web page.

Educators may not post images of students on personal web pages. If the educator takes a photo with a personal device, the educator must forward the image to appropriate channels and then delete the picture from their device.

Educators shall not solicit students as friends on their personal web pages or invite or encourage students to read or access their web pages.

Educators may not access personal web pages using school resources or on contract time.

Educators may face disciplinary action for posts on their personal web pages that violate school policies and state rules regarding professional conduct and create a disruption in the school or interfere with the educator's ability to serve as an educator at the school.

Educators may not use school logos, mascots, symbols, or district trademarks on their personal web pages.

Educators who use district resources to create, maintain, or post to personal web pages or the pages of others have no expectation of privacy, and their activities may be subject to review by school administration. Corrective action will be taken consistent with the school's acceptable use policy and negotiated agreement.

I have read Section 1400– Electronic and Online Communication. Failure to comply to Section 1400 could result in disciplinary action up to and including termination.

_____ **Initials**

1500 – Drug-Free Workplace

Spectrum Academy maintains a drug-free workplace. Employees are required to report to work in a suitable mental and physical condition, including freedom from the effects of alcohol, controlled substances, and illegal use of drugs. **The school has a zero-tolerance policy.** Use of prescription and over-the-counter drugs for relief from minor ailments should be done with good judgment so that your work is not reduced in quality, quantity, or safety to yourself or others. If the prescription drug inhibits mental function or limits

physical abilities, you may not use it at the workplace or during normal school hours. If you choose to come to work impaired, you will be sent home unpaid and potentially subject to disciplinary action up to termination.

The use of tobacco in any form, electronic cigarettes or vaping is prohibited on school property, in school vehicles or at school sponsored activities or events.

You may not smoke, vape or consume marijuana or any product that contains THC on school grounds even if you have a medical marijuana card.

1501 – Definition of Workplace

Workplace is defined as school property, or the property of any school-sponsored activity, or any other site used for schoolwork including school vehicles.

1502 – Definition of Drug

The term "drug" includes alcoholic beverages, controlled substances including medical marijuana, illegal use of prescription drugs, illegal inhalants, and illegal drugs as defined by Federal, State, and local laws.

1503 – Definition of Prohibited Activities

Prohibited activities include distribution, possession, or use of a drug or controlled substance at the workplace or during school hours including school sanctioned activities.

1504 – Definition of Prescription Drugs

The use of prescription drugs, when taken as directed by a duly licensed physician, shall not be a violation of this policy. However, if the prescription drug inhibits mental functions or physical abilities, you may not use the prescription drug during normal school hours or on school property. If you choose to use the prescription drug and are impaired, you will be sent home unpaid and may potentially be subject to disciplinary action up to termination.

Activities prohibited by this policy are grounds for discipline including suspension or immediate termination of employment.

Spectrum Academy reserves the right to require drug testing at random or with cause of suspicion.

This policy does not prevent Spectrum Academy from complying with requirements of the U.S. Department of Transportation or any other federal, state or local agency that regulates drug-testing administration for a particular industry.

I have read Section 1500 – Drug-Free Workplace. Failure to comply to Section 1500 could result in disciplinary action up to and including termination. _____ Initials

1600 – Safety & Health

Spectrum Academy vigorously strives to provide a safe and healthy workplace. Safety is everyone's responsibility. Every employee is expected to devote the time and effort necessary to ensure the safety of employees, students, and school visitors at all times.

1601 – Safety Guidelines

- Obey the safety rules.
- Properly supervise and ensure students' safety. Be aware that you can be held personally liable for the injuries that occur to students who are entrusted to your care.
- Follow safe job procedures. Do not take shortcuts.
- Keep work areas clean and free from slipping or tripping hazards.
- Use prescribed personal protective equipment.
- Immediately report all malfunctions to any administrator.
- Use care when lifting and carrying objects.
- Observe restricted areas and all warning signs.
- Know emergency procedures.
- Report unsafe conditions or practices to any administrator.
- Promptly report every accident and injury to the nurse or CNA.
- Refrain from bringing any household chemicals or cleaners to school. All cleaning supplies must be from an approved list.
- Refrain from bringing and using candles or warmers.

- Do not make any alterations or changes to any Spectrum owned facilities which may include classrooms, hallways, offices, storage spaces, etc. without first getting approval from the Administration and/or Facilities Manager.

1602– Steps to take if you are injured:

1. If an injury occurs during school hours and on school grounds the School Nurse must be consulted. Spectrum Academy employs an RN, and the nurse will be able to care for your injury. If the nurse feels that the injury needs further care, the nurse will contact the HR department to facilitate that next step.
 - The employee is responsible for filling out the first report of injury form which needs to be completed in its entirety. This step is critical and needs to be completed for every injury.
 - If determined by the nurse that you need to be seen by Work Med, HR will be contacted, and a Workman's Comp claim will be opened. You will be given information about where you need to go for a medical evaluation.
 - If you choose not to follow the proper reporting policies or choose not to go to approved facilities your claim may be delayed or denied.
 - You need to follow care prescribed by the nurse/attending physician when treated for an injury or illness that occurred during work hours.

I have read Section 1600 – Safety & Health. Failure to comply with Section 1600 could result in disciplinary action up to and including termination. _____Initials

1700 – Violence-Free Workplace

Spectrum Academy vigorously strives to provide a safe workplace for employees, students, and others. **The school has zero tolerance for violent acts or threats of violence for employees.** Unacceptable violent behavior includes, but is not limited to the following:

1701 – Types of Unacceptable Violent Behavior

- Direct, conditional, or veiled threat of harm to any employee, student, or school patron,

- Direct, conditional, or veiled threat of harm to company property,
- Acts of violence or intimidation of employees, students or those doing business with the school on or off school premises.
- A violent act against any person while on school premises or off company premises while on company business.
- Striking an employee, student or parent with ANY object will be considered a violent act and will result in disciplinary action and/or termination.

1702 – Any Employee Who...

- is subjected to violence or threatened with violence, or
- is aware of another person subjected to violence or threatened with violence, or
- feels threatened and needs protection **should immediately report** this information to your Administrator, the Director of Academics, or a Board Member.

Employees must assume that any threat is serious. Any employee who has a restraining order placed on a non-employee because of violence must report this immediately to your HR Representative or the Administration. This notice allows the school to be aware of a potentially problematic visitor. Administration/Human Resources will carefully investigate all reports, and employee confidentiality will be maintained to the fullest extent possible.

I have read Section 1700– Violence-Free Workplace. Failure to comply with Section 1700 could result in disciplinary action up to and including termination. _____ Initials

1800 – Weapons & Explosives

The school **forbids the possession** of any type of unauthorized (legally unallowable) weapons or explosives on school property by anyone. Spectrum Academy has a **zero-tolerance policy for employees** for possession of any type of unauthorized weapon, firearm, explosive, or ammunition.

1801 – Definition of School Property

School property includes school facilities, vehicles, or equipment whether owned or leased by the school or its clients.

1802 – Employee Vehicles

Unauthorized firearms, any type of weapon, or explosives in employee-owned vehicles parked on school property are strictly forbidden.

1803 – Inspections

In enforcing this guideline, Spectrum Academy reserves the right to request inspections of any employee and their personal effects, including vehicles, while on school premises.

Any employee who refuses to allow this inspection will be subject to the same disciplinary action as being found in possession of unauthorized firearms.

All employees share the responsibility for identifying violators of this policy.

1804 – Reporting Violations

Violations of this policy should be **immediately** reported to the administration. Strict confidentiality will be kept on those who report violations.

Those who violate this policy will be subject to discipline, including termination of employment.

1805 – Concealed Carry

You must follow Utah Code 76-10-505.5 if you are carrying a firearm. The firearm must be on your person at all times while you are on the school premises.

I have read Section 1800 – Weapons & Explosives. Failure to comply to Section 1800 could result in disciplinary action up to and including termination. _____ Initials

1900 – Mandatory Reporting

All States, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands have statutes identifying persons who are required to report suspected child maltreatment to an appropriate agency, such as child protective services, a law enforcement agency, or a State's toll-free child abuse reporting

hotline. Spectrum Academy school personnel have a mandated responsibility to report suspected abuse/neglect of a child. This policy is intended to provide clear understanding and direction to school personnel in regard to universal, effective, and sensitive handling of child abuse referrals.

The State of Utah law 62A-4-501 requires that... *Whenever a person...has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect or who observes a child being subjected to conditions or circumstances which would reasonably result in...(abuse) ...he/she shall immediately notify the nearest peace office, law enforcement agency, or office of the Division of Family Services, or Child Protection 1-855-323-3237.*

The Division of Family Services is required to make a thorough investigation upon receiving a report of alleged abuse or neglect. The primary purpose of the investigation upon receiving a report is the protection and safety of the child. When the Division has completed its initial investigation, it may notify the person making the initial report of the completion. However, details of the investigation cannot be shared. All information is confidential and can be shared only with law enforcement, the court, public prosecutor, subject to the report of his/her guardian, or physician directly involved with that particular case. When a referral is made the Division will assign priority to the case.

1901 – Priority is assigned based on:

- The immediate protection needs of the child.
- Current identified risk including the statement of the referent and the CPS history.
- Presence of physical evidence.

1902 – Priority Levels:

- Priority 1: Child is in need of immediate protection. No more than one hour for face to face after assignment to worker. This priority is rarely assigned and will generally involve the police.
- Priority 2: Physical evidence is at risk of being lost. No more than 24 hours for a face-to-face after assignment to a worker.
- Priority 3: Low potential for further harm. No more than 3 working days after assignment to a worker for a face-to-face.
- Information Only: Information is documented, and a reference number is

given.

1903 – Mandatory Reporting Policy:

- Spectrum Academy staff will receive annual training about the procedures for reporting suspected abuse.
- If you have reason to believe that a child may have been subjected to abuse or neglect, an oral report shall be made immediately by the witness with the concern of abuse/neglect to DCFS. A written report must follow within 24 hours and is given to the school Administrator and the school director. Reason to believe does not mean that you must prove a child is being abused or neglected or to determine whether the child is in need of protection. It is the role of the investigators (law enforcement office or Protective Service Worker) to investigate and establish proof.
- Investigation or questioning by staff prior to submitting a report shall not go beyond that which is necessary to support a reasonable belief that a reportable problem exists.
- To determine whether or not there is reason to believe that abuse or neglect has occurred, professional school employees may (but are not required to) gather information only to the extent necessary to determine whether a reportable circumstance exists.
- Administrators or Spectrum Academy employees shall not conduct interviews with the child or suspected abuser.
- Any notes of voluntary or spontaneous statements by the child shall be made and given to the investigating agency.
- Administrators, Spectrum Academy staff, DCFS, and law enforcement personnel are required to preserve the anonymity of those making the initial report and any others involved in the subsequent investigation.
- Administrators or other Spectrum Academy employees shall not contact the parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.
- Spectrum Academy Staff will cooperate with social service and law enforcement agency employees authorized to investigate reports of alleged child abuse and neglect, assisting as asked as members of interdisciplinary

child protection teams in providing protective diagnostic, assessment, treatment, and coordination services.

- Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions.

1904 – Mandatory Reporting Procedures:

- When you call DCFS @ the hotline 1-855-323-DCFS (3237) you will need to give:
 - Your name and title.
 - The number that you can be reached.
 - The student's full name.
 - The student's DOB.
 - The student's address and phone.
 - The student's parent(s) name.
 - Any other siblings known in the home.
- You will be given a case number, write this down.
- Ask what priority the case is being assigned.
- Write a report and give a copy of the report to the school Administrator and to the school director. Search "*Forms.2015/2016.CPS Report.*" On the Spectrum Academy Google drive.
- A copy of the written report shall be put in a Child Abuse-Neglect file with the director and another copy shall be placed in a separate file to be maintained by the Administrator. All reported cases of suspected child abuse or neglect are confidential and not maintained as part of the student's records.

http://le.utah.gov/xcode/Title53A/Chapter6/53A-6-S502.html?v=C53A-6-S502_2015051220150701

http://le.utah.gov/xcode/Title62A/Chapter4A/62A-4a.html?v=C62A-4a_1800010118000101 and <http://dcfs.utah.gov>

I have read Section 1900 – Mandatory Reporting. Failure to comply to Section 1900 could result in disciplinary action up to and including termination. _____ Initials

2000 – Leave of Absence Policies

There are various types of leaves of absence. The first is Family and Medical Leave Act (FMLA), the second is short-term illness, third is military leave and fourth is Parental Leave/Postpartum Recover Leave.

2001 – Purpose of FMLA

Family and Medical Leave is for any of the following:

- Absence due to a serious injury or illness that requires you to be away from work that involves either inpatient care or continuing treatment by a health care provider and which prevents you from performing at least one essential function of your job.
- The birth or adoption of a child, or state-approved foster care of a new child (both parents).
- The care of a family member (spouse/child/parent) who is unable to care for himself because of a serious health condition.

2001 – Eligibility

- Full-time and part-time employees are eligible for this leave if **ALL** of the following conditions are met:
- You have worked 12 months for the school **and**
- You have worked 1250 hours in the 12 months before leave is required, **and**
- You work in a location where there are 50 or more employees within a 75-mile radius.
- You may take up to 12 weeks of **unpaid** Family and Medical Leave in a rolling 12-month period if the qualifications are met.

2003 – Use of Personal Paid Leave

Spectrum Academy's leave of absence policy is that you must use your PTO time simultaneously at the beginning of your leave of absence. Once you have exhausted your PTO time the remainder of your leave of absence will be unpaid.

All time off for FMLA will be added together within a rolling 12-month period beginning with the first day of the first FMLA leave. Only a total of 12 weeks is allowed within a 12-month period.

2004 – Birth, Adoption, and Foster care notes

- If you and your spouse both work for the school and want to take FMLA for the birth, adoption or foster care of a child, then the leave taken by both of you together for this event may total 12 weeks or less.
- FMLA for the birth, adoption, or foster care of a child must be taken within 12 months of the birth or placement of the child.
- FMLA for the birth, adoption, or foster care of a child must be taken as an uninterrupted, continuous leave of absence.

2005 – Notification Process

- Notify your Administrator **as soon as you know** that you may have a need for FMLA or at least 30 days prior to the leave beginning. Failure to give 30 days' notice may result in a delay of the leave.
- Once you have notified your administration, they must report the information to HR.
- HR will send you an email and tell you whether you qualify for FMLA. If you qualify, they will also provide you with FMLA paperwork to be filled out by yourself and your physician. You must return this paperwork to HR within 15 days of the date it is received.
- If requested, you will also need to provide any medical certification for your own serious health condition or that of a family member that you are assisting.
 - The school may request a second or third medical opinion of your serious health condition. This will be done at the school's expense. A third opinion from a health care provider jointly approved of by you and the school may be required. The third opinion will be binding.
 - While on FMLA for your own serious medical condition, you may be required to provide medical certification once every 30 days.

During this time, the school may also ask about your intentions to return to work.

- It is imperative that you keep in contact with HR on days gone and when you return.

2006 – Intermittent Use of FMLA

If you need FMLA intermittently for your own serious medical condition or a family member's serious health condition, this leave may be best accommodated through changes in scheduling. You may be transferred temporarily to an alternative position with equivalent pay and benefits that accommodate recurring periods of leave better than your regular job.

2007 – What happens to my job, pay, and benefits while I am on FMLA?

- While on FMLA, your health benefits will continue AS LONG AS YOU PAY YOUR REQUIRED PREMIUMS. These premiums can be paid to the payroll department.
- While on FMLA, you will need to pay your per pay period premiums each pay day if you are not receiving a paycheck, or your paycheck is not large enough. If you do not pay your premiums within 30 days of the due date or do not return to work, then you may receive continued health coverage through COBRA (605). If you will be on unpaid leave for part of the time, then contact payroll to discuss how to make loan or benefit premium payments.
- Salaried employees are paid their salary for working a specific number of contracted days in the school year. When an employee returns from unpaid FMLA, their salary will be adjusted to reflect the number of days they will work in the school (contracted days minus FMLA days missed). Their biweekly gross pay going forward will reflect the change. If you have questions about how your leave will impact your pay, please contact the HR department prior to your leave.

2008 – Returning from FMLA

- When you return from FMLA, you will be returned to the same or an equivalent position with no loss of benefits accrued prior to the leave.

- Before you can return to work from FMLA for your own serious medical condition, you must provide the school with a job-related medical certification. Failure to provide this may delay your return to work.

2009 – Medical Certifications

- If an event affects your position while you are on FMLA, then the effects of this event will be as if you were not on leave. This could entail a reduction in force or reorganization of departments, etc.
- If you do not return from leave, then it will be treated as abandonment from your job and your employment will be terminated.

2010 – Key Positions and FMLA

Some employees work in key positions as defined by FMLA. To return the employee to their key job may be a substantial economic injury to the school. If you are in such a position, the administration will discuss the options available to you when you apply for leave.

2011 – Worker's Compensations and FMLA

- With some exceptions, time off related to a workers' compensation injury is not counted against an employee's FMLA leave time.
- If you are seriously injured on the job and decline the offer of a "medically approved" light duty job, then you will need to go on FMLA if you qualify.
- You will be returned to your job after FMLA or light duty work when medically approved unless an event such as reduction in force has changed your job. If such occurred, you would be treated as if you had not gone on FMLA or light duty work.

2012 – Short-Term Illness or Injury Leave

If you do not qualify for FMLA, you may be eligible for short-term illness leave up to 8 weeks for maternity or adoption. If you have a serious non-work-related illness or injury and do not qualify for FMLA, you may take short-term illness leave. Work-related injuries or illnesses are covered in the Worker's Compensation section (605). The criteria for leave notification, payroll issues while on leave, benefits, and job placement after the leave will be the same as for FMLA.

2013 – Military Leave of Absence

Military leave of absence is granted to regular part-time and full-time employees in the United States armed services to participate in scheduled drills or training and serve on active duty. Military leave is unpaid leave. You may use unused personal leave time. During this leave, you will not receive holiday pay.

Spectrum Academy and the employees will continue to pay health insurance premiums as usual for the first 30 days or until military insurance begins, whichever occurs first. As the military insurance benefit “Tricare” covers a service member on active duty effective immediately upon entering that status, it will be presumed by the school that the employee is covered by Tricare and payments for insurance premiums will be discontinued for that period of active duty. If there is a discrepancy, and the employee believes his or her insurance premiums should be continued to be paid by the school, it is the employee’s responsibility to bring such a request with supporting documentation to the Director of Finance.

As soon as you receive your military orders, you must give copies of these orders to your Administrator and the Director of Finance. You must return from leave as soon as possible and in accordance with state and federal laws. If you do not, management will assume job abandonment and terminate your employment. Consistent with federal law, Spectrum Academy will return you to your job or a comparable job if you reapply for employment promptly as provided by federal and state laws.

2014 – Parental Leave

Eligibility:

- Employee of Spectrum Academy.
- Employee is in a position that receives 401K benefits.
- Employee has been given PTO that can be used in the current school year.
- Employee is assuming a parental role with respect to the child:
 - a) Is the child’s biological parent.
 - b) Is the spouse of the person who gave birth to the child.
 - c) Is the adoptive parent of the child, unless the employee is the spouse of the pre-existing parent.
 - d) Is the intended parent of the child and the child is born under a validated

gestational agreement.

- e) Is appointed the legal guardian of the child.
- f) Is the foster parent of the child.

The eligible employee will receive up to 10 days of paid parental leave for:

- The birth of a child
- The adoption of a child
- The appointment of legal guardianship of a child
- The placement of a foster child

Spectrum Academy will allow a qualified employee who is part-time to use the amount of parental leave or postpartum leave on a pro-rated basis.

Parental leave may not be used before the day on which:

- The child is born.
- The child is adopted.
- The employee is appointed legal guardianship of a child.
- A foster child is placed in the employee's care.
- May not be used more than six months after the date the child was born, adopted, appointed legal guardianship or placed in foster care.
- May not be used intermittently unless a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child.

The Parental Leave will run concurrently with FMLA.

The amount of parental leave does not increase if an eligible employee has the following:

- More than one child born from the same pregnancy.
- Adopts more than one child.
- Has more than one foster child placed in eligible employee's care.
- Is appointed legal guardian of more than one child.

An eligible employee may not use more than 10 days of paid parental leave within a single 12-month period, regardless of whether during that 12-month period the eligible employee:

- Becomes the parent of more than one child.
- Adopts more than one child.
- Has more than one foster child placed in the eligible employee's care.
- Is appointed legal guardian of more than one child.

The eligible employee shall give Spectrum Academy notice at least 30 days before the day on which the qualified employee plans to begin using parental leave or postpartum leave or if circumstances beyond the employee's control prevent the employee from giving notice.

Spectrum Academy may not compensate an eligible employee for any unused parental leave upon termination of employment.

Spectrum Academy will ensure that the eligible employees will return to the position held before using parental leave or postpartum recover leave or a position within Spectrum Academy that is equivalent in seniority, status, benefits and pay to the position that the eligible employee held before using parental leave or postpartum recovery leave.

The eligible employee shall continue to receive all employment related benefits at the same level the employee received immediately before beginning the parental leave or postpartum leave, provided the eligible employee pays any required employee contributions.

I have read and understand Section 2000 – Leave of Absence Policies. _____ Initials

2100 – Operations Policies

The policies that are explained in this section are those that directly affect employees at Spectrum Academy. Please become familiar with this section so you understand what you may expect from the school.

2101 – Advancement & Promotion

Administration prefers to promote current employees to fill job vacancies. The administration will review the demonstrated ability and overall qualifications of those who apply or who are qualified. They will also review the recommendations of the employee's administrator. As you demonstrate the ability to take on additional responsibilities, your

talents will be utilized in the manner deemed most suitable to your demonstrated ability and the needs of the school. Sometimes a job requires specialized skills that are not currently in the school. In such cases, the school may hire someone from outside the present workforce.

2102 – Professional Dress Code

The personal appearance of Spectrum Academy employees affects the respect that others have for the organization, the faculty, the support staff, and the respect that the employees have for themselves and for each other. Dressing for success and following the established dress code policy will help obtain respect and credibility from students and parents. As a representative of Spectrum Academy, faculty and support staff are expected to dress with professionalism. Dressing for success has three main effects:

- Builds credibility.
- Positions oneself as a respected leader.
- Upholds a professional image.

An effective staff member will dress appropriately as a professional to model success and inspire confidence and respect among colleagues. Students tend to model the behavior and appearance they see in the classroom. An effective staff member dresses professionally to model success and inspire confidence and respect among colleagues.

2103 – Professional Dress Code General Guidelines

- ***Spectrum Academy Faculty and Staff*** will dress in a manner consistent with the guidelines outlined in this policy Monday through Friday. Spectrum Academy spirit wear that is in clean, professional-level condition may also be worn, except for Parent Teacher Conferences.
- ***Parent-teacher conferencing, regional or area meetings, and training workshops*** warrant Spectrum Academy participants to follow regular Professional Dress Code Guidelines, unless the workshop guidelines dictate otherwise.
- ***Staff Development Days*** (training, etc.) while not rising to the level of professional dress, these days require a higher level of attire than casual

wear. For example, shorts, muscle shirts, tank tops, bare midriffs, yoga pants, flip-flops, clothing designated for working out, etc. are not appropriate for the work setting.

- ***On Teacher Workdays***, Spectrum Academy employees are allowed to wear jeans, shorts, t-shirts, and/or appropriate casual attire due to the large amount of time spent moving furniture, books, displays, materials, etc.
- ***All staff*** will maintain appropriate grooming and hygiene practices. Exposed tattoos that display gang signs, nudity or other sexually offensive content, inappropriate names or symbols, or that promote violence or drug usage must be concealed while at work.
- **Jewelry & Piercings:** Excessive jewelry and watches that affect the safety of the employee, students or others on campus or make it difficult for the employee to do their job effectively are prohibited. Ear and facial piercings and earrings need to be safe in a school environment (avoid larger rings or hoops that could be caught or pulled). As with tattoos and hair styles, piercings should be tasteful, minimal and not detract from a professional appearance. Ear expanders must be plugged with a flesh color plug. Clear retainers are appropriate to maintain piercing. Septum piercings that are flush to the skin are allowed.
- Chains, lanyards, bracelets or other non-piercing jewelry should be breakaway. Heavy chains are not permitted. ***REPLACEMENT OF JEWELRY IS NOT COVERED.***
- Smart Watches or other wearable tech can be worn but at your own risk. Replacement of broken or damaged items is not covered.
- ***On special dress days***, such as Halloween or spirit days, staff may participate in special dress following the guidelines outlined for students. Special dress days are to be determined by the administration.
- ***If there are questions***, please see administration.

2104 – Guidelines

Hair – Hair must be clean and groomed at all times.

- Employees are allowed to have short or long hair that is well-groomed and not distracting in the learning environment.

- Facial hair is allowed but should be neatly trimmed. The clean-shaven appearance is expected otherwise.
- Hair may be dyed but must be a color that is neutral (colors such as pink, green, blue, purple, etc. are not allowed).
- Baseball caps or other hats are acceptable as long as they are plain or have a Spectrum Academy logo.

Shirts – Collared or un-collared shirts and tops that are modest and appropriately fitting are considered appropriate for the workplace and are to be worn at all times.

- All tops/shirts (this includes hoodies and jackets) MUST be free of messages, logos, large graphics, or otherwise distracting images. Simple patterns and licensed Spectrum Academy attire are acceptable.
- Sweaters may be worn; acceptable styles include pullovers and cardigans.
- If a button-up shirt is worn and unbuttoned beyond the first button, then an undershirt MUST be worn.
- Turtleneck and mock-neck shirts are allowed in place of a collared shirt.
- Collared shirts, such as polo style, oxford style, or dress shirts that are short or long sleeved. Styles such as pullovers and button-ups are acceptable also.
- Tank-tops or sleeveless tops worn on their own (i.e., without a sweater or jacket) are not allowed. Sleeveless shirts, or muscle tees are not allowed.
- Low-cut tops that reveal cleavage, tops that reveal the midriff, and tops that are too tight are not allowed.

Pants – Tailored dress slacks or business casual slacks (Dockers © style) or cargo pants are considered appropriate for the workplace. In addition to tailored or business casual pants, pant sets and pant suits are considered appropriate for the workplace.

- Appropriately fitting jeans (that do not reveal the underwear when standing or squatting), Capri pants, or ankle pants free of holes, frayed edges, tears, and stains, may be worn.
- During the months of May-September, shorts may be worn under the following conditions:
 - 1) They must be considered business/slack casual and cannot include athletic wear.

- 2) They must fall to or right above within 1 inch of the knee.
 - 3) A collared polo shirt must be worn with them to maintain a professional look.
- Dresses and skirts should be of a modest and professional length falling at or just above the knee. Dresses and skirts that are tight, short, sheer, and/or revealing are not allowed.
 - Tights or leggings must be worn with dresses, skirts, or tunic blouses that are not shorter than above the knee, by more than 1 inch. Tights and leggings worn without a dress, skirt, or long blouse (i.e., worn as pants) are not allowed.
 - Sweatpants, wind pants, breakaway pants, and warm-up pants are not allowed.
 - Shorts that fall to the knee or just above the knee or athletic pants may be worn by P.E. or athletic staff (only on game days).
 - All staff members must be in regular professional dress while in the classroom setting. EXCEPTION: P.E. or athletic staff (only on game days).

Footwear – Dress shoes or dress-casual shoes, such as leather-like, suede, loafer styles, and dress boots are considered appropriate for the workplace, attach around the heel or ankle, and are to be worn at all times.

- Boots, tennis shoes and athletic shoes that are clean, in good condition, and free of stains, tears, etc., may be worn.
- Sandals, including slides, crocs, and flip-flops, are not allowed. Stiletto heeled shoes are not safe for the workplace and are not allowed.

2105 – Compliance

Spectrum Academy Faculty and Staff who do not adhere to the Professional Dress Code will be asked to do one of the following:

- change into spirit wear borrowed from the office OR
- clock out and return home to change OR
- clock out and leave for the workday.

Adherence to the Professional Dress Code is at the discretion of the administration.

Repeated offenses may result in Corrective Action and/or dismissal. ***If there are questions,*** please see administration.

2106 – Eyeglass Replacement Policy

If prescription eyewear has been damaged or broken due to an interaction with a student, Spectrum Academy will reimburse based on the following:

- We do not cover the cost of a new prescription if yours is expired.
- We will replace what was actually broken (i.e. the frame, the lens, or both).
- We will cover the damaged lens for what was already treated or purchased for that lens (i.e. anti-reflective coating, hard cote, etc.).
- We will not pay for any upgrades that were not on the original lens.
- We reserve the right to request the original receipt to ensure the original purchase matches what we are being asked to reimburse. Reimbursement may be withheld/delayed until this information is received. If it is determined upgrades were added to the replacement cost, the cost of those upgrades will be deducted from the reimbursement.
- Under no circumstances will the employee be paid more than what they have personally paid out-of-pocket (after insurance reimbursement).

It is our goal to get you back in your glasses as soon as possible. However, there will always be a delay with ordering and shipping, so it is highly recommended that a pair of back-up glasses is always on hand. Spectrum Academy does not pay for the cost of back-up glasses.

I have read Section 2100 – Operations Policy. Failure to comply to Section 2100 could result in disciplinary action up to and including termination. _____ Initials

2200 – Security & School Inspections

Spectrum Academy endeavors to maintain a workplace free from illegal drugs, alcohol, illegal firearms, explosives, theft, and other improper materials as noted in other policies. Although it doesn't happen often, the school may inspect your work areas and packages or other belongings with or without notice while you are on the work premises or as you are coming onto or leaving the premises. The school may also inspect your vehicle if it is parked on company property.

You accept employment with the knowledge and consent that a search may be required.

Resisting an inspection may lead to disciplinary action, up to and including termination. Searches may be conducted by management and/or Spectrum-approved outside personnel and their equipment or animals.

No unauthorized individuals (ex-employees, family members, friends, etc.) shall be permitted on the premises without having first received approval from the appropriate administration. All visitors must proceed through the front office and follow appropriate sign-in procedures. Active employees who allow admission on Spectrum properties of unauthorized individuals will be subject to disciplinary action up to termination.

We may provide desks and other storage devices for your convenience. Nevertheless, these items are the sole property of the school.

If you wish to avoid inspection of personal items, do not bring them onto the school's premises.

I have read Section 2200 – Security & School Inspection. Failure to comply to Section 2200 could result in disciplinary action up to and including termination. _____ Initials

2300 – Confidentiality

The general internal business affairs of Spectrum Academy should not be discussed with anyone outside the organization except as may be required in the normal course of business. All employees' communications must comply with FERPA. Information designated as confidential is to be discussed with no one outside the school and only discussed within the school on a **business-need-to-know** basis.

All employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about the school, its employees, students and patrons. This responsibility is not intended to impede normal school communications and relationships but is intended to alert employees to their obligation to use discretion to safeguard internal company affairs.

Employees who have authorized access to confidential information are responsible for its security.

Inquiries seeking information about applicants for employment, current employees, or former employees should be referred to the Human Resources Department.

I have read Section 2300 – Confidentiality. Failure to comply to Section 2300 could result in disciplinary action up to and including termination. _____ Initials

2400 – Media Relations

Positive relationships with the media are developed and maintained by providing accurate and helpful information to reporters in a timely manner. To ensure that information provided to the media is accurate, comprehensive, and the best source for specialized information as well as compliant with confidentiality requirements, a protocol for distributing information to the media shall be established and outlined by Spectrum Academy's school directors.

2401 – Procedures

School employees shall not release information that is private or confidential as identified by State or Federal Law and Spectrum Academy Board Policy or other administrative regulations.

2402 – Spokespersons

The Executive Director of Finance and Executive Director o serve as the primary spokespeople for Spectrum schools on all matters of school-wide interest. The directors may delegate Administrators to serve as primary spokespersons for their areas of responsibility.

2403 – Administrative Responsibility

All school employees shall notify both the Executive Director of Finance and the Executive Director of Academics whenever they are contacted by the media. If the topic is sensitive or significant, the employee will notify the executive directors directly and immediately.

Administrator Responsibility: Each building administrator is authorized to keep parents and others informed about a school's programs and activities. Publicity regarding students shall always be evaluated in terms of the effect on the children and standards of confidentiality.

2405 – Media Access to Schools

The media will have access to all school events to which the public has been invited.

Approval is not required to interview, film, or photograph staff or students at public events

such as athletic contests, dramatic productions, music concerts, and graduation ceremonies. When members of the media enter schools to cover events other than public events, they must have the approval of the school administration before interviewing, filming, or photographing staff or students. Group shots that do not identify individual students by name—either still photos or video—may be taken in classrooms, hallways, and on the playground with the administration's permission.

Before individual students are interviewed, taped, or photographed, the administration shall obtain parental permission. A signed form giving parental/guardian permission for use of the student's image in video print, or broadcast will be kept on file at the school. Parents have the right to request that their child not be interviewed or photographed individually for video, print, or broadcast.

I have read Section 2400 – Media Relations. Failure to comply to Section 2400 could result in disciplinary action up to and including termination. _____ Initials

2500 – Hours of Operation

- During the school year, Monday through Friday, 8:00 a.m. until 4:00 p.m. except on days off as designated by the school calendar.
- During the summer, Tuesday through Thursday, 9:00 a.m. until 2:30 p.m.

I have read and understand Section 2500 – Hours of Operation. _____ Initials

2600 – Job Performance Evaluations

Spectrum, at its discretion, determines that progressive disciplinary steps, warnings, or evaluations of staff are in its best interest, it will employ those tools. However, no policy, guideline, regulation, or practice relating to the training and discipline of staff shall create any expectation of continued employment. Employees shall understand and acknowledge that Spectrum retains its status as an at-will employer at all times. Spectrum Academy shall not have the authority, by virtue of such policies or procedures or other action of the administration or of the Governing Board, to change the "at-will" nature of the employment relationship.

I have read and understand Section 2600 – Job Performance Evaluations. _____ Initials

2700 – Overtime Pay for Nonexempt Jobs

Overtime will be paid to employees doing non-exempt jobs in accordance with applicable federal and state law. The pay for overtime will be at the federal or state prescribed wage rate, whichever is higher.

No overtime will be approved. You will be paid for all time worked over 40 hours however, violating this policy will result in disciplinary action including up to termination.

By law, all overtime must be reported and paid whether it is authorized or not authorized. Failure to report overtime may result in disciplinary action.

I have read Section 2700 – Overtime Pay for Non-Exempt Jobs. Failure to comply to Section 2700 could result in disciplinary action up to and including termination.
_____ Initials

2800 – Pay Day

All employees are paid bi-weekly.

2801 – Direct Deposit

All wages will be paid via direct deposit. The employee will be required to provide their direct deposit information at the time of hire. Any changes in this procedure must have prior approval by the Director of Finance.

2802 – Final Paycheck Upon Termination of Employment

If you resign, your final paycheck will be paid in the next regular pay cycle, or in accordance with state law, whichever is sooner.

If the school terminates your employment, you will be issued a non-direct deposit (live) check within twenty-four (24) hours, or in accordance with applicable state law, whichever is sooner.

I have read and understand Section 2800 – Pay Day. _____ Initials

2900 – Cell Phone Policy

Cell phones including calls and texts may be used for items that are **directly related** to Spectrum related business during school hours (recess time included).

Emergencies are the only exception to this rule. If you are expecting a call that cannot be handled outside of school hours, please let your teacher or para know and step out of the room to take the call as appropriate.

Personal phone calls and texting for non-instructional purposes is only permitted during an employee's break and/or lunch hours. The office will take messages for any non-emergency phone calls that are received during regular, working business hours. Continuous use of cell phones for personal use during school hours will be subject to disciplinary action and may lead to termination.

If your phone is out for personal reasons and/or improperly secured and is damaged, Spectrum Academy is not responsible and will not replace the item.

I have read Section 2900 – Cell Phone Policy. Failure to comply to Section 2900 could result in disciplinary action up to and including termination. _____ Initials

3000 – Smoking Policy

Smoking material including but not excluded to cigarettes, e-cigarettes, vaping, and medical marijuana of any kind is prohibited on the school grounds, within 1000 feet of the school, and within sight of students during the school day. (See Drug Free Policy 1500.)

I have read Section 3000 – Smoking Policy. Failure to comply to Section 3000 could result in disciplinary action up to and including termination. _____ Initials

3100 – Solicitations

It is the intent of the school to maintain a proper business environment and prevent

interference with work and inconvenience to others from solicitations of any type.

School-sponsored solicitations are allowed and arranged for only by administration. Non-company sponsored solicitations of any type are prohibited on company property or while conducting company business off site.

To maintain a professional work environment, employees may not wear any insignia, badge, or button, nor display any insignia, badge, or button on their desk or in their work area, excluding professional designation awards. The Executive Director will approve and post all information that is displayed on the school's bulletin board or made available for review or distribution to employees.

I have read Section 3100 – Solicitations. Failure to comply to Section 3100 could result in disciplinary action up to and including termination. _____ Initials

3200 – Timekeeping

ALL employees (including salaried staff) must daily record your work time by clocking in and out each day.

3201 – Recording Requirements

- time in at the beginning of the work shift,
- time out, if you leave campus, *except for lunch*,
- time in when you return to campus, and
- time out at the end of the work shift.
- review and submit timesheets on a weekly basis.

All timesheets will be verified every pay period. **No employee is authorized to clock in or out for another employee.**

3202 – Timekeeping Errors

If you make an error in recording your work time, contact your office manager with the corrected information. If you cannot clock out due to a disabling accident or illness, your applicable office manager will ensure that your time out is on your timesheet.

3203 – Timekeeping Hours and PTO

You are responsible for keeping track of the hours you work each week and submitting a PTO request for any time missed during your regularly scheduled hours.

You are responsible for keeping track of hours worked weekly so you don't go over 40 hours a week if you are a non-exempt employee.

Failure to follow this policy may lead to disciplinary action, including termination of employment.

I have read Section 3200 – Timekeeping. Failure to comply to Section 3200 could result in disciplinary action up to and including termination. _____ Initials

3300 – Travel

The school reimburses employees for the expenses of approved business-related travel.

3301 – Nonexempt Travel Pay

Nonexempt employees will be compensated for time spent traveling if that travel is part of the employee's daily work activity. Only the time actually worked **outside** of your normal work hours or days is also paid for when a nonexempt employee travels overnight to another work location.

I have read and understand Section 3300 – Travel. _____ Initials

3400 – Use of Communication Systems

The school provides school-owned communication systems such as a computer, phone, walkie talkies and all of their functionalities to do company work. All communications by employees are to be appropriate for business.

All communications using company property are property of the school. There is no guarantee of personal privacy.

3401 – Guidelines

- The school reserves the right to access, review, and disclose any communications at any time without notice.
- Any communication through private devices while on school grounds is subject to be searched at any time.
- The use of all Spectrum Academy equipment must conform to Spectrum Academy's acceptable use policy.
- Non-administration employees may not attempt to gain access to another employee's telephone, e-mail, or group chat messages unless authorized by the administration.
- Any form of communication that violates the anti-harassment policy (303) is prohibited.
- **The primary method for communication of important information and events between administration and staff will be through email.**
Employees are required to check email on a regular basis and are required to contact administration if they do not have a company email address or do not know how to access it.
- If you are using company communication systems in a manner that violates company policy, you may be subject to disciplinary action up to and including termination of employment.

I have read Section 3400 – Use of Communication Systems. Failure to comply to Section 3400 could result in disciplinary action up to and including termination. _____ Initials

3500 – Employee Benefits & Services

This section reviews your company benefits and the policies used to give these benefits. Knowing these policies will prevent you from misunderstanding when and how you receive these benefits.

3500 – Group Insurance

All full-time employees are eligible for medical insurance after a 30-day probationary period. Insurance will become active the 1st day of the month after the 30-day probationary period.

- Insurance can't be canceled or changed mid-year without a life event (death, divorce, marriage, birth, loss of coverage, etc.). There are no exceptions to this policy.
- Employees that are eligible for group insurance will receive an email from Spectrum Academy's Human Resource Office with information about when their enrollment window is.
- If the employee does not enroll in benefits during the enrollment window, they will not be eligible for insurance coverage until the company-wide open enrollment period the following August unless you have a life event.

I have read and understand Section 3500 – Group Insurance. _____ Initials

3600 – Personal Days for Salaried Employees

The school allows a designated number of days/hours for the handling of personal affairs. This information is provided in your Employee Agreement.

3601 – Guidelines for Personal Days

- Regular, full-time salaried employees.
- PTO days may not be used the first 30 days of the agreement period.
- PTO days must be taken in full one-hour increments or full day increments.
- No more than three PTO days may be taken consecutively unless approved in advance by your Administrator.
- PTO days may not be taken in conjunction with school-observed holidays or weekends unless approved in advance by your Administrator.
- PTO days are to be used for sick days, bereavement days, medical appointments, dental appointments, sick children, or spouses, etc. We do not differentiate PTO time for different events, the number of days given is to cover ALL TIME OFF.

- Salaried employees are given PTO days to use through the school year. If they exceed the allotted PTO days per their agreement, their paycheck will be decreased by their daily rate times the number of days over. Their daily rate is calculated by dividing their salary by the number of contracted days in the school year.
- Salaried employees may not make up for the hours they missed.
- Remaining PTO days will be paid out at the end of the school year for salaried school staff that work directly with students in the classroom, who have been with Spectrum for 5 years or longer. Accrual years will be counted consecutively from the most recent date of hire. Remaining unused PTO days will be paid out at the end of the year under the following conditions:
 - Up to 50% of your days remaining will be paid out. So, if you have 8 PTO days and have only used 4 of them by the last day of school, 2 days will be paid out to you.
 - The PTO days will be paid during the summer, after school has ended. There will be 2 PTO payouts; 9-month salaried employees will be paid out no later than July and 12-month salaried employees will be paid out in August.

I have read Section 3600 – Personal Days for Salaried Employees. Failure to comply to Section 3600 could result in disciplinary action up to and including termination. _
_____ Initials

3700 – Personal Days for Hourly Employees

3701 – Guidelines for Personal Days

- Regular, full-time employees (hourly)
- Hourly employees' days off are unpaid unless the employee has been given PTO days. It is the responsibility of the employee to inform their administration and payroll by submitting their days off in Skyward.

- Personal days may not be used the first 30 days of the agreement period.
- No more than three personal days may be taken consecutively unless approved in advance by your Administrator.
- Personal days may not be taken in conjunction with school-observed holidays or weekends unless approved in advance by your Administrator.
- PTO days can be used for sick days, bereavement days, medical appointments, dental appointments, sick children, or spouses, etc. We do not differentiate PTO time for different events.
- If hourly employees exceed 8 absences, they are subject to disciplinary action and/or termination.
- All absences are considered time off even if it has been approved, or if you have a doctor's note.

3702 - PTO time is earned by hourly employees as follows:

- Year 1 – 0 PTO days
- Year 3 – 1 PTO day
- Year 5 – 2 PTO days
- Year 7 – 3 PTO days
- Year 9 – 4 PTO days
- Year 11 – 5 PTO days
- Year 13 – 6 PTO days
- Year 15 – 7 PTO days
- Year 17 – 8 PTO days
- Once you reach 8 PTO days you are capped and will not earn any more days from that point on.

The PTO days are earned for YEARS AT SPECTRUM ACADEMY. Your experience of other places does not count towards this time.

I have read Section 3700 – Personal Days for Hourly Employees. Failure to comply to Section 3700 could result in disciplinary action up to and including termination.

_____ Initials

3800 – Wages & Salaries

Wage rates and salaries vary from employee to employee. The guidelines for wages and salaries are:

- competitive for comparable services,
- based on your qualifications and previous work experiences, and
- the level of success and stability of your work record
- based on the school's need for your specific skills.

Any wage increase or adjustment in pay will be awarded on an individual basis dependent upon your performance and your overall contribution to the school's success and at the sole discretion of the HR Department and your Administration.

9-month salaried employees are paid their salary year-round for a specific number of days worked during the school year. If the employee gets hired after the start of the school year, their salary will be prorated to the number of days they will be working during the school year.

12-month salaried employees are paid their salary for working year-round.

3801 - Salary Determinations

Initial salary schedule placement shall be according to the educator's college or university degree with salary levels added for years of experience and/or additional education as stipulated below. Initial degree level placement:

- Level 1 for a bachelor's degree.
- Level 6 for a master's degree.
- Level 10 for a Doctorate Degree.
- Educators with graduate degrees awarded by institutions of higher education outside of the U.S. must provide documentation of U.S. equivalency from an agency recognized by the Utah State Board of Education to receive salary schedule placement above Level 1.

3802 – Provisions

Educators may qualify for salary level advancement for additional education. The salary level changes possible are:

- Bachelor's degree + 20 semester credits advance 2 salary levels.
- Bachelor's degree + 40 semester credits advance 2 salary levels.
- Master's degree (after initial hire) or BS + 50 credits advance one (1) salary level.
- Master's degree + 30 semester credits advance 2 salary levels.
- Doctorate degree (after initial hire) advance 2 salary levels.

Courses which carry college credit must be granted from accredited institutions of higher education, and the accreditation must be recognized and accepted by the Utah State Office. College courses completed at institutions outside of the U.S. must be evaluated and certified for U.S. equivalency by an agency recognized by USBE.

3803 – Salary level Changes

In order to be eligible for salary level credit, courses must be taken **after** the established eligibility which is determined as follows:

- In order to be eligible for a BS+20, BS+40, the plus credits must be for courses taken **after** the bachelor's degree was awarded.
- Plus credits should be related to your teaching assignment. Example: if you teach math, 4 yoga classes would not qualify for plus credits.
- Educators who receive salary credit for a master's degree or BS+50 may thereafter submit any eligible course credits taken as long as the courses were taken **after** the master's degree or BS +50 was awarded and were not applied to or required for completion of the master's degree and have not previously been counted towards a salary level change. Plus credits should be related to your teaching assignment. Example: if you teach math, 4 yoga classes would not qualify for plus credits.
- The employee is required to provide documentation of any salary level changes. Once HR has the documentation, we will make the change from the date we get the documentation. It will not be back paid to the time of completion.
- Documentation of degree or credit awarded from an institution of higher education must be an original or official transcript. Unofficial can be accepted provided they include the name of individual, name of organization, award date and total credits are clearly displayed. Electronic transcripts will be accepted provided they are sent directly to Human Resources from the institution of higher education and include an explanation of credit awarded. Picture of credits on a computer screen or phone will not be accepted.

- Human Resources, at its discretion, may make a copy of an original document after examining the document for authenticity and return the original document to its owner. Human Resources will document the examination of the original document.

3804 – Hourly Paraprofessional Determinations

Initial paraprofessional schedule placement shall be according to the employees' high school or college/university experience or degree with levels added for years of experience and/or additional education as stipulated below.

- High School – completed high school or received GED.
- Associate's degree – must provide transcripts showing award date of associates degree or 60 equivalent credit hours.
- Bachelor's Degree – must provide transcripts that include award date of bachelor's degree.
- If the paraprofessional received an associate or bachelor's degree after hire date the employee will need to provide transcripts and will be moved to the appropriate lane on receipt of transcripts showing change in placement

I have read and understand Section 3800 – Wages & Salaries. _____ Initials

3900 – Worker's Compensation Insurance

Worker's Compensation provides payment of employee medical expenses and partial salary continuation (if time away from work is needed for recovery) from a work-related accident or illness.

3901 – State Regulations

- If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to the nurse.
- Prompt reporting ensures that the school can help obtain appropriate medical treatment as well as related benefits.
- An employee's failure to follow this procedure may result in a delay of medical or pay benefits for the injury or illness.

- Questions regarding workers' compensation insurance should be directed to the Return-to-Work Manager/HR Specialist.
- Worker's compensation does not cover your entire current wage. You can use your unused personal time off to make up the difference in pay. After these leave resources are used up; you will receive only the worker's compensation partial payment of salary from the school.
- You are covered by workers' compensation insurance provided by Spectrum Academy as set by state regulations.

I have read and understand Section 3900 – Worker's Compensation Insurance.

_____ Initials

4000 – Children of Employees

4001 – Pleasant Grove/North Salt Lake

Spectrum Academy managed childcare is not offered at any of the Spectrum Academy school campuses. The employee must make prior arrangements for their children to be cared for while they are working. If the employee has a child that attends Spectrum Academy, they are not allowed to have their children wait in their classroom for them both before and after school. Violations of this policy will result in corrective action.

I have read and understand Section 4000 – Children of Employees. Failure to comply with Section 4000 could result in disciplinary action up to and including termination.

_____ Initials

4100 – Continuation of Health Benefits & COBRA

4101 – Health Benefits during a Leave of Absence

All full-time employees covered by the school Benefit Plan will be eligible for continued medical coverage for up to 12 weeks following the beginning of a leave for:

- An authorized, paid or unpaid leave of absence.
- If you are away from work for one of the above stated reasons, you must

- pay your entire current benefit premium to have continued coverage.
- This continuance of coverage will end if you fail to pay your entire premium within 30 days of the due date, or you have been on leave longer than 12 weeks in a 12-month period.

4102 - COBRA

This is an option available to you if the above option is not. This allows you continued health insurance coverage directly through the insurance carrier rather than through the employer. If you become eligible for this option, the Cobra administrator will send you notification of your eligibility and what steps need to be taken next to continue your insurance coverage.

I have read and understand Section 4100 – Continuation of Health Benefits & Cobra.

_____ Initials

4200 – FERPA & Employee Non-Disclosure Assurances

Employee non-disclosure assurances are intended to minimize the risk of human error and misuse of information.

4201 – Scope

All Spectrum Academy Board members, employees, vendors, contractors and volunteers must sign and obey the Spectrum Academy Employee Non-Disclosure Agreement, which describes the permissible uses of state technology and information.

4202 – Non-Compliance

Non-compliance with the agreements shall result in consequences up to and including removal of access to Spectrum Academy's network; if this access is required for employment, employees and contractors may be subject to dismissal.

4203 – Non-Disclosure Assurances

All student data utilized by Spectrum Academy is protected as defined by the Family Educational Rights and Privacy Act (FERPA) and Utah statute. This policy outlines the way Spectrum Academy staff is to utilize data and protect personally identifiable and

confidential information. A signed agreement form is required from all staff to verify agreement to adhere to/abide by these practices and will be maintained in the Human Resources Department. All Spectrum Academy employees (including contract or temporary) will:

- Complete Security and Privacy Fundamentals Training.
- Complete Security and Privacy Training for Researchers and Evaluators, if requested by the Academic Director.
- Consult with Spectrum Academy internal data owners when creating or disseminating reports containing data.
- Use password-protected state-authorized computers when accessing any student-level or staff-level records.
- NOT share individual passwords for personal computers or data systems with anyone.
- Log out of any data system/portal and close the browser after each use.
- Store sensitive data on appropriate-secured location. Unsecured access and flash drives, DVD, CD-ROM or other removable media, or personally owned computers or devices are not deemed appropriate for storage of sensitive, confidential or student data.
- Keep printed reports with personally identifiable information in a locked location while unattended and use the secure document destruction service provided at Spectrum Academy when disposing of such records.
- NOT share personally identifying data during public presentations, webinars, etc. If users need to demonstrate child/staff level data, demo records should be used for such presentations.
- Redact any personally identifiable information when sharing sample reports with general audiences, in accordance with guidance provided by the student data manager, found in Appendix B (Protecting PII in Public Reporting).
- Take steps to avoid disclosure of personally identifiable information in reports, such as aggregating, data suppression, rounding, recording, blurring, perturbation, etc.

- Delete files containing sensitive data after using them on computers or move them to secured servers or personal folders accessible only by authorized parties.
- NOT use email to send screenshots, text, or attachments that contain personally identifiable or other sensitive information. If users receive an email containing such information, they will delete the screenshots/text when forwarding or replying to these messages. If there is any doubt about the sensitivity of the data, the Student Data Privacy Manager should be consulted.
- Use secure methods when sharing or transmitting sensitive data. The approved method is Spectrum Academy's Secure File Transfer Protocol (SFTP) website. Also, sharing within secured server folders is appropriate for internal file transfer.
- NOT transmit child/staff-level data externally unless expressly authorized in writing by the data owner and then only transmit data via approved methods such as described in item ten.
- Limit use of individual data to the purposes which have been authorized within the scope of job responsibilities.

4204 - Data Security and Privacy Training

Purpose

Spectrum Academy will provide a range of training opportunities for all staff, including volunteers, vendors, contractors and temporary employees with access to student educational data or confidential educator records in order to minimize the risk of human error and misuse of information.

Scope

All Spectrum Academy Board members, employees, vendors, and contracted partners.

Compliance

New employees that do not comply may not be able to use Spectrum Academy networks or technology.

Policy

- Within the first week of employment, all Spectrum Academy Board members, employees, and contracted partners must sign and follow the Employee Acceptable Use Policy, which describes the permissible uses of state technology and information.
- New employees that do not comply may not be able to use Spectrum Academy networks or technology. Within the first week of employment, all Board members, employees, and contracted partners also must sign and obey the Employee Non-Disclosure Agreement, which describes appropriate uses and the safeguarding of student and educator data.
- All current Spectrum Academy Board members, employees, vendors, and contracted partners are required to participate in an annual Security and Privacy Fundamentals Training Curriculum within 60 days of the adoption of this rule.
- Spectrum Academy requires targeted Security and Privacy Training for Data Stewards and IT staff for other specific groups within the agency that collect, store, or disclose data. The Chief Privacy Officer will identify these groups. The Data and Statistics Coordinator will determine the annual training topics for these targeted groups based on staff training needs.
- Participation in the training as well as a signed copy of the Employee Non-Disclosure Agreement will be annually monitored by Human Resources. Human Resources will annually report to all Spectrum Academy Board members, employees, vendors and contracted partners who do not have these requirements completed to the IT Security Manager.

4205 – Data Security and Privacy Training Instructions

Data Governance Plan

You are required to read the Spectrum Academy Non-Disclosures and watch the videos that accompany the document. This will be required to be done at the time you are hired and each subsequent year from there on out. We will keep a copy of your signed non-disclosures in your employee file.

FERPA 101 Awareness Training

On an annual basis, all Spectrum Academy employees must complete the following training:

- Please register at the following website:
<https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies>
- Participate in the FERPA 101: Local Education Agencies module

Print the certificate at the end and turn it into the HR department.

I have read Section 4200 – FERPA & Employee Non-Disclosure Assurances. Failure to comply to Section 4200 could result in disciplinary action up to and including termination.

_____ Initials

4300 - Immunizations

4301 – Spectrum Academy will not cover any employee for any immunization or vaccination. It is the employee's responsibility to be fully immunized prior to coming to work. Knowing that there is the chance of getting bit, scratched, etc. in our daily work environment, it is highly recommended that every employee at Spectrum Academy especially be up to date on their tetanus shot.

4202 – We will not cover any tetanus shots for any employee (current and/or future). This vaccination should be up to date and is the employee's responsibility to obtain.

4203 – The adult version of the Tap is "Td" and can be given at any CVS, Walgreen's, or your local health department, for a relatively inexpensive cost. A Td booster dose is recommended every 10 years.

I have read Section 4300– Immunizations. Failure to comply to Section 4300 could result in disciplinary action up to and including termination. _____ Initials

I have received a copy of the 2024-2025 Spectrum Academy Employee Handbook and assume full responsibility to read it and become acquainted with its policies.

I agree to abide by the policies described herein. Because this handbook does not contain all Spectrum Academy policies, I also agree to abide by any additional school policies as they are made known to me.

I understand that all persons who perform services for Spectrum Academy shall be considered "at-will" employees. The employment of all personnel may be terminated so long as such employees are not terminated for unlawful reasons.

I understand that this handbook is not a contract, and that Spectrum Academy may change, modify, or revoke the policies or benefits contained herein at any time. I understand that the length of my employment is not guaranteed and that either Spectrum Academy or I may terminate the employment relationship at any time.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to the administration.

Name Printed	Date:
Signature:	