



2022 - 2023
Staff Handbook

I – GENERAL PRACTICES

WELCOME

As mandated by DOE regulations and Board policy, a set of internal controls and operational procedures have been developed to promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation. This handbook addresses tasks and functions for the efficient and effective operations of Cactus Park Elementary.

This employee handbook outlines the policies and procedures relevant to all Cactus Park Elementary teachers and staff to ensure the safe and effective management of our school. This information is intended to be used as a reference and overview for all operating policies and procedures and has been developed using best practices from schools across the country. However, as this manual may not be completely exhaustive, Cactus Park Elementary encourages all staff to seek clarification from school leadership regarding any of the information outlined here.

As Cactus Park Elementary continues to evolve as an organization, certain policies and procedures may be adjusted to best meet the needs of students, staff and the larger community. As such, Cactus Park Elementary will revisit the efficiencies and effectiveness of all operations yearly and reserves the right to alter specific policies and procedures as a result. If changes occur mid-year, staff will be notified through internal communication.

Mission and Vision

The mission of Cactus Park Elementary is to empower K-5 students in the ways in which they see themselves and the world around them through the use of a school model that embodies social-emotional identity development, a robust civic engagement system, and a rigorous culturally relevant academic curriculum. Through this model, Cactus Park Elementary strives to interrupt generational cycles of poverty.

Core Beliefs

- We believe all children are capable of academic and lifelong success
- We believe in providing a restorative and productive space for children and teachers to discuss issues surrounding the social identities of themselves and of those around them
- We believe in strengthening the direct link between the empowerment of one's identity and the academic achievement of one's self
- We believe in fostering healthy relationships between staff members and students
- We believe a school building is a community center and should serve as an anchor for all members of the surrounding neighborhood
- We believe our scholars learn best in a school environment that is driven by data
- We believe culturally-relevant pedagogy supports scholars' social-emotional progress
- We believe all students gain a sense of community ownership when civically engaged
- We believe generational cycles of poverty are disrupted when families and community stakeholders are engaged in healthy, bridge-building dialogue

School Colors and Mascot

Colors: Green, Black, White

Mascot: Saguaro

student arrival begins. At this time, all teachers and staff should be at their designated arrival posts to greet students.

When students arrive in the morning, they will be directed to their classroom where they will receive their breakfast. Students will take their breakfast to their classroom to eat by 8:35AM. At 8:50AM, teachers will begin the Morning Meeting with students.

By 9:00AM, teachers should begin instruction in the classroom with the students that have arrived by that point.

Dismissal

Cactus Park Elementary students will be broken into three groups during dismissal: Walkers, After-School Activities, and Parent Pick-up. Teachers should identify students by these classifications at the start of the year through communication with parents and guardians. By 3:00PM, classes should be ready to dismiss using the Pikmykid App.

Dress Code

Cactus Park Elementary expects that all teachers and staff dress in a professional manner at school each day, unless in the event of a spirit day. Additionally, Cactus Park Elementary staff is expected to observe acceptable levels of grooming and cleanliness. These standards not only set a positive example for the students attending our school, but also present Cactus Park Elementary as a school in a respectable manner to anyone visiting. Detailed guidelines can be found below.

Article	Acceptable	Not Acceptable
Tops	<ul style="list-style-type: none"> - Cactus Park Elementary polo, shirt, sweater or jacket - Collared shirts, blouses - Sweaters - Tank tops - College shirt or sweater 	<ul style="list-style-type: none"> - Overly revealing shirts/sweaters (chest, midriff, shoulders) - Spaghetti strap, halter, or racer back tank tops or dresses - Other logo t-shirts or sweatshirts - Shirts that can be seen through
Bottoms	<ul style="list-style-type: none"> - Slacks - Khakis - Skirts/dresses - Capri pants - Jeans 	<ul style="list-style-type: none"> - Holes in any type of pants - Pants with any writing or bedazzling - Shorts of any kind (excluding Gym) - Sweatpants or leggings - Short skirts/dresses (hand rule)
Shoes	<ul style="list-style-type: none"> - Closed toed shoes 	<ul style="list-style-type: none"> - Non-closed toed shoes (sandals) - Clogs
Accessories	<ul style="list-style-type: none"> - Conservative jewelry and headwear - Neck ties, bow ties - Belts - Headwear or other accessory for religious observance - Nose rings 	<ul style="list-style-type: none"> - Any jewelry that can become a danger or distraction to students or staff - Any accessory with lewd or suggestive language or images.

Attendance and Punctuality

In order for Cactus Park Elementary to operate as effectively as possible, it is imperative that staff members make regular attendance and punctuality a habit. However, we also understand that extenuating circumstances can and will occur, and when they do, we will make every effort to accommodate our staff members. Below are policies regarding **unplanned** tardiness or absence.

- **Unplanned Tardiness:** If you find yourself running late in the morning and will be unable to make it into the building before 8:00AM, please send a Slack message to your immediate supervisor to relay when you will be in for the day. If you will be unable to fulfill any duties or commitments as a result of the tardiness, please make arrangements to find coverage.

- **Unplanned Absence:** In the event you are unable to come in for the entire day unexpectedly (due to illness, emergency, etc.), we ask that you send Slack messages to your immediate supervisor and email the Principal, and the Business & Operations Manager no later than 6:00AM.
- See *“Instructional Plans”* for information regarding **Emergency Sub plans**

While Cactus Park Elementary understands that unexpected situations arise, we do ask that if you know ahead of time that you are going to be absent or late, you inform school administration in order to provide best coverage. *For information related to black-out days and total PTO day allotment for staff, please see “Employee Benefits.”* Other policies and procedures regarding planned absences can be found below.

- To request PTO, at least two weeks’ notice by e-mail to the Principal, Business and Operations Manager, and immediate supervisor must be provided before the day you plan to be absent or tardy. PTO requests made with fewer than two weeks’ notice will be left to the discretion of the Principal.
- At least three days before the planned absence, both the staff member absent and position substitute will receive email confirmation of coverage.
- Provide any plans, materials and/or instructions for the substituting personnel.
- Provide a doctor’s note for any chronic illnesses that may affect your attendance.

In the event of frequent tardiness and absenteeism, Cactus Park Elementary will first seek to understand, address and remediate any issues preventing regular attendance. However, if the issue becomes chronic, and thereby disruptive to student achievement, school administration may follow the Progressive Discipline policy outlined in the next section of this handbook.

Professional Infraction System

Rooted in our core values, we believe discipline, professionalism, and accountability drive a strong school culture and support our school’s mission and vision.

Why the term “professional infraction”?

“Professionalism” is a term that defines one’s responsibilities to all of the included parties. We have all done something and did not like the way it turned out or it was not our best representation. But at Cactus Park Elementary, we assume we can always get better and embrace accountability and open communication. We note the “infraction” so all parties are reminded of the expectation. Of course, our work here will not always be perfect, but we are professionals who strive for excellence, take responsibility, and embrace accountability to grow. We operate with good intentions and give room to fail well.

How Professional Infractions (PIs) Work?

If a team member makes an offense towards any of the items in “Professional Infraction Offenses,” he/she will tally one professional infraction (PI) per occurrence. All members of our school’s staff are held accountable and can earn PIs.

If a staff member does not adhere to the norms established by their direct supervisor (directors, principal, grade-level team lead), a PI will be issued.

The School Principal will notify the staff member of the PI via email within two business days of the occurrence. An in-person conversation may also occur.

Professional Infraction Offenses

A list of offenses that result in PIs will be given to staff members separately.

Deductions From Bonus

- 5 Professional Infractions = Deduction from EOY Bonus
- 10 Professional Infractions = Deduction from EOY Bonus and raise conversation

- If more than 10 Professional Infractions occur that impede our work or our school's mission, or the safety of our students, an improvement plan or other disciplinary action will be implemented by the supervisor and/or principal.

Professional Infraction vs. Write Ups

PIs serve as reminders for professional expectations, but they are not to be confused with write ups. Write ups are used to address severe and harmful behaviors from “Intolerable Staff Practices” and “Staff Code of Conduct” that lead to more serious consequences such as improvement plans or termination.

Virtual Learning Expectations

In the event of prolonged school closure due to illness or weather, if allowable by the State of Nevada, Cactus Park Elementary will continue to provide virtual/remote learning for students. Although we are aware that it may not be possible to match quality of in-person instruction typically provided for students, we will use all tools at our disposal to ensure students do not experience significant gaps in learning while they cannot attend school.

Because the circumstances surrounding such school closures frequently evolve, only general guidelines will be provided here; however, in the event of such a closure, more detailed and specific guidelines will be made available. General staff expectations include:

- Attend all virtual meetings and maintain timely communication with team members and supervisors.
- Adhere to Cactus Park Elementary’s professional expectations as possible (inform supervisor if absent, complete tasks in a timely manner, arrive to meetings on time).
- Be available and present during “working hours” Monday-Friday (8am-3:30pm)
- Follow all state and federal guidelines when at the school building or interacting with students/staff.

Staff Roles

Due to fundamental shifts in how school operates in a virtual setting, the day-to-day for all staff members will also look different. The list below, while not comprehensive, outlines the general roles and responsibilities of Cactus Park Elementary staff members:

- Teachers: Create daily virtual lessons, maintain communication with parents/students, hold office hours, grade and provide feedback on student work.
- Instructional Support (TAs, interventionists): Provide 1:1 virtual instruction (tutoring) for students struggling with digital content, complete virtual/in-person projects at the school
- Specialize Services (SPED, SEL, ELL): meet virtually with students as outlined in individual learning plans, communicate frequently with parents, attend any necessary case conference meetings
- Operations Team (Facilities Manager, Cafeteria): complete projects at school, prepare and distribute weekly lunches for family pick-up.

Digital Platform Use

In order to keep lines of communication open and provide an educational experience most aligned to students’ work in the classroom, Cactus Park Elementary will utilize a combination of virtual platforms. These may include, but are not limited to:

- Zoom/Google Meet: These digital meeting platforms will be used for virtual staff meetings, as well as meetings with students (tutoring, office hours, class meetings)
- Seesaw: A virtual learning platform which teachers will use to post all daily lessons. On this site, students can watch their teachers’ video lessons, complete digital work, and engage with the Cactus Park Elementary community.
- DeansList: This behavior tracking software will be used to send school-wide communications.
- Slack: Messaging for daily communication (respond within 1 hour to messages between 8am-3:30pm M-F)
- Google Drive: In order to collaborate virtually, staff will be expected to utilize Google Docs, Sheet and Slides. Furthermore, important information and resources will be shared through Cactus Park Elementary Drives.

Material Support

In order to ensure all students have equal access to the content and curriculum, Cactus Park Elementary will lend out a number of materials, which students may or may not be required to return.

Materials that will be provided for rental (must be returned after) include:

- Laptops/tablets (including charger, any case and/or stylus)
- Curricular books/readers
- Math manipulatives

Teachers may request additional materials be added to student material sets in order to allow better alignment to curriculum.

Student Support Services

In order to ensure all students are set up for success during prolonged absences from in-school learning, additional learning supports may be made available. Interventionists and teacher aides will act as virtual tutors on an “as-needed” basis for students, helping them through the content and/or platforms to complete their e-learning activities. To support Spanish-speaking families, other Cactus Park Elementary staff may also be available for translation services.

Per federal guidelines, Cactus Park Elementary must still make a “good faith” effort to provide services to students with individualized learning plans. Service minutes with Special Education teachers, English Language Learner teachers, and related service providers (speech therapy, occupational therapy, etc.) will still be provided with regular frequency in a virtual fashion (Zoom).

Grading and Promotion

During periods of virtual learning, teachers should account primarily for student effort and participation, rather than mastery. In order to stay on track for promotion to the next grade-level, students should meet the following standards during any period of virtual learning:

1. >70% completion of Seesaw assignments (this reflects completion/effort, not mastery)
2. Minimum time on virtual platforms completed
 - a. 2 hour per week - RAZ Kids
 - b. 2 hour per week - Zearn

Cactus Park Elementary will take into account these measures, as well as state and federal guidelines and in-person student performance when making decisions regarding potential retention of students.

II – ACADEMIC PRACTICES

POLICIES and PROCEDURES

Lockers/Cubbies

Every classroom at Cactus Park Elementary will be assigned lockers and/or cubbies either in the hallway outside the classroom or within the classroom itself. These should be used to house students’ personal belongings throughout the school day, so all students need with them in the classroom are supplies directly related to academics. Students should be given roughly 5 minutes at the start of the day to get out their school supplies and place all other belongings in their locker or cubby. At the end of the day, time has been allotted for students to return to their lockers/cubbies to pack-up and prepare for dismissal.

Attendance

Teachers are expected to take class attendance through Infinite Campus each morning no later than 9:30AM. When entering attendance, simply mark absent students as “absent,” as all late students will be recorded as such by the Front Office when they arrive at school.

Morning Meeting

Cactus Park Elementary believes in the importance of setting a positive tone for the day right away. As such, all classes (K-5) will begin with a class-wide morning meeting, modeled after Restorative Justice practices of circle-keeping. All teachers will be trained at the start of the year in proper Morning Meeting procedures; those in need of additional assistance will receive support from the Social Emotional Health Coordinator or Dean of Culture.

Classroom Transitions

In Cactus Park Elementary's academic model, students will move frequently between different activities and locations within the classroom. As such, it is important that teachers develop strong systems and routines for transitioning students through different activities and to various locations in the classroom. When creating systems and procedures for transition, teachers should utilize strong "What to Do" (TLaC) directions and high expectations to ensure that transitions are operating efficiently within the classroom and instructional minutes are not lost.

Transitions include:

- Lockers/cubbies to carpet for Morning Meeting
- Returning to seats after Morning Meeting (or other carpet time)
- Lining up for Specials, Recess or Dismissal
- Moving between stations in pilotPods
- Putting away/taking out materials before/after Specials class

Lunch/Recess

All students at Cactus Park Elementary will receive 20 minutes of mid-day recess time and 20 minutes to eat lunch. At their designated time, teachers will transition their students to their designated location for the day (playground, multi-purpose room (MPR) or classroom depending on weather). A designated administrator or other staff member (Specials teacher, TAs) will be there to assume responsibility of the class, at which point teachers can take their break. During this time, teachers should take their lunch and can use any remaining time as prep (make copies, lesson plans, hold meetings).

Call Backs

As an effective classroom management technique used to gain student attention, Cactus Park Elementary teachers will be encouraged to frequently use call backs and attention getters. These practices, when done correctly, can be used to efficiently transition students to different locations in the classroom or school building, or refocus students and provide further instructions during an in-class activity. Cactus Park Elementary administrators will go over a multitude of call backs that can be used in the classroom during summer PD; if you ever feel you need more examples, or assistance implementing them in your classroom, reach out to your Lead Teacher or the Assistant Principal.

Restrooms

In grades 1 and 2, bathroom breaks for the entire class will be built into the schedule in order to reduce large losses in instructional time. Exact bathroom break times will be decided each year through grade-level collaboration and coordination with school administrators; however, as a general rule, primary classes should take one break in the morning and one in the afternoon. All Kindergarten classrooms will have their own bathroom within the classroom for continuous bathroom breaks.

For all other students, and in case of emergencies for primary, students will be allowed to leave the classroom one at a time (one boy, one girl) when appropriate. Teachers are encouraged to create a bathroom system (passes, clips) to keep track of who is in the bathroom and strong procedures for seamless student transitions to the bathroom, making interruptions in instruction less frequent.

Parties

Cactus Park Elementary recognizes the role that class parties and activities play in celebrating important moments and student success. However, it is also of great importance to protect the instructional minutes we do have; our policies regarding classroom celebrations reflect both.

- Student Birthdays: Cactus Park Elementary encourages teachers to acknowledge and celebrate student birthdays briefly during Morning Meeting. While not required, a small treat, note, or additional privilege

for that day can go a long way in showing students you care and making their day special. If a parent wants to bring treats into the class for their student's birthday, they may do so during lunch, or at the end of the day if coordinated with the teacher.

- **Classroom Parties:** The use of incentives to drive classroom management may include students earning a class party. Whether the party is meant to reward student behavior or celebrate a relevant event or holiday, Cactus Park Elementary asks that the party take up no more than **30 minutes, and occur at the end of the day.** Furthermore, teachers should clear any party with school administrators ahead of time to eliminate any conflicts.

Guest Visitation Policy

To avoid classroom interruptions, parents and other family members may only enter the building by request. An appointment with a staff member or teacher must be made ahead of time. The Front Office staff does not honor last minute requests.

General Information

Cactus Park Elementary's purpose of this policy is to create and sustain a safe school environment for our students, team members, and families.

Problems to Avoid

This policy is adopted in order to minimize the problems that could occur, including, but not limited to:

1. Erratic behavior by parents during times of crisis;
2. Excessive amount of parties involved or exposed to an incident;
3. Unsafe adults exposed to a high number of students;
4. Team members' time unexpectedly redirected away from important tasks; and
5. Escalation of non-severe incidents

Steps to Take as a Team Member

1. Vet the importance, urgency, and nature of a visitor's meeting request ahead of time
2. If non-urgent or of low importance, attempt to communicate or resolve the issue via phone or text before-school, after-school, or during non-instructional times (prep, lunch, etc)
3. If urgent or of high importance, schedule an in-person meeting and inform the School Principal and Office Manager of the meeting
4. If an unexpected meeting/encounter happens during arrival/dismissal, inform the visitor of your time limitations and schedule a meeting for another time while also informing the School Principal
5. All other times, the visitor should be directed immediately to the School Principal, regardless of his/her availability to meet

ACADEMIC RESPONSIBILITIES

Instructional Planning

All Cactus Park Elementary teachers will be required to internalize and submit weekly lesson plans based on the year-long scope and sequence and unit plans provided.

Lesson Plans

As Cactus Park Elementary utilizes a scripted curriculum, planning time should emphasize internalizing and adjusting the existing plans. Teachers will be asked to complete and submit an organizer, outlining the content to be covered that week. These plans will be submitted each Sunday and posted outside the classroom for the week. Content will include:

- Lesson code
- Objective(s)
- Standard(s)
- Activity Overview
- Vocabulary

- Accommodations/Modifications (changes made to scripted lesson to adapt to class)

In addition to these lesson outlines, teachers are expected to annotate their scripted curriculum, adhering to Cactus Park Elementary's guidelines for lesson plan internalization. Annotated plans and lesson exemplars should be near or in-hand when teaching. Instructional coaches may ask teachers for copies of annotated plans prior to a planned observation; however, teachers do not need to make such copies daily.

Unit Plans

Similar to lesson planning, teachers will be expected to adhere to best practices for internalization of unit plans. Grade-level teams will follow an internalization protocol, led by the Assistant Principal/Instructional Coach/Lead Teacher, 1-2 weeks before the start of each new unit.

Pacing Guides

Cactus Park Elementary will provide centrally created pacing guides for all subjects. Curriculum pace has been outlined in order to allow for the instruction of all crucial content before the end of the school year. Understanding that the unforeseen can arise, make-up and flex periods will be considered in this pace. Teachers are expected to follow these guides to the best of their ability and should reach out for support if they find themselves off pace.

Substitute Plans

Understanding the inevitability of staff absences, it is imperative that Cactus Park Elementary has strong supports in place to ensure that academic achievement continues, even when regular teachers are not present. Anytime a teacher (classroom, specials, EL, SPED) is absent, thorough plans and materials must be provided for the assigned substitute.

- **Planned Absence:** If you know ahead of time that you are going to be out, it is your responsibility to create detailed sub plans for whoever is covering your classes.
 - Sub plans should contain minute-by-minute instructions for lessons; the regular lesson plans you submit on a weekly basis are not sufficient.
 - Student list which includes contact information for parents, after-school routine (walk, bus, pick-up), and any other relevant notes regarding behavior or academics.
 - Instructions for all transitions and classroom specific procedures should also be provided; we recommend creating this at the start of the year.
 - Policies and procedures for behavior management and support; including instructions for students with specific behavior needs.
 - You will receive notice of your assigned substitute at minimum three days before the absence; it is the responsibility of both the teacher and the substitute to go over plans for the day, discuss possible student concerns and address any questions.
- **Unplanned Absence/Emergency Sub Folder:** If you have to be out of the building due to unforeseen circumstances, it is expected that emergency plans are prepared and available in your classroom. Five days worth of emergency sub plans are required for each teacher at the start of the year. Every teacher will be required to create an emergency sub folder which includes the following items:
 - Instructions on all transitions and specific procedures for efficient operation of the classroom.
 - Student list which includes contact information for parents, after-school routine (walk, bus, pick-up), and any other relevant notes regarding behavior or academics.
 - Policies and procedures for behavior management and support; including instructions for students with specific behavior needs.
 - Full lesson plans and all materials required to complete (including in-class and homework assignments).

Assignments

While many in-class assignments and homework assignments will be available through CKLA and Illustrative Math's comprehensive curricula, teachers are responsible for creating any additional work students may need to complete in class. As Cactus Park Elementary strives to engage students actively, we encourage teachers to limit the use of worksheets as the only means of in-class assignments. Teachers at Cactus Park Elementary will receive training on

the use of interactive notebooks which should be used as frequently as possible (when it is developmentally appropriate for students).

Classroom teachers are also expected to create and send home a homework packet with students at the beginning of each week which include practice problems for ELA and Math (Science and Social Studies optional/as needed).

- Cactus Park Elementary students are expected to read 10-30 minutes daily, ensuring that comprehension and fluency skills are being practiced at home. A reading log for parents to complete nightly should be provided in the homework packet.
- Additional assignments in ELA and Math should not exceed 30 minutes nightly; total homework each night should not exceed 1 hour per night.
- Homework packets should be collected at the end of the week, with all assignments completed.

Assessments

Similar to assignments, the adopted curricula will include several quizzes and end-of-unit assessments which teachers may use to assess student mastery. Any additional formative assessments, including those for Science and Social Studies, must be created by the teacher.

Students will also be required to take several state-mandated assessments. Teachers will be expected to act as proctors for these assessments, and are responsible for understanding all of the rules and regulations regarding student participation. These include NWEA MAP and SBAC testing.

Grading

Cactus Park Elementary teachers are expected to grade student assignments and update their Infinite Campus Gradebook in a timely manner in order to keep parents informed of student progress. Not all graded assignments must count toward a student grade or even go in the gradebook; however, at minimum at least two assignments must be entered in the gradebook each week (with the exception of the first two weeks of school). Of these two grades, at least one must count toward students' final grades (independent assignment or assessment).

When entering grades, teachers should note any students that have dropped significantly or whose average is less than 70%. Cactus Park Elementary's policy requires that the parents/guardians of these students should receive notice of their student's standing (print/phone call/meeting) on a **weekly basis** to ensure they are aware of their students' progress and can assist in getting them back on track.

Formal grade reports at Cactus Park Elementary will go out twice each quarter: progress reports at mid-quarter and the end of quarters 1 and 3 and report cards at the end of each semester (end of quarters 2 and 4). At these times, teachers must finalize all grades, in addition to providing comments for any students receiving 70% or less in a subject. All students should receive comments on their end of semester report cards.

Failure to complete grades on time affects Cactus Park Elementary's ability to update parents on student performance and consistent grade submission will be monitored by the Assistant Principal. Parent-teacher conferences will occur at each of the first three quarters. Teachers should use these conferences as a way to update parents/guardians on student progress, and create intervention plans for students performing below 70% to drive students to proficiency by the end of quarter. Report cards will be sent home with students at the end of each quarter; students will be required to bring back a copy of the report card signed to ensure that parents notification

pilotPods

Cactus Park Elementary's innovative small group instruction method, pilotPods, is essential to the overall success of our academic model and helps to ensure that all students receive instruction at their unique level and ability. In the classroom, teachers will be expected to carry out pilotPods two times per week (once in ELA, once in Math). Teachers will be expected to create separate lesson plans outlining their pilotPod instruction; these plans should include student groups (and instructors), stations/activities to be used, duration, and skills covered during Guided Reading/Math. The lesson plan template for pilotPod lessons differs from the general template and can be found on the Cactus Park Elementary shared GoogleDrive. All teachers and teacher aides will receive extensive training on the planning and implementation of successful pilotPod lessons during summer professional development.

Recognizing that low student-to-teacher ratios maximize the impact of the pilotPod model, Cactus Park Elementary administrators will aim to schedule grade-level teacher assistants and other support staff to ensure that all teachers have an additional instructor in their classroom at minimum once per day. This support **should act as an additional instructor**, delivering small group lessons, **not simply circling the room to manage behavior**. Teacher assistants will be expected to plan their own small group lessons; however, it is the responsibility of the teacher to provide the group of students, level and skill to cover.

Multi-Tiered System of Supports (MTSS) Program

All teachers and staff are expected to support Cactus Park Elementary's extensive system of wrap-around services for students with exceptional academic and behavioral needs. In order to most accurately identify these students, Cactus Park Elementary teachers are encouraged to take anecdotal notes and file those notes on all students when relevant. If, based on data, a staff member believes that a student may be in need of additional support or may qualify for Special Education services, they can be recommended for academic or behavioral interventions (managed by the Director of Special Education, Assistant Principal and the Social Emotional Health Coordinator).

Intervention plans for students identified for academic and/or behavioral interventions will be created through the collaboration of classroom teachers, teacher aides, Special Education teachers and the Director of Special Education/Assistant Principal/Social Emotional Health Coordinator. These plans will outline specific interventions for the student to remediate academic/behavioral concerns, the party responsible for carrying out each intervention and the frequency/length of each intervention. Intervention plans will be reviewed on a monthly basis to review student progress and adjust the plan to best meet student needs (in the event that current interventions are proving unsuccessful).

Students potentially eligible for Special Education services must first receive consistent interventions, with thorough documentation of effect and progress for a period of 10-weeks before formal referral. Parental consent is required before any formal referral for Special Education services. Teachers are expected to keep frequent documentation of students leading up to a Special Education referral and participate in the creation of that student's Individual Education Plan (IEP) and goals (if necessary). For students with existing IEPs, teachers are expected to adhere to all accommodations/modifications outlined in their IEP and work collaboratively with the Special Education department to ensure student needs are being met. All general education teachers will receive professional development regarding best practices in meeting the needs of all students each summer and throughout the year.

Non-Instructional Time

Cactus Park Elementary strives to provide teachers with adequate time to complete all necessary tasks and responsibilities during working hours. As such, teachers will receive, at minimum, 40 minutes each day of individual prep during student lunch and recess; this time can be used to plan, grade, create assessments or simply relax. During this time, Cactus Park Elementary will make every attempt to avoid mandatory meetings or observations; however, extenuating circumstances may make this necessary on rare occasions.

In addition, teachers receive a 60-minute planning block while their students are in their specials class. This block of time can be used for independent work, however departmental meetings will also occur during this time each week. Furthermore, teachers are encouraged to use these breaks as common planning time with their grade-level team.

ENVIRONMENT

Classroom Signage

In order to maintain consistency for all students and visitors as they move between classrooms within the school building, teachers are asked to ensure that the following signage is visible throughout the year:

- Cactus Park Elementary Mission and Vision
- Cactus Park Elementary Creed

- Objective Board
- Alphabet (all primary/intermediate and ELA teachers)
- Number line (all primary/intermediate and Math teachers)
- Word Wall
- pilotPod groupings
- Anchor charts
- Class jobs
- Hand signals (bathroom, pencil, tissue)
- Cactus Park Elementary beliefs and action key

In addition to in-class signage requirements, teachers will also be expected to acknowledge student achievement through the display of exemplar student work samples. Student work may be displayed in the classroom at any time; teachers/departments may also be assigned hallway bulletin boards to display recent student work or classroom announcements. Bulletin board content should be rotated, at minimum, once per month. While they do not need to be hanging within the classroom, the following items should also be easily accessible:

- Weekly lesson plans
- Student roster (including end-of-day transportation designations and parent contacts)
- Emergency sub plans
- Emergency procedures (fire, earthquake, lockdowns, etc.)

Calm Corner

As a part of Cactus Park Elementary trauma-informed approach to classroom management, every classroom will feature a specific section or corner designated for students to take time to calm-down and regroup in the event of minor disruptions and misbehaviors. Teachers will have autonomy to set up their “Calm Corner” in a manner and location that best meets the needs of their classroom and students. If you are unsure about the value or best practices in creating your “Calm Corner,” please discuss it with the Social Emotional Health Coordinator.

Classroom Materials

Cactus Park Elementary is committed to reducing the incredible burden teachers take each year in selecting and purchasing materials for their students. As such, certain basic office materials (i.e. pens, staplers, paperclips) will be available in the Front Office upon request.

In the event that additional materials are needed for a specific project or event, requests can be made to school administrators (ability to meet such requests will depend on relevance and current financial ability). Cactus Park Elementary encourages its teachers to utilize DonorsChoose in the event that a funding request cannot be met by the school. This site, specifically aimed at education projects, is designed to help teachers raise money for specific projects, completely covering the cost of materials. Please be aware that any non-consumable materials obtained through a special request or DonorChoose project, must remain with the school, even if that teacher is no longer employed at Cactus Park Elementary.

Shared Materials/Equipment

A number of shared school materials (i.e. laminator, paper cutter) will be available for staff use in the teacher lounge area, “The Oasis”. We ask that these items remain in this area unless granted special permission from a school administrator. It is expected that anyone using these items takes extra care as they are shared among the entire staff; failure to do so may result in removal of these items or more restricted use. For detailed policies regarding the **printer/copier please see the Technology section of this handbook**.

Cleanliness

While Cactus Park Elementary will staff a full-time Facilities Manager for the building, it is the responsibility of each and every individual on staff to keep our school building pristine. Within the classroom, teachers are encouraged to assign students classroom cleaning responsibilities (sweeping, wiping down tables) and plan purposefully to allow this time at the end of an activity or the end of the school day. Not only does this help reduce the spread of germs within the classroom but also lessens the load of the Facilities Manager at the end of the day.

Basic cleanliness is especially important in communal locations such as “The Oasis” (teachers’ lounge) and the Front Office. If you choose to use any of the kitchen equipment, you are responsible for cleaning up any mess that occurs as a result. The refrigerator in the kitchen will be cleaned out every Friday; if you have anything that needs to remain past that point please label it accordingly. Any personal food products (i.e. condiments) left in the kitchen should be labeled or may be considered communal; if something is labeled, please ask that person for permission before using it.

You are responsible for making sure your personal space is clean and orderly. You must ensure regular classroom and office cleanup takes place (cleaning paint off tables, putting books back in the library, etc.). It is particularly important that you maintain a clean space to prevent mice, roaches, ants, spiders, and other bugs. If you have concerns about the cleanliness of any room in the facility, contact your supervisor or the appropriate administrator about the concern as soon as possible.

In order to maintain a clean environment, the principal may assign additional side cleaning tasks in common spaces as needed.

Personal Property

Teachers and staff may bring in personal items for both their personal space in The Oasis and their classroom. Cactus Park Elementary is not responsible for any lost or stolen personal items brought to the building. Any personal belongings that may be confused with items belonging to the school or others should be labeled to avoid misidentification.

Prohibited Items

For the safety of both Cactus Park Elementary staff and students, the following items are not allowed on campus:

- Alcohol or tobacco products of any kind
- Controlled substances
- Weapons (this includes fake/replica/look-alike items)
- Explosives of any kind

Drug-Free Workplace/Controlled Substance Policies

The unlawful manufacture, solicitation, distribution, dispensation, possession or use of illegal drugs, prescription drugs or drug paraphernalia is strictly prohibited by Cactus Park Elementary. Employees who violate this provision will be subject to disciplinary action up to and including termination of employment. An employee who reports to work (on the worksite or while conducting company business offsite) under the influence of any drug (including alcohol) which is not prescribed to the employee by authorized medical personnel will be subject to disciplinary action up to and including termination of employment. An employee who is convicted of a drug violation (including an alcohol-related violation) on or off the job may be disciplined at the discretion of Cactus Park Elementary.

In the event that an employee is undergoing medical treatment with a prescribed drug that may affect the individual’s ability to effectively perform his/her job duties, this must be reported to a school administrator, who will determine whether the employee can reasonably continue in his/her regular job. If not, the supervisor may arrange for a reassignment to another job that the employee can safely and reasonably perform or may place the employee on unpaid leave.

An employee who voluntarily requests assistance in dealing with a drug or alcohol problem may participate in a Drug/Alcohol Assistance program without jeopardy to his/her continued employment with Cactus Park Elementary. However, such a request does not eliminate the company’s right to take disciplinary action for a violation of this policy. All employees are required to abide by the terms of this policy and notify school no later than five (5) working days following conviction or no-contest plea for any criminal drug statute violation. If applicable, Cactus Park Elementary will notify the granting agency of any workplace drug abuse conviction within ten (10) days of receiving such notification from an employee. Within thirty (30) days of receiving notice from an employee of conviction, Cactus Park Elementary will take appropriate action against the employee, up to and including

termination of employment, or require the employee to satisfactorily participate in a drug abuse assistance program administered by federal, state, local health, law enforcement or another appropriate agency.

Disciplinary Action

Depending upon the seriousness of the offense, any violation of the policy requirements of the Substance Abuse Policy will result in discipline, up to and including termination of employment, even for a first offense. The failure or refusal to complete the necessary paperwork, to submit to a drug test, or to undergo treatment pursuant to the requirements of the Substance Abuse Policy will be grounds for immediate termination of employment. All performance shortcomings, prohibited conduct, and attendance problems will result in discipline pursuant to the Company's normal policies independently of any drug or alcohol implications or causes. Cactus Park Elementary undertakes to make a good faith effort to continue to maintain a drug-free workplace through the implementation and adherence to this policy.

PROFESSIONAL DEVELOPMENT

pilotCamp

All Cactus Park Elementary teachers and staff will attend an annual off-site retreat, pilotCamp. The purpose of this professional development series is to align all staff with Cactus Park Elementary's core mission and vision through sessions related to recognizing and breaking implicit bias and culturally relevant teaching. In an effort to extend Cactus Park Elementary's impact in the educational sphere, participants outside Cactus Park Elementary staff will also attend this transformational event, however these participants will attend sessions separate from Cactus Park Elementary staff. Annual attendance in pilotCamp is mandatory for all staff.

New Teacher Orientation

In an effort to respect the time of experienced Cactus Park Elementary teachers and staff, an orientation specifically designed for new teachers will occur each year before pilotCamp. In this training, new teachers and staff will receive information regarding operations at the school, keys, technology and development in Cactus Park Elementary's core academic and cultural practices which are retained year-to-year.

Summer Development

All teachers and staff will be required to attend Cactus Park Elementary's summer development in the two weeks preceding the first day of school and immediately following New Teacher Orientation. During this time, new policies and procedures will be covered, in addition to any relevant changes to academic or cultural programming at the school. Teachers and staff will also have time to hold departmental meetings, set-up classrooms and begin strategically planning for the upcoming year.

Instructional Coaching

Cactus Park Elementary is committed to recruiting and developing the highest quality teachers. All Cactus Park Elementary teachers will receive frequent observations and feedback from administrators in order to identify and address areas for growth and constantly push rigorous instruction. These observations, typically 10-20 minutes in length, are non-evaluative and usually will not be pre-arranged. Emphasis for informal observations will either utilize the Danielson indicators or focus on recently covered instructional methods. If you would like an administrator to observe a specific instructional strategy or subject, short targeted observations can also be arranged. After an observation, instructors should expect feedback, either digitally or in-person, later that day.

Formal Observations/Teacher Evaluation

All instructional personnel will receive three formal observations throughout the year as a part of staff evaluation. The first observation will occur at the beginning of the school year to establish a baseline and provide instructors with areas for growth. Using this observation, teachers will create goals and a strategic plan for reaching those goals by the end of the school year. The second observation, occurring mid-year, will serve as a checkpoint in teacher development and progress toward established goals. The final observation, to occur in the spring, will also serve as the teacher evaluation.

Cactus Park Elementary will use the school evaluation system which is based on the Danielson Framework for Teaching as the structure for all formal observations and evaluations. In this framework, teachers are rated on a variety of indicators and given an overall score from 1-4 (1=Unsatisfactory, 2=Basic, 3=Proficient, 4=Distinguish). Teachers receiving an overall score of 1 on either, or a 2 on both of the first two formal observations will work with administrators to develop an improvement plan. If a teacher fails to follow or progress through their improvement plan, they may be eligible for termination.

On-Going Development

In order to constantly improve and develop Cactus Park Elementary's academic and cultural programming, school-wide professional development will occur each Wednesday afternoon (immediately following student dismissal at 2:00PM). The content covered in these sessions will rotate in emphasis between ELA/Writing, Mathematics and School Culture/Identity; presented content may include analysis of recent data or introduction of new instructional strategies. Any time remaining after these sessions can be used for teachers to work independently or meet with grade-level teams.

On occasion, Cactus Park Elementary staff may be asked to attend an off-site networking or professional development event on behalf of the school. After attending such an event, the designated staff member will be expected to debrief with school administrators and provide a written summary of the content covered and, if applicable, create a presentation to deliver the same content to the rest of the staff. If you find a professional development opportunity you feel is relevant to your individual development or that of the school as a whole, please reach out to the School Principal or Assistant Principal. Approval for such events will depend on need, relevance and financial capability.

Leadership Development

As a growing organization, Cactus Park Elementary constantly seeks to identify and develop future leaders that will embody the mission and vision of the organization. We believe in recognizing and rewarding teachers and staff through internal promotion when possible. If you are interested in upward mobility while working with our organization, we encourage you to discuss these long-term goals with a school administrator who can help you in developing a strategic plan to work toward these goals.

TECHNOLOGY

Equipment

Various IT equipment will be available for teachers and staff either individually or shared among the school.

Laptops

Staff members will be provided with a laptop computer at the beginning of the school year. These computers are intended to be used for academic and work-related purposes only, not personal use. Cactus Park Elementary implores all employees to take extra care with these laptops, as replacement in the event of damage cannot be guaranteed and will depend on financial availability. While Cactus Park Elementary will provide IT support to address common hardware/software issues, any damages incurred as a result of unsafe use online or those requiring hardware replacement as the result of negligence (i.e. cracked screen) may result in a fine to the employee or loss of use.

Copiers

As some of the most essential pieces of equipment in a school building, it is of utmost importance to ensure the constant functionality of our printers and copiers. Two copiers will be available throughout the school; one in the Front Office (to be used by administrators and office staff only, unless in the event of an emergency) and one in "The Oasis" (teacher's lounge). Copier use is first-come, first-served; please do not accept copier jobs from other staff members to allow them to cut in line. Out of respect for everyone's time, please limit large, time consuming jobs for after-school hours only. In the event that a printer or copier requires more ink or toner, please contact the Office Manager.

Projector/SmartBoard

Every classroom at Cactus Park Elementary will come equipped with a light projector, flat-screen television OR interactive board. All will also include necessary hardware for connecting/syncing staff computers. In an effort to ensure the longevity of this equipment and avoid disruptions in use, all projectors must be turned off when not in use.

Document Camera

All classroom teachers will be allocated a document camera for use in the classroom. These cameras must remain in a secure location within the classroom at all times and should not be shared among rooms.

Student Computers/Tablets

Each classroom will be allocated a number of laptop computers or tablets to be used in pilotPods and other relevant instructional activities. These classroom devices should be labeled in some way by each classroom teacher to ensure they are not confused with devices from other classrooms. Each student should be assigned a computer to use and this should be tracked in case of an issue with use. An equal number of chargers will also be provided and should stay with the assigned computers/tablets. Students should never take a device home with them and must be monitored if they leave the classroom with a device.

IT Requests

In the event that you encounter any hardware or software issues with any of Cactus Park Elementary's equipment, notify the Business & Operations Manager via Slack.

Recording Devices

Cameras, cell phones and other recording devices are allowed at Cactus Park Elementary and may be used in order to document both student and teacher performance. Teachers are encouraged to document academic excellence within their classrooms through pictures or videos. All students will sign a photo/video release upon registration, allowing such images to be used for promotional materials.

All employees will also be asked to consent to be recorded. These recordings will be used to highlight teacher excellence or may be used to improve coaching and feedback sessions. All filming to be used for instructional purposes will be arranged with the staff member to be filmed, no fewer than three (3) days before.

Visiting parents and other guests are prohibited from recording teachers and students. If you see this, report it to administration immediately.

Digital Communication

Frequent and consistent communication among staff is essential to seamless daily operations and the overall success of Cactus Park Elementary. As such, Cactus Park Elementary staff will use a variety of digital solutions to organize communication while maintaining efficiency.

Email (Gmail)

Email at Cactus Park Elementary will be used to disseminate school-wide announcements, larger intra-school conversations, all external communications and shared documents. Every Cactus Park Elementary employee will be given a custom Cactus Park Elementary email address in the format of first initial, last name @pilotednevada.org (i.e. jdoe@pilotednevada.org). Prompt response to emails not only allows building operations to run smoothly but is also a component of end-of-year staff evaluations. It is the expectation of Cactus Park Elementary that all staff check and respond to pertinent emails at minimum two times per school day. Additional policies related to email are as follows:

- Cactus Park Elementary email should be used exclusively for professional communication and not for personal messages. Employees should not have any expectation of privacy with respect to personal electronic communication sent or received on the company network. Personal messages should be deleted as soon as they are read or replied to. Because electronic communication is not private, employees should avoid sending personal messages that are sensitive or confidential.

- Users should be aware that software and systems are in place that can monitor and record all Internet and e-mail usage, e-mail messages, and each file transfer into and out of internal networks. Cactus Park Elementary reserves the right to review information recorded and monitor information at any time.
- Each person using the e-mail facilities of Cactus Park Elementary shall identify himself or herself honestly, accurately and completely, including company affiliation and function, where requested.
- In an effort to protect privacy when referring to students within emails, please use only their first initial and full last name.
- Suspicious emails (i.e. those coming from unknown sources and those requesting personal information) should be immediately reported to Cactus Park Elementary administrators and the IT department. Employees should under no circumstances respond to such emails or click on any links associated with these emails. **Cactus Park Elementary will never request personal or login information via email.**

Slack

Slack is a messaging software that all employees will use for the purposes of rapid, daily communication. In the Slack system, groups for each grade-level team and special groups will be set up to better organize communication and increase efficiency. Cactus Park Elementary asks that teachers utilize the Slack system, rather than relying on typical text messaging as this software can be used on both staff cell phones, as well as computers. While we understand the convenience of standard messaging, we also feel it is important to delineate between personal and professional communication in order to ensure maximum efficiency.

Cell Phones

Teachers and staff are allowed personal cell phones at Cactus Park Elementary as they are essential to many components of our internal communications and data-tracking software (i.e. Dean's List). When in front of students, employees are expected to use their personal devices for these purposes only, unless in the event of an emergency. Doing so not only optimizes performance but demonstrates proper behavior to students.

Internet Policy

While Internet use is necessary to increase efficiency, and carry-out many daily functions, its use also carries additional risks and responsibilities. Every Cactus Park Elementary staff member will be responsible for their own appropriate use of the Internet when using Cactus Park Elementary computers or network. Additional policies related to the Internet use are as follows:

- Intentionally transmitting, storing, accessing and/or displaying of any kind of sexually explicit or otherwise objectionable image or document on the system is a serious violation of Cactus Park Elementary's existing policy on harassment and is expressly forbidden. Sexually explicit or objectionable material may not be accessed or archived, stored, distributed, edited or recorded using the Cactus Park Elementary network or computing resources. Objectionable material includes, but is not limited to, messages containing derogatory, harassing, or inflammatory remarks about an individual or group's race, color, national origin, gender, religion, age, disability or other characteristic or attribute not related to job performance.
- The Internet, e-mail, and computing resources must not be used knowingly for any activity that would violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any way.
- Personal use must be infrequent, used only in necessary circumstances and must not:
 - Involve prohibited activity;
 - Interfere with the productivity of the employee or his/her co-workers;
 - Consume system resources or storage capacity on an ongoing basis; or
 - Involve large file transfers or otherwise deplete system resources available for business purposes.
- To prevent computer viruses from being transmitted through the system unauthorized downloading of any software or instant messenger services is prohibited. All software downloads must be approved and installed by authorized personnel.
- Copyrighted materials belonging to external entities may not be transmitted by employees on the Internet. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from Cactus Park Elementary, or legal action by the copyright owner.

- Other prohibitions may include:
 - False, misleading or libelous material.
 - Posting chain letters or advertisements not related to some business purpose or activity.
 - Use for personal gain.
 - Use for political or religious activities unless permitted by applicable federal, state, or local laws.
 - Transmitting/posting confidential material/data.

Social Media

Now a staple in our culture, social media is frequently used as a means to share life experiences and keep in touch with friends and family; it can however, pose significant challenges in a professional atmosphere. Cactus Park Elementary staff members are responsible for their individual, appropriate use of social media, and will be expected to adhere to the additional policies and guidelines listed below:

- Cactus Park Elementary staff should refrain from using social media while on work time or on equipment provided by the employer unless it is work-related as authorized by administration.
- Work email addresses should not be used to register on social networks, blogs or other online tools utilized for personal use.
- Avoid “friending” or establishing personal connections with students on social media sites unless a designated school profile is being used for this explicit purpose.
- If posting any school pictures via social media platforms, permission should be obtained from parents of any identifiable students. Failure to do so places responsibility and risk on the employee.
- Cactus Park Elementary implores all staff members as professionals and adults to address workplace conflict through intervention and mediation through qualified school staff. Statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, members, associates, students, scholars’ families or suppliers, or that might constitute harassment or bullying will result in restorative responses by Cactus Park Elementary administration.
- Employees should never post any information or rumors that are known to be false about Cactus Park Elementary, fellow associates, members, customers, suppliers, or people working on behalf of Cactus Park Elementary.
- Employees should maintain the confidentiality of trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Employees should not post internal reports, policies, procedures or other internal business-related confidential communications.
- Employees should respect financial disclosure laws. When public companies are involved, it is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities.
- Employees should express only their personal opinions and should never represent themselves as a spokesperson for Cactus Park Elementary. If Cactus Park Elementary is a subject of the content being created, employees should be clear and open about the fact that they are an associate and should make it clear that the views expressed are their own. Employees should consider adding a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Cactus Park Elementary.”

Google Drive

Cactus Park Elementary will utilize a shared Google Drive for all staff in order to disseminate important resources and collect complete tasks (i.e. lesson plans, data analysis). Employees will receive access to the drive and all shared Cactus Park Elementary folders through their Cactus Park Elementary Gmail account. Shared folders will include resources pertinent to all employees, such as a digital copy of this handbook, grade-level/subject scope and sequence, lesson plan templates, instructional strategies and much more. Teachers and staff are encouraged to add personal materials they feel may be helpful to relevant folders; the content of shared materials should adhere to all other guidelines for online content addressed earlier in this section. Please also inform administration when new content is uploaded.

In addition, all staff members will receive access to a personal folder, only accessible to them, which will be used to distribute any observation feedback and evaluation results. Staff members are not allowed to share any communal

or personal folders with anyone outside of the Cactus Park Elementary organization. Furthermore, the resources found in shared folders also should be considered confidential and should be sent to or shared with outside sources.

III – CULTURAL PRACTICES

FAMILY AND COMMUNITY ENGAGEMENT

Great schools are comprised of committed, collaborative communities of educators and families. We aspire for parents/guardians and community members to be engaged, long-term advocates for their children's education and for closing the opportunity gap in their communities. Through active participation in the Cactus Park Elementary community, a parent/guardian develops firsthand experience of educational excellence, a sense of personal ownership over educational prospects for all students, and an understanding of what it takes to effect real change for kids. Parent/Guardian empowerment at Cactus Park Elementary enables caretakers to extend the growth trajectory of students through upper grades and beyond.

School staff members work directly with parents/guardians to reinforce the knowledge, skills and mindsets that encourage caretakers' active participation and integration into the Cactus Park Elementary community.

Parent/Guardian Communication

At Cactus Park Elementary, we know that family support is a critical component of preparing students to be excellent advocates for themselves and their communities. Regular communication with families is critical to our mission. Cactus Park Elementary will communicate in various ways throughout the school year to provide parents/guardians/families with updates:

- **Monthly Newsletter:** At the end of each month, Cactus Park Elementary will send out monthly newsletters that contain information on the next month's important events such as report cards, vision/hearing screenings, assemblies, field trips, events, and book fairs. This newsletter will also contain community-based information such as dates and times for volunteering opportunities, health clinics, and resume workshops. If you have a piece of important information you would like included in the newsletter, please reach out to the Family & Community Outreach Coordinator, Office Manager or the School Principal.
- **Behavior Report:** Parents/guardians will receive access to their student's Dean's List Reports. It is the responsibility of Cactus Park Elementary teachers and staff to follow up with parents regarding these reports and reach out to the parents/guardians of students who are struggling behaviorally.
- **Phone Calls:** Throughout the school year, caretakers should receive phone calls from their teachers for updates on academics and behavior. Additionally, members of the Culture Team will be responsible for contacting parents to check-in with the wellbeing of their students throughout the year. The Culture Team should also contact parents when a student is the subject of a major behavioral incident or otherwise requires parent involvement at school. Parents are requested to return phone calls as early as possible but no later than 48 hours from initial contact.
- **Grade Tracking & Report Cards:** Cactus Park Elementary will provide updates on student grades through printed progress reports and report cards, in addition to on-going online gradebook access (parents will be provided with an online account at the beginning of the school year). *For a detailed description of grade reporting, see Section III: Academic Practices.*
- **Scheduled Parent and Family Conferences:** Throughout the year, Cactus Park Elementary will host Parent-Teacher Conferences after each quarter to discuss their student's academic and behavioral performance throughout the year. During this time, teachers will explore data outcomes from the student during the quarter. See the school calendar for when Parent Teacher Conferences are scheduled.
- **Parent-Requested Meetings:** Parents/Guardians may from time to time request to meet with their students' instructional team regarding the performance or well-being of their student. If a caretaker requests a meeting, teachers are responsible for following up with the parent/guardian and scheduling a meeting within one week of the original request. The time of the meeting is at the teacher's discretion. If

you do not feel comfortable meeting with a particular parent 1:1, please reach out to a school administrator to sit-in on the meeting with you.

- **Parent/Guardian Visits:** In order to protect instructional time and limit disruptions, caretakers will be required to make an appointment with the teacher in order to visit a classroom. The Front Office does not honor last minute visit requests.

Print Communication

Any communication to parents regarding school sponsored events and activities (i.e. field trips, conferences) should bear the Cactus Park Elementary letterhead and must be pre-approved by the School Principal before being sent out. Please reach out to the Office Manager or School Principal if you have a question regarding print communication to be sent home.

Field Trips

Field trips are learning experiences away from campus that enhances a topic studied. We look forward to exposing students to learning opportunities outside of the school building throughout the course of the year. Field trips may require a fee for participation. Families who cannot afford a field trip fee should reach out to the teacher or the Family and Community Outreach Coordinator for financial assistance. No student will miss a field trip due to lack of finance.

Students will not be permitted to participate in a field trip unless the permission slip form is returned by the legal guardian. Verbal or hand-written permission will not be permitted. The members of the leadership team retain the right to ask a family member to chaperone a student on the trip in cases where student behavior may impact the safety of the student and others. Any student not participating in a field trip will receive academic work at the school on the day of the trip.

Principal's Approval

A Field Trip Request should be communicated via email at minimum of two weeks prior to the trip to the principal. Keep in mind that each class is to have at least one field trip each year and at most four field trips each year.

Permission Slips

Permission forms for each student must be returned by all eligible students (see student handbook for guidelines on students who are not eligible for field trips), signed by the parent. If the trip requires a payment from students, please make sure that the amount is noted on the permission slip. On the day before the trip, a signed permission slip for every child should be submitted to the Business & Operations Manager's office before departure. Turn in a list of student names that will be riding each bus.

Requesting a Bus

When planning for a field trip, it is the teacher's responsibility to ensure that bus requests are submitted to the Business & Operations Manager **4 weeks** in advance for approval. Late requests will be subject to denial.

Sacked Lunches

Two weeks ahead of time, arrangements for field trip sack lunches should be made with the Business and Operations Manager. Please check with chaperones to determine if they would like to purchase a school lunch.

Obtaining Chaperones

All Cactus Park Elementary field trips require, at minimum, one chaperone for ten students. It is the teacher's responsibility to find volunteers and ensure that every person has passed a background check before each trip. Therefore, it is highly recommended that teachers begin the search for volunteers as early as possible to ensure timely processing, and a good place to start is to contact the family members of students attending the field trip. Once volunteers come forward, teachers should direct them to the

Business & Operations Manager to complete a full background check at least 1 week before the trip. Late applications will be subject to denial.

Collection of Funds

Once the field trip date(s) and bus(es) are finalized, the teacher may begin collecting funds and permission slips from students. All permission slips and total funds shall be due to the front office 1 day before the field trip.

Safety

Make sure that you have a list of students, telephone numbers, and emergency numbers for all students attending the field trip and keep this with you at all times while on the field trip. Make sure that you submit a list of all students not attending the field trip and the persons keeping them. Each time students are to be assembled and moved while on the field trip, roll calls should be done to account for any missing students. You are responsible for every one of your students!

Accidents

All accidents, injuries, potential safety hazards, safety suggestions, and health-related issues must be reported immediately to the School Principal, Business and Operations Manger, Assistant Principal, or supervisor. If you or another employee is injured, you should contact emergency response agencies, if needed, and you will need to complete an accident/injury report.

Extracurricular Activities

Cactus Park Elementary is committed to providing students with a wide-range of learning experience, outside of regular instructional hours. It is our belief that these activities, held before and after school, are critical in students' social-emotional development, while reinforcing content taught through the school day. The availability of extracurricular activities will be adjusted each year to reflect student interest and coordinator availability. These activities can be broken into three main categories: Academic, Athletics, Community. Cactus Park Elementary staff and teachers will be the coordinators for the extracurricular activities. If you are interested in sponsoring and/or coordinating an extracurricular activity, then provide and plan with a clearly defined objective and tentative budget to the School Principal.

Fundraising

All fundraisers must be approved by the principal in advance. Guidelines regarding solicitation and sale of commercial products must be followed. A fundraiser request form is available from the Family and Community Outreach Coordinator.

STUDENT CULTURE

Philosophy

Cactus Park Elementary maintains a positive school culture that is sustained through highly trained teachers and staff that will implement culturally responsive and trauma-informed pedagogy. Cactus Park Elementary has a shared vision of excellence that drives the understanding of what great teaching, student relationships, school culture, and family engagement looks like on a daily basis. It is necessary to have a warm and structured environment to drive academic success. Cactus Park Elementary expects all staff and students to create and cultivate a strong community based on the school's core values and PRIDE system.

PRIDE system

Cactus Park Elementary understands that students internalize moral values and behaviors, as well as strong social skills, when they see them modeled by adults they respect. Adults are not always aware how they are influencing students' moral and social development. Teachers and staff will model positive moral and social skills in a range of ways. To be positive role models, staff will commit to the ongoing development of their own moral and social capacities.

PERSEVERANCE:

Cactus Park Elementary Saguaro are courageous learners who **embrace obstacles** and **unlock challenges** by designing creative approaches and solutions.

RELATIONSHIP BUILDING:

Cactus Park Elementary Saguaro **build bridges** across cultures to **gain understandings** about others and develop a close-knit community.

INTEGRITY:

Cactus Park Elementary Saguaro **exhibit strong moral character** and **strive to do what is right and just**.

DISCIPLINE:

Cactus Park Elementary Saguaro **practice** self-regulation, focus, and diligence as avenues towards success.

ENGAGEMENT:

Cactus Park Elementary Saguaro are **active participants** in their learning process and **agents of change** within their communities.

Restorative Justice

Creating a highly effective Restorative Justice program at Cactus Park Elementary's first campus will require highly-trained staff and buy-in from teachers, parents and students. At minimum, the Social Emotional Health Coordinator will be trained to implement restorative practices. In addition, the entire staff will be introduced to Restorative Justice systems through professional development and regular peace circles held with the entire staff throughout the year. The Social Emotional Health Coordinator will be responsible for implementing the Restorative Justice program throughout the school year with the use of peace circles, peer jury and peer mentor (among others) for students, teachers and parents.

Trauma-informed

As a trauma-informed school, Cactus Park Elementary staff must be prepared to recognize and respond to those who have been impacted by traumatic stress. Students are provided with clear expectations and communication strategies to guide them through stressful situations. The goal is to not only provide tools to cope with extreme situations but to create an underlying culture of respect and support.

Cactus Park Elementary is deeply committed to providing holistic support for traumatized students. Cactus Park Elementary staff and students will have access to evidence-based interventions in the school setting as a response to trauma of any kind.

Classroom Management

Students, families, and staff must realize that through an exceptionally positive environment, many school-wide ailments such as bullying and safety problems will naturally lessen. Therefore, each classroom will have a positive engagement plan which clearly defines and teaches expectations for behavior and routines at school and to teach social skills in a way that is appropriate to the age of the student.

By increasing the use of social skills instruction and having restorative practices ingrained in daily interactions, the response to behaviors will emphasize actions that reduce lost instructional time and strengthen the relationships among students and between students and the Cactus Park Elementary staff. The Social Emotional Health Coordinator/Dean of Culture will regularly collect and review data so that students can be recognized and celebrated for their accomplishments and adjust prescribed practices when needed. The data will also help the culture team know what additional supports and training are needed to tailor to differentiated needs.

DeansList

In order to track daily trends in behavior, Cactus Park Elementary will use DeansList. DeansList is a software platform that makes it easy for schools to manage programs like PBIS and other innovative behavior and character education structures. DeansList connects teachers, administrators and parents to provide whole-child support.

Teachers can add notes regarding specific student behaviors throughout the day. These notes can be incredibly useful in creating a narrative for the culture team and social workers. The data from DeansList will be converted into quantitatively disaggregated data (by day, week, month, race, behavior, etc.) which can be utilized to inform school culture and RTI decisions, lead RJ conferences, or identify positive and negative trends in student behavior. Through committed implementation of this program, decisions about behavior and potential adjustments to behavior policy will be data-driven.

STUDENT DISCIPLINE

Discipline Policy

Cactus Park Elementary will use progressive levels of response when dealing with consequences. Corrective responses provide a profound emphasis on what students are expected “to do and learn.” Corrective responses include a focus on instruction inappropriate behavior, culturally responsive support strategies and social emotional learning opportunities. The goals of assigning corrective responses and consequences are to maintain a safe environment, maximize all students’ learning, and improve students’ behavior and problem-solving skills. Appropriate interventions and consequences for students place an emphasis on correcting student behavior through classroom and school-based resources at the lowest possible level of intrusion and exclusion. All interventions will balance the needs of the student, needs of those affected by the behavior and the needs of the overall school community. When teachers and/or administrators consider corrective responses, restorative practices, or instructive consequences, the following factors will be considered:

- Student’s age, developmental level, and grade,
- Student’s prior behavior patterns and responses to interventions,
- Student’s willingness to acknowledge his/her behavior,
- Student’s willingness to make restitution,
- Impact of the incident on the overall school community,
- Student’s intent and the severity of harm caused, and
- Parent/family’s level of involvement.

Levels of Corrective and Restorative Responses

- **Level 1: Classroom and Building Based Corrective Responses**
Level 1 corrective responses are appropriate for inappropriate behavior that should be managed by the teacher in the classroom and usually does not warrant a discipline referral to the administrator. These behaviors are of low level intensity, can be passive in nature, and are non-threatening. Level 1 corrective responses will NOT include removal from instruction, and the classroom teacher determines consequences.
- **Level 2: Classroom Teacher Corrective Responses**
Level 2 corrective responses are appropriate for inappropriate behavior that should be managed by the teacher, with possible assistance from an administrator or a member of the culture team, if needed for access to supports. These infractions will be addressed with corrective responses that will NOT include removal from school but may include time in the reflection room.
- **Level 3: Intensive Personalized Corrective Responses**
Level 3 corrective responses are appropriate for inappropriate behaviors that are chronic in nature, significantly interfere with others’ safety or learning, are of a threatening or harmful nature and/or are legal violations and warrant administrative involvement. Level 3 responses to behavioral incidents may include in-school suspension on the first violation, if it is a safety related behavior.
- **Level 4: Corrective Responses for Serious Violations**

Level 4 corrective responses are appropriate for inappropriate behavior that seriously affects the learning environment or the safety of the student and/or others in the school or is a legal violation. Corrective responses at this level could include extended suspension, expulsion and/or referral to law enforcement.

Examples of Corrective Responses

Level	Definitions and Examples
1	Corrective responses at this level are designed to teach and reinforce appropriate behavior and reduce the amount of instructional time students lose. Instructional responses should be used when the student’s inappropriate behavior is caused by lack of knowledge of a replacement behavior for the inappropriate behavior. Corrective responses should be used when a student knows and understands behavioral expectations, but situationally disregards behavioral expectations.
	<ul style="list-style-type: none"> ● Restatement of expectation ● Verbal or non-verbal re-direction ● Proximity control ● Differential reinforcement ● Alter seating or assignment ● Natural consequences
2	Corrective responses at this level are appropriate for inappropriate behavior that is managed by the teacher, with possible assistance from member of the Culture Team or other administrators, if needed for access to supports. Level 2 responses are appropriate when Level 1 responses and school-wide supports have been put into place to address a behavior, but the behavior continues to negatively impact the learning of the student and others and/or the safety of students or self. These infractions will be addressed with corrective responses that will NOT include removal from school, but may include referral to Reflection Room.
	<ul style="list-style-type: none"> ● Behavior Contract ● Community Service ● Parent Conference ● Conference with Student ● Silent Lunch ● Loss of Privilege
3	Level 3 corrective responses are appropriate for discipline incidents that significantly interfere with others’ safety and learning, are of a threatening or harmful nature and/or are legal violations that warrant administrative involvement. Level 3 responses are determined by a member of the Culture Team or other administrators. Committing a Level 3 infraction may result in a Reflection Day(s) or an out-of-school removal on the first violation or with repeated serious or dangerous behavior. For a behavior to be categorized as a repeated behavior, there should be written documentation of Level 1 and Level 2 interventions that have been implemented to reduce the frequency of the student’s behavior and teach the needed replacement behavior. When disciplinary responses require the removal of students from the classroom, the goal is to make sure that students continue their education, receive appropriate educational services, learn appropriate behavior and correct any harm they may have caused.
	<ul style="list-style-type: none"> ● Reflection Day(s) ● Loss of Privilege ● Formal Restorative Conferencing ● Referral to Culture Team ● Behavior Contract ● Check-in/out
4	Level 4 corrective responses are appropriate for violations that seriously affect the learning environment or the safety of the student and/or others in the school and/or are legal violations. Corrective responses at this level could include extended suspension, expulsion and/or referral to law enforcement. Often behavior incidents at this level require school police involvement because the behavior violates the criminal code of Indiana. Prosecution and adjudication of criminal violations occur separately from the administration of school procedures. In determining the response to serious violations, the administration will consider the factors impacting decisions related to consequences outlined in Level 3.
	<ul style="list-style-type: none"> ● Out of School Suspension ● Assignment to Special Program or Alternative Program ● Probationary Contract ● Expulsion

Procedures for Resolution of Parent/Guardian Concerns

Cactus Park Elementary is committed to maintaining a strong partnership and ongoing dialogue between its teachers, staff, scholars, and families. If there is a concern about a school policy, academic grade, discipline decision, or anything else, Cactus Park Elementary welcomes input and encourages the concerned to contact the appropriate staff member at the school. Cactus Park Elementary is committed to addressing the concerns of

families and seeking a resolution that, first and foremost, benefits the academic development of students toward success outside of the school's walls.

Informal Complaint Process

For academic issues the parent/guardian's first call should be to the Classroom Teacher. If the concerns are with the teacher or are unable to be addressed by the teacher, it should then be addressed by the Assistant Principal (AP). The AP will collaborate with the teacher to address any parent/guardian concerns. If there is not a resolution to the problem, the parent/guardian should then contact the Principal. All issues will be mediated at this level and the appropriate decisions will be made. Discipline problems should first be discussed with the Classroom Teacher, followed then by the Social Emotional Health Coordinator. The SE Coordinator will collaborate with the teacher to address any parent/guardian concerns. If there is no resolution to the problem, the parent/guardian should then contact the Principal. All issues will be mediated at this level and the appropriate decisions will be made.

Formal Complaint Process

If the informal complaint process fails to produce a satisfactory resolution, a parent or guardian may initiate a formal complaint by submitting a letter in writing to the Principal outlining, in detail, the events, policies, or decisions at issue. Within a week of a formal complaint being filed, the Principal will promptly conduct a thorough investigation into the matter and issue a response in writing detailing his or her findings and recommendations. If the parent or guardian is still not satisfied, he or she may appeal the school leader's determination to the Board of Directors.

Board of Directors

If the matter still remains unresolved, the parent or guardian may write to the Board of Directors to request a review. A designated Board committee will schedule a meeting, at which time the parent will have an opportunity to address his or her concerns. The committee will issue a report on its findings to the Board prior to the next regular meeting, and the Board may take action as appropriate based on the committee's recommendations. A parent wishing to attend a Board meeting will be permitted to speak but will be asked to limit his or her comments to 3 minutes. If additional time is necessary for public participation and comments, an extra 30 minutes will be allotted at the end of the Board meeting. A parent or guardian may address the Board at any meeting without going through the informal and formal complaint processes outlined above, but the Board encourages these constructive conversations with the relevant parties prior to direct outreach to the Board. The Board has the power and duty to take action as appropriate.

Authorizer

If, after presentation of the complaint to the Board of Directors, the parent/guardian believes that the Board has not adequately addressed the complaint, the parent or guardian may present the complaint to the school's authorizer, which may investigate and respond. The authorizer has the power and duty to take remedial action as appropriate.

Contact Information for Authorizer:
State Public Charter School Authority
2080 East Flamingo Road, Suite 230
Las Vegas, NV 89119
702-486-8895

Students' Personal Property

Students are solely responsible for their personal property while in the building.

Toys / Collectibles

Items such as collectable cards, playing cards, portable electronic audio devices, including radios, tape players, CD players, beepers, pointers, iPods, and mobile telephones are not to be brought to school. If a

student is found using any of these items, the item is confiscated and turned over to the Principal. The item is returned to the student at the close of school on Friday of the week it is confiscated. If a second violation occurs, the student's parent or guardian must pick up the item at the administrative office.

Telephone Calls, Mobile Telephones and Messages

Cellular phones and other communication devices are not permitted on school property by students during the school year/instructional day. Telephone messages will only be delivered in emergency cases. Students who ask and receive permission may use the school office telephone. **Students are not permitted to call home to receive permission for field trips or for forgotten class work.**

Search and Seizure

1. The Cactus Park Elementary Board recognizes that the privacy of students and their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause.
 - a. As used in this policy, "reasonable cause for a search" means any circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 - i. Evidence of a violation of the student conduct standards contained in the student handbook; or
 - ii. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students are subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a locker that is the property of a school is presumed to have no expectation of privacy in that locker or the locker's contents. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
3. The Principal, or a member of administrative staff designated in writing by the Principal, may search a locker and its contents where either the person conducting the search or the person designating the search believes there is reasonable cause. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
4. The Principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
5. The Principal, or another member of the administrative staff designated in writing and acting at the direction of the Principal, may search the person of a student during a school activity if the Principal has reasonable grounds for a search of that student.
6. Searches of the person of a student shall be limited to:
 - a. Searches of the pockets of the student,
 - b. Any object in the possession of the student such as a purse or briefcase, and/or
 - c. A supervised "pat down" of the exterior of the student's clothing by an employee of the same sex.
7. Searches of the person of a student that require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with this policy. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

8. Anything found during a search conducted in accordance with this policy, which is evidence of a violation of the student conduct standards contained in the student handbook, may, as deemed appropriate by school authorities, be:
 - a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the school director/principal or the school director's designee until it is presented at the hearing,
 - b. Returned to the parent or guardian of the student from whom it was seized,
 - c. Destroyed if it has no significant value, or
 - d. Turned over to any law enforcement officer in accordance with this policy

9. Anything found during a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and, as considered appropriate by school authorities, may be:
 - a. Returned to the parent or guardian of the student from whom it was seized,
 - b. Destroyed, or
 - c. Turned over to any law enforcement officer in accordance with this policy.

10. The Principal, or a member of the administrative staff designated in writing by the Principal, may request the assistance of a law enforcement officer to:
 - a. Search any area of school premises, any student, or any motor vehicle on school premises;
 - b. Identify or dispose of anything found during a search conducted in accordance with this policy.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

STAFF CULTURE

Staff Code of Conduct

It is important for staff to know what personal conduct is expected while on the job. The following are examples of conduct prohibited by Cactus Park Elementary policy.

1. Physical or verbal attack of another employee, child, or parent; threatening to fight, or other disorderly conduct on Cactus Park Elementary property.
2. Abuse, sexual abuse, or neglect of any child. Other inappropriate conduct, including corporal punishment, of a student.
3. Negligence or any careless action that endangers the life, welfare, or safety of another person.
4. Insubordination: refusing to follow legitimate instructions of a superior directly related to performance of your job.
5. Engagement in theft, fraud, embezzlement, or other acts of dishonesty.
6. Unauthorized use, possession, damage, or destruction of property belonging to Cactus Park Elementary or another employee or student.
7. Failure to observe established fire rules, safety rules, or other common safety practices; the failure to report unsafe conditions or actions of other employees or injuries suffered on the job.
8. Being intoxicated or under the influence of alcohol or other controlled substance, including, but not limited to, medically prescribed marijuana, while on Cactus Park Elementary property or while on Cactus Park Elementary business.
9. Possession, distribution, or consumption of intoxicants, drugs, alcohol, or any non-prescribed drug on Cactus Park Elementary property.
10. Falsifying records, including personnel documentation (such as resumes, public resume profiles such as LinkedIn, certifications, or transcripts), instructional and educational records (such as documentation of differentiated or specialized instruction or parent contact), and payroll or time keeping records.
11. Providing false or misleading information or omitting relevant information when applying for employment or promotion with Cactus Park Elementary.

12. Involvement or alleged involvement in activities, including criminal activities, which would make continued employment incompatible with the best interests of Cactus Park Elementary and its employees.
13. Sexual harassment or other harassment or discrimination.
14. Conduct that displays a lack of judgment that impacts the ability of the employee to be effective.
15. Improper or inappropriate use of Cactus Park Elementary's electronic or communications systems in violation of Cactus Park Elementary policy.
16. Failure to cooperate with or interfering in an official investigation.
17. Excessive unexcused absenteeism or tardiness.
18. Time card forgery (clocking another employee in/out, asking another employee to clock in/out for you); Failure to use the electronic time-keeping system.
19. Inappropriate conduct with a parent or family member of a Cactus Park Elementary student.
20. Bringing a firearm onto school property.
21. Using tobacco products, including cigarettes, cigars, and e-cigarettes, in non-designated areas of school property.

Intolerable Staff Practices

There are a number of teacher practices, which are especially inappropriate, intolerable, and professionally unacceptable.

1. Keeping shoddy records, especially grades, attendance, RTI and promotion related records;
2. Having consistently poor relations with parents; this is not to imply that teachers act in a servile manner or compromise reasonable professional standards;
3. Using profane language in the presence of students or parents
4. Allowing students to leave the classroom without a proper pass or without absolute necessity;
5. Non-compliance with administrative stipulations and system-wide policies and procedures;
6. Being absent without leave, to include tardiness to school or class, leaving students in the classroom without being properly relieved and disregarding the procedure for securing a substitute teacher;
7. Behaving in an unprofessional or inappropriate manner;
8. Being blatantly or flagrantly untruthful or simply, dishonest or misrepresenting the facts
9. Screaming and/or yelling at students.
10. Penalizing students academically for their behavior
11. Being absent without leave, to include tardiness to school or class, leaving students in the classroom without being properly relieved and disregarding the procedure for securing a substitute teacher;
12. Behaving in an unprofessional or inappropriate manner;
13. Being blatantly or flagrantly untruthful or simply, dishonest or misrepresenting the facts
14. Screaming and/or yelling at students.
15. Penalizing students academically for their behavior

Professional Conduct with Fellow Employees

You should refrain from pressuring other employees into behaviors that may make them feel uncomfortable and/or behaviors in which they are reluctant to participate. Some employees, for example, may be allergic to certain foods or may not drink alcohol. In social situations, you should always be respectful of these and other types of differences.

The Oasis

It is the philosophy of Cactus Park Elementary, that the greatest innovation and impactful work occurs when staff is given the opportunity to communicate and collaborate frequently. It is with this in mind that we have chosen to shift from a typical "teacher's lounge" to a large staff space we call, "The Oasis". This area will be isolated and can be used anytime a staff member is not responsible for supervising students.

The Oasis will be broken into two main areas: co-working space, and the break room.

Co-Working Space

The co-working space in The Oasis will include two main spaces: collaborative and independent workspace. Teachers are free to use any of these areas as best suits their needs while they are in The Oasis. **When leaving The Oasis, all personal belongings should be taken with staff members.**

Materials and supplies will be available in The Oasis for use as needed. The Oasis will also house one of the copiers used for the school.

Break Room

The “break room” portion of The Oasis will include seating and amenities to be used when teachers are on their designated lunch break. Complimentary snacks and drinks will be stocked in the break room for staff use. These complimentary items taken should be limited to what will be consumed at that time only. Furthermore, cleaning supplies will be provided for dishes, spills and general cleanliness.

A coffee maker will be located in the break room for additional coffee in the morning and throughout the day.

Cleanliness

Maintaining the cleanliness of The Oasis is the responsibility of each and every staff member that uses it. The following are general guidelines for cleanliness:

- Take all personal belongings when leaving The Oasis.
- DO NOT keep any food/perishables in the collaboration/workspaces.
- Return any communal materials (i.e. staplers, laminator) used in their designated locations.
- Place all trash/recycling in designated receptacles whenever leaving The Oasis.
- Clean and return any used dishes to their designated locations within the break room.
- If/when spills occur (**including in the microwave or fridge**), clean up immediately, or immediately inform the Facilities Manager if the spill requires a mop. If you leave a spill to contact the Facilities Manager, we ask that you place a “Wet Floor” sign in the location of the spill.

In addition to the expectations above, staff member teams may also be assigned on a weekly basis to complete a few small tasks which help to ensure the lasting cleanliness of The Oasis. These tasks should be completed on the last day of each week and can be divided among the team as necessary. Tasks to complete include the following:

- Wiping down the inside of the inside of the microwave.
- Throwing away any unmarked food in the refrigerator; wiping up any spills in the fridge.
- Wipe down all countertops in the break room.
- Rinse out the coffee maker.
- Restock snacks and drinks in the break room.
- Put any unclaimed papers from the workspace in the designated bin; recycle any papers in the unclaimed bin from the week before.
- Replace any communal materials left out in the co-working space; check on toner/paper levels in the copier and inform the Facilities Manager if something needs to be replaced.

Student and Staff Interaction

Child Physical Support Policy

Cactus Park Elementary has adopted a comprehensive behavioral plan for interacting with students and will provide relevant training, to which employees shall adhere. We advocate the use of nurturing touches for the optimum growth of our children (*e.g.*, high-fives) with student consent. In order to promote the physical autonomy and independence of children, teachers must avoid unnecessary touching. However, there may be times when a child’s safety is at stake and minor physical support is necessary for those that are CPI Certified. Examples include trying to keep a child from harm, or to stop a child from harming himself or herself, another child, or an adult.

If you feel that a situation may be escalating in a negative manner beyond your control, you must get support from another staff member or administrator immediately.

If you have not received training regarding child physical support or do not feel you are sufficiently trained, please immediately inform your supervisor so the proper training can be provided.

Policy Prohibiting Corporal Punishment

Corporal punishment is defined as the use, or attempted use, of physical force upon, or against, a student, either intentionally or with reckless disregard for the student's safety, as a punishment, or discipline. The use of corporal punishment is strictly prohibited in and during all aspects of the Cactus Park Elementary physical school environment and activities associated with the school. None of our students shall be subject to the infliction of corporal punishment by any employee or volunteer.

Conduct prohibited by this policy includes actual or attempted use of physical force against a student. It does not include such conduct that is prompted by reasonable efforts at self-defense or the defense of others; is necessary to maintain or regain order; or is necessary for the safety of the educational environment. Examples of prohibited conduct include, but are not limited to:

- Shoving,
- Striking,
- Grabbing,
- Shaking,
- Hitting,
- Throwing of objects, and
- Unreasonable restraint; or
- Directing others or threatening to inflict any of the above on a student.

All allegations of the use of corporal punishment shall be promptly investigated. Employees found to have violated this provision will be subject to disciplinary action, up to and including termination.

Seclusion and Restraint

Cactus Park Elementary believes that all students have the right to be treated with dignity and respect. All students have the right to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

As part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. Seclusion or restraint shall not be used as a strategy to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat). However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the use of restraint and/or seclusion, the parents or guardian will be informed and provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

Inappropriate conduct by Cactus Park Elementary Employees and Students

Employees and volunteers should be aware that all suspicions and allegations of employee abuse or neglect of a student or any other inappropriate behavior toward a student will be treated with the utmost seriousness and will be investigated promptly and thoroughly.

If you know or have a reasonable cause to suspect that a Cactus Park Elementary student or other child has been physically or mentally abused or neglected by another Cactus Park Elementary employee, volunteer, or contractor, or is in danger of such treatment, please see the section below on Child Abuse Mandatory Reporting.

If you suspect that another Cactus Park Elementary employee, volunteer, or contractor has engaged in conduct that is not mental or physical abuse or neglect, but is nevertheless inappropriate, report your concern to the school principal, the Dean of Culture, the Director of Curriculum and Instructions, or the Director of Specialized Services immediately. The principal will begin an investigation immediately.

Conduct with Students

Cactus Park Elementary' staff will conduct one-on-one meetings with students with another adult present whenever possible and in open, visible spaces when having another adult present is not possible.

Mandated Reporting Policies

All staff members at Cactus Park Elementary are mandated reporters.

Child Abuse Defined

- Nevada statutes define child abuse and neglect as physical or mental injury of a non-accidental nature, sexual abuse, sexual exploitation, or negligent treatment or maltreatment of a child by a person responsible for the welfare of the child under circumstances which indicate that the child's health or welfare is harmed or threatened with harm.
- Child abuse also includes, but is not limited to, sex trafficking and/or encouraging a child to solicit for, or engage in, prostitution.
- Abuse or neglect of a child also includes abuse or neglect caused by a person who is an employee of or volunteer for a public school and who is not responsible for the welfare of the child.

Nevada law says that any individual who has reason to believe that a child (before the child's 18th birthday) is a victim of abuse or neglect shall make a report to the Child Abuse and Neglect Hotline.

- Contact the Child Abuse and Neglect Hotline (702-399-0081) as soon as possible, but not later than 24 hours after they know or have reasonable cause to believe that a child may have been abused or neglected, to report the suspected case of child abuse or neglect;
- Contact the school administrator or designee (after calling the Child Abuse and Neglect Hotline);
- Contact the school counselor and school nurse if on site;
- Contact both the Child Abuse and Neglect Hotline and a law enforcement agency as soon as possible, but not later than 24 hours after, they know or have reasonable cause to believe that a child has been subjected to abuse or neglect, sexual conduct, or luring by another employee or volunteer.
- Reporting the suspected allegations of child abuse or neglect to your supervisor, the principal, counselor, social worker, or the building designee **DOES NOT** fulfill your mandated requirement to report directly to the Child Abuse and Neglect Hotline.
- If there is a difference of opinion regarding whether or not a report should be made, you have "reason to believe" that a child is a victim, and you are acting in "good faith," you should make the report.
- You are not required to determine whether the abuse or neglect has actually occurred. Use common sense, and always err on the side of caution by filing a report when in doubt
- Keep all information regarding the report confidential.
- Do not contact the child's family.

Child Abuse and Neglect Hotline: 1-800-800-5556 This line is staffed 24 hours/day, 7 days/week. Be prepared to provide, if known, the following information:

- Alleged victim's full name, date of birth and other identifying information such as phone numbers, sex and siblings
- Child's current address as well as past addresses, and the address where the alleged incident happened if different.
- If known, alleged perpetrator's full name and relationship to the child. Does the alleged perpetrator live with the child?
- Names of parents or caretakers.
- History of child's behavior, patterns of attendance or other information that may be helpful to the investigation.

- Description of the injury, and any other physical, verbal or behavioral indicators. Statements made by the child and the context of the disclosure. For example, was the child asked about the injury, or did they volunteer the information. Did the child's story change?

HEALTH AND WELLNESS POLICIES

Cactus Park Elementary supports the health and well-being of the students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the school to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families by means of school registration, the student handbook and the corporation's website.

National School Lunch and School Breakfast Program

Breakfast and lunch are provided to all students at Cactus Park Elementary. Cactus Park Elementary participates in the National School Lunch and School Breakfast called the Community Eligibility Provision (CEP). That means all enrolled students at Cactus Park Elementary are eligible to receive a healthy breakfast, lunch, and snack at school at **no charge** to your household. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application to the main office. Breakfast is served at 8:15AM, lunch is served at various time depending on grade level, and snacks are served near the end of the day. Menu calendars will be provided to families each month.

Food Policy

Meals From Home

Students may bring meals from home. Food brought from home must be kept in the student's book bag or in approved storage areas. A student may only eat his/her food from home during times that other students are eating and only in approved locations (i.e. the cafeteria). Foods that are exceptionally messy or provide a distraction among students may be prohibited from school. **Food containing peanuts is prohibited. Gum is prohibited.**

Food in the Classroom

Food and beverages are strictly prohibited during class. Bottled water may be allowed at the discretion of the teacher. Parents/guardians may bring store-bought cupcakes for birthdays and holiday related events any time after lunch. If a parent/guardian decides to bring cupcakes, please bring enough for every student in the class and coordinate with the appropriate teacher. *Certain items may be prohibited as a result of student allergies.*

Lunch Visits and Lunch Drop-off

Parents may deliver lunches to students. However, deliveries made outside of school-designated lunch time will not be provided to students until a passing period at which point they will be given 10 total minutes to complete their meal. If a student regularly forgets or needs lunch deliveries, this policy may be changed.

Student Accounts

Cactus Park Elementary does not charge parents and families fees for meals, books, and other services. However, Cactus Park Elementary will keep records of and charge families for damaged technology devices and property. Parents are to pay Cactus Park Elementary fully within the payment period. Failure to pay damage fees may result in loss of privileges for student. Please refer to the "Student Computer Rental Policy and Agreement Form" for damage fee details.

Health Policies

Each Cactus Park Elementary family can sign a release form available through the front office to give administrators permission to provide basic first aid to students who become ill during the day and medication. The following procedures pertain to the health services:

Medication Administration Policy

Following Nevada School Laws, the school nurse or other designated school personnel is allowed to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them.

Only those medications that must be given during school hours will be administered.

Prescription medications must be accompanied by a medication form completed and signed by the healthcare provider and the parent or guardian. A copy of the original prescription or pharmacy label may be substituted by the signature of the healthcare provider. The form may be faxed to 844-714-1567 or provided to Cactus Park Elementary | pilotED Schools.

Non-prescription medications must be accompanied by a medication form that is completed and signed by the parent or guardian.

- Medication forms may be obtained from the nurse's office. A new form must be completed each school year and each medication must be on its own form. ALL medications must be FDA-approved and kept in the original container and must be unopened.
- Prescription medications must be in a pharmacy bottle labeled correctly with the dosage and times to give, matching the physician's order. The student's name must be on the bottle.
- Any change in medication, dosage, or time to be given, must be in written form with the parent and healthcare provider's signature.
- All medications to be used during the school day must be given to the school nurse or her designee at the start of the school day.
- Medications are kept under lock and key and are dispensed by the school nurse or her designee.
- It is the responsibility of the parent/guardian to make sure the medication is delivered safely to the school nurse or her designee.
- Unused medications may be picked up before and after school.
- To ensure the safety of our students no medication will be sent home with our student. The parent or guardian should pick up medication within one week of the last dose or within one week of school after the end of the school year. Medication left at this time will be destroyed in the presence of a witness.

Immunizations

When a student enrolls at Cactus Park Elementary at any time or at any subsequent level, the parent/guardian must show that the student has been immunized or that a current medical or religious objection is on file. Parents must provide the school with complete immunization records prior to the beginning of the school year. In the event a child enrolls in school without proper immunization documentation, the school may grant a waiver for a period not exceeding twenty (20) days.

Student Allergies

It is parents and guardians' responsibility to notify school administration of student allergies. In some cases, Cactus Park Elementary may be required to limit what food students can bring to school if other students' allergies are extremely severe. Cactus Park Elementary will notify parents if such a policy is to be enacted.

Vision Screening

Cactus Park Elementary will conduct annual vision screenings, using modified clinical techniques, for students unless an eye-care professional requests, in writing, that the child not be tested. The modified clinical technique consists of testing for vision acuity, refractive error, ocular health, and binocular coordination. The school corporation shall use the suggested equipment unless the professional health personnel of the school recommend other equivalent or superior equipment.

Hearing Tests

Cactus Park Elementary will conduct annual hearing (audiometer or similar) tests to determine the hearing efficiency of students unless an ear-care professional requests, in writing, that the child not be tested.

Exclusions: The following are symptoms for which a child must be sent/kept home from school and perhaps taken to the doctor:

1. Fever of 100°F degrees or higher. Children must not return to school until they have a normal temperature for 24 hours without Tylenol or Motrin. Children on antibiotics for contagious diseases such as tonsillitis, bronchitis or pneumonia must not return to school until they have taken the medication for 24 hours.
2. Nausea and/or vomiting- Children must stay home for 24 hours after vomiting.
3. Diarrhea- Children must stay home for 24 hours post diarrhea.
4. Sore Throat (pustules and/or blisters in throat) – Children must be fever free for 24 hours. Physician diagnosis will determine if child is contagious or not. If medication(s) are prescribed, child must take meds for 24 hours before returning to school. If child is diagnosed with strep throat or scarlet fever, medication must be taken for 48 hours before returning to school.
5. Rash- Physician diagnosis will determine if a child is contagious or not. If a child is contagious, he /she cannot return to school until prescribed treatment has been started.
6. Pink Eye or Discharge from Eyes- Children must stay home until a Physician makes a diagnosis, antibiotics have been taken for 24 hours and drainage from eyes has stopped.
7. Lice/Nits/Bed Bugs- Treatment should start immediately. The child is to stay home until nit free for 24 hours. Although students are not required to stay home for bed bugs, please ensure that all of your students' belongings are clean before returning to school. If you require a change of clothes, please contact the School Social Worker. If a student is found to have bugs on their person while at school, a change of uniform will be provided and the School Social Worker will coordinate a home visit.
8. Open or Draining Sores- Physician needs to confirm if the child is contagious or not. Appropriate treatment should be started before the child returns to school. Keep open wounds covered at all times while in school.
9. Ringworm – Diagnosis by a physician must be made and anti-fungal treatment needs to be started. While in school the site must be covered.

Prohibited Use of All Tobacco and Nicotine Products

Using, possessing, distributing, purchasing or selling any tobacco products is prohibited on campus. This includes smokeless products (chewing tobacco, etc.) the use of smokeless or e-cigarettes, menthol chews, menthol cigarettes, nicotine products, or inhalants.

IV – EMPLOYMENT PRACTICES

EMPLOYMENT

At-Will

All employees of Cactus Park Elementary are employed at-will. As an at-will employee, you are free to resign at any time. Similarly, while leadership will strive to ensure that working at the school is a warm environment where staff are supported and treated as professionals, Cactus Park Elementary is free to terminate the employment

relationship at any time, with or without cause or advance notice. While other policies in this Handbook may be changed without notice, the at-will employment relationship may be changed only in a written agreement for that express purpose and signed by the Principal and Board of Directors.

All employees of Cactus Park Elementary will have the following language in their Employment Agreements:

All employees of Cactus Park Elementary are employed at will. As an at will employee, you are free to resign at any time. Similarly, while leadership will strive to ensure that working at the school is a warm environment where staff are supported and treated as professionals, Cactus Park Elementary is free to terminate the employment relationship at any time, with or without cause or advance notice. While other policies in the Employment Agreement or in the Employee Handbook may be changed without notice, the at-will employment relationship may be changed only in a written agreement for that express purpose and signed by the Executive Director and Board of Directors.

Equal Employment Opportunity

Cactus Park Elementary is committed to equal-employment principles and we recognize the value of committed employees who believe they are being treated in an equitable and professional manner. Our goal is always to attract, develop, and retain the talent needed to meet our objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live and which we serve.

Employment policies and decisions on employment and promotion are based on merit, qualifications, performance, and business needs. The decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, color, age, religion, national origin, gender or gender expression, disability, sexual orientation, veteran status, marital status, political affiliation, or membership in any other protected group.

Cactus Park Elementary is committed to fostering an environment in which all individuals are valued equally. To that end, we all need to respect meaningful differences with the awareness that people from different backgrounds and perspectives provide vitality, creativity, and new ideas, all contributing to the success of the organization. Acceptance and appreciation of other cultures, ways of thought, and dispositions are valuable contributions to a successful and rewarding working environment.

All employees are responsible for complying with this policy. Directors, executives, managers, and principals are responsible for implementing employment practices within each department that comply with this policy.

If you have any reason to believe that you or anyone else has not been treated in accordance with Cactus Park Elementary's Equal Employment Opportunity policy, we encourage you to address concerns in any of the following ways:

- Contact your supervisor
- Contact the School Principal
- Contact Title IX Officers (Jennica Adkins or Jenniffer Lopez)

Violations of this Equal Employment Opportunity policy will not be tolerated. Cactus Park Elementary will investigate every Equal Employment Opportunity concern that is brought to our attention and will take appropriate steps, which may consist of disciplinary actions up to and including termination of any employee who violates this policy.

Americans with Disability Act

Cactus Park Elementary is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is Cactus Park Elementary's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability as long as the employee can perform the essential functions of the job, with or without reasonable accommodation(s). Consistent with this policy of non-discrimination and in accordance with ADA regulations, Cactus Park Elementary will seek to provide reasonable accommodations to a qualified individual with a disability,

as defined by the ADA, who has made us aware of his or her disability, and provided such accommodations do not constitute an undue hardship on the organization.

Request for Disability Accommodations

Employees with disabilities who believe they need a reasonable accommodation to perform the essential functions of their jobs should submit a request to the Human Resources department. Such requests will be reviewed on a case-by-case basis considering the particular needs of the employee and the accommodation(s) requested.

Discrimination and Harassment Policies

Cactus Park Elementary is committed to creating a respectful and courteous work environment that is free of discrimination and harassment of any kind and complies with all federal and state laws governing charter schools. We will not tolerate discriminatory conduct, including sexual or other harassment by any employee, vendor, customer, client, student, or visitor. This policy applies to all terms and conditions of employment. This policy also applies to employees, contractors, and third parties over whom Cactus Park Elementary has control. Cactus Park Elementary encourages the reporting of all incidents of discrimination or harassment, regardless of the identity of the offender. In addition to any disciplinary action Cactus Park Elementary may take, up to and including termination, offenders may be personally liable for any legal and monetary damages as a result of an action that violates this policy or the law. Cactus Park Elementary will not pay damages assessed personally against any employee. Cactus Park Elementary maintains a strict policy prohibiting sexual harassment and harassment and/or discrimination because of race, color, age, religion, national origin, gender or gender expression, disability, sexual orientation, veteran status, marital status, political affiliation, or membership in any other protected group. Cactus Park Elementary is committed to taking all reasonable steps to prevent such actions.

What is Harassment?

Harassment is unwelcome physical, verbal, or visual conduct toward an employee based on such factors as race, color, age, religion, national origin, gender or gender expression, disability, sexual orientation, marital status, political affiliation, or membership in any other protected group. Harassment becomes unlawful when:

- Enduring the conduct becomes a condition of continued employment; and
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples of Harassment: Instances of harassment, including sexual harassment, may include, but are not limited to, the following kinds of behavior:

1. Verbal Harassment
 - Epithets, derogatory comments, slurs, or name-calling
 - Sexually explicit, suggestive, or degrading words used to describe an individual
 - Sexually explicit jokes, comments, noises, or remarks
 - Racial or ethnic slurs
 - Asking for sexual favors
 - Repeated requests for dates
 - Verbal threats, propositions, unwelcome and unwanted correspondence, phone calls and gifts, or other unwelcome attention
2. Physical Harassment
 - Assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual
 - Unwanted and unwarranted physical contact, such as touching, pinching, patting, grabbing, brushing against, or poking another employee's body
3. Visual Harassment
 - Derogatory or offensive posters, cartoons or drawings
 - Obscene letters, emails, text messages, or invitations
 - Staring at or directing attention to an employee's anatomy
 - Leering
 - Sexually oriented or suggestive gestures

Petty slights, annoyances, and isolated incidents may not rise to the level of harassment. To be actionable, the conduct must create a work environment that would be intimidating, hostile, or abusive to a reasonable person.

What is Sexual Harassment?

Under federal law, sexual harassment is any unwanted conduct of a sexual nature—verbal, physical, or otherwise—when:

- Submission to such conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment;
- Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting hiring, evaluation, promotion, or other aspects of an individual's employment and/or engagement; and/or
- Such conduct or communication unreasonably interferes with an individual's employment or engagement or creates an intimidating, hostile, or offensive work environment.

Examples of Sexual Harassment

- Unwanted sexual advances that make an employment benefit contingent on sexual favors, such as threats of demotion, termination, or other penalty if requested sexual favors are not given.
- Making or threatening reprisals after a negative response to sexual advances.

These kinds of behaviors can occur in on-on-one interactions or in group settings. Sexual harassment can also occur in the context of a relationship that was once consensual but has changed so that the behavior is no longer welcome by one party. It is impossible to define every action or all words that could be interpreted as harassment, whether sexual or otherwise. The examples listed above are not meant to be a complete list of objectionable behavior. Make a point of paying attention to others' reactions and stated requests and preferences, respecting their wishes, and treating them in a professional manner.

Reporting and Investigating Harassment

One way to stop harassment is to let the harasser(s) know that their conduct is offensive to you, that you believe their behavior constitutes harassment, and that you want them to stop. However, even if you do not take this step, or if you do and the harassing behavior does not immediately cease, it is your responsibility to promptly bring to your management's attention any incidents that you believe amount to harassment against you or anyone else. No adverse action will be taken against an employee who reports an incident of discrimination or harassment in good faith. A person who believes he or she has been subject to or witnessed an incident of discrimination and harassment shall promptly make a report in writing using the *Title IX Form: Discrimination and Harassment Report*. This form can be found on the team site, [www.Cactus Park Elementary.org/people](http://www.CactusParkElementary.org/people), or at the Office of the Business & Operations Manager.

You can report harassment in four different ways:

1. Report harassment to your immediate supervisor. S/he should then bring this to the attention of Title IX Officers. If you do not believe your supervisor has properly addressed your complaint or concerns, or if you do not wish to discuss your complaint with your supervisor, you should utilize the second method of reporting harassment.
2. Report harassment to the School Principal. If you feel that it would be too uncomfortable or embarrassing to speak to your principal, you may speak to another member on the leadership team who will address the complaint.
3. If the harasser is your immediate supervisor, the problem should be reported directly to Title IX Officers.
4. You may contact the ADP HR Representative. If no one is available to answer your call immediately, please leave your name and a telephone number where you can be reached and the Human Resource Team will get in touch with you as soon as possible. This method of reporting harassment allows you to avoid using the ordinary chain of command and to bypass anyone whom you believe has caused or is responsible for the harassment.

Failure of supervisors or other members of leadership to report such incidents to the Title IX Officers will be considered a violation of this Policy and may result in disciplinary action, up to and including termination of employment.

Title IX Officers:
School Principal
Business and Operations Manager

Upon receiving your complaint, the Title IX Officers will conduct a prompt and thorough investigation of your allegations. We request that you cooperate with our investigation. We understand the privacy and sensitivity associated with these issues and will make a reasonable attempt to keep the matter as confidential as possible. However, the investigator may disclose the identity of the complainant and/or the accused and the facts of the complaint to the extent necessary to fully investigate the complaint.

If we determine that an allegation of harassment is substantiated, regardless of who the harasser may be—an employee or a supervisor—we will take appropriate corrective and disciplinary action, up to and including termination of employment.

False Claims Vindictively Motivated

As with any employee related investigations Cactus Park Elementary requires open, honest and truthful information to ensure that we make the right decisions. If after a thorough review is conducted, the complaint is considered false or contrived and believed to be motivated by malice or spite, Cactus Park Elementary will take the appropriate steps that may include disciplinary actions, up to and including termination of the complainant's employment.

Compensation

Your initial compensation will be set at the time of employment. Thereafter, Cactus Park Elementary, in its sole discretion, may adjust your compensation. For detailed information on hours, pay and benefits see the "Hours and Compensation" section of this handbook.

Employment Classifications

All Cactus Park Elementary employees are classified as full-time, part-time, independent contractors, or temporary employees as defined below:

- **Full-time Employee:** A full-time employee is hired to work a minimum of 40 hours per week and is not a consultant or a temporary employee. Full-time employees may participate in all benefits for which they are eligible.
- **Part-time Employee:** A part-time employee hired to work less than 30 hours per week is not eligible for benefits except those mandated by federal, state, or local law. A part-time employee hired to work 30 hours or more per week is eligible for benefits.
- **Temporary Employee:** A temporary employee is hired to fill a position for a prescribed period of time not exceeding six months. A temporary employee is not eligible for benefits. Some temporary employees are hired through an agency and are considered employees of the agency, not Cactus Park Elementary.
- **Consultants and contractors** are not employees of Cactus Park Elementary and are not eligible for any benefits. Independent Contractors are required to provide certificates of insurance naming the school as additional insured and sign hold harmless agreement in favor of the school.

At the time of hire, your supervisor will specify your classification as well as your regular working hours.

Employment Requirements

As a new hire, you are required to submit your documentation required for employment before your first day of employment. Required documents often vary by position. Your offer letter specifies the documents needed. If you

do not submit the required documentation by your first day of employment, you will NOT be allowed to start your employment.

Verification of Educational Qualifications

The Immigration Reform and Control Act of 1986 requires that Cactus Park Elementary ensure that employees are authorized for employment in the United States. Therefore, Cactus Park Elementary will only employ individuals lawfully authorized for employment in the United States. In accordance with the Immigration Reform and Control Act of 1986, Cactus Park Elementary must collect certain information and review certain documentation concerning your employment authorization within three days after you are hired. This information and documentation will be used only for compliance with the Immigration reform and Control Act of 1986 and not for any unlawful purpose. If you do not provide your valid documentation, it may delay your start date at Cactus Park Elementary. If your employment authorization changes or terminates after the start date of your employment, you must inform your supervisor immediately.

If an employee is authorized to work in this country for a limited period of time, before the expiration of that period, the employee will be required to submit proof of employment authorization and update form I-9 in order to remain employed by Cactus Park Elementary.

Criminal Background Check Policy

Cactus Park Elementary believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the organization. Furthermore, Cactus Park Elementary has an obligation to comply with the background check requirements of the Indiana School Code and other governing bodies. Background checks, therefore, serve as an important part of the selection process here at Cactus Park Elementary.

Applicants

Applicants given a contingent offer of employment may be required to successfully pass a criminal history records check, a check of the sex offender database in every state and the national sex offender registry, a check of the United States District Court records from the district in which the applicant resided, or other checks considered applicable. Applicants may also be required to present proof of a valid driver's license and certificate of insurance issuance on their vehicle.

Procedures and Process

After a contingent offer of employment is made, the chosen candidate will receive instructions from the Operations Department for completing the background check. The chosen candidate may not begin work prior to initiation of the background check. Cactus Park Elementary will adhere to all applicable federal, state, and local laws concerning the use of background check information in its hiring decisions and notify any candidate/employee prior to any adverse employment action.

Employees

Any new criminal convictions must be immediately reported to the School Principal and must be reviewed by the Board of Directors so that a determination about continued employment may be made. Any failure to disclose criminal history or misrepresentation of the same could be grounds for termination of employment and/or the privilege of volunteering at Cactus Park Elementary. Background checks will be run every 3 years.

Reference Checks

Reference checks help Cactus Park Elementary obtain applicant-related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization. At Cactus Park Elementary, reference checks are conducted on every job applicant, regardless of the position for which they are applying.

Basic First Aid and CPR Requirements

First Aid and CPR training is recommended for all staff members. In addition, Cactus Park Elementary's campus will have access to an Automated External Defibrillator Units (AEDs) for cardiac emergencies. AED Unit(s) are generally

located in a central area of the campus facility and can be found by identifying signage. Cactus Park Elementary also facilitates certification training for 3-4 designated crisis team members per campus, on proper CPR and AED usage and procedures. Please contact the Director of Business and Operations for more information or to volunteer your services.

Employee Files and Records

Cactus Park Elementary maintains confidential records pertaining to all of its employees. These confidential records include, but are not limited to, basic employee and tax information, contact information, performance reviews, and disciplinary issues. Upon reasonable request, an employee may inspect the records Cactus Park Elementary maintains pertaining to that employee only while in the presence of the School Principal or other leadership member. Records may be disclosed to authorities pursuant to federal and state law, including lawfully issued subpoena and court orders.

For your benefit and for the benefit of Cactus Park Elementary, the School Principal and Business and Operations Manager must be notified in writing of any changes to your name, address, home telephone number, marital status, number of dependents claimed for income tax purposes, emergency contact information, and all other changes which may affect payroll and benefits information. Such notification should occur as soon as possible after such a change.

Employee Verification

Cactus Park Elementary adheres to a policy of strict confidentiality regarding employee records and files. Cactus Park Elementary will release only your job title and dates of employment to third parties unless you sign a written authorization to disclose further information about your employment. All outside inquiries regarding employment must be directed to the School Principal, unless you have otherwise provided prior written authorization.

Outside Communication and Media Requests

Cactus Park Elementary will generally provide a response to media inquiries within 24 hours of receipt. Only the School Principal and Board Chair are designated to speak on Cactus Park Elementary's behalf. No one other than these individuals should represent Cactus Park Elementary's position to the media. When inquiries require a detailed technical explanation, however, a spokesperson may be designated to address a particular issue. That spokesperson will be a qualified individual designated by the School Principal or the Board of Directors to speak on behalf of Cactus Park Elementary.

All media inquiries, whether verbal or written, are to be directed to the relevant administrator, who will evaluate the request and will answer or direct it as appropriate for response.

All press releases will be issued as deemed necessary by the relevant administrator, who shall approve all press releases prior to distribution.

Employment of Relatives and Personal Relationships

Relatives of current employees will be considered for employment using the same hiring criteria as is utilized in hiring any employee. No preferential treatment will be given on the basis of relation. You may not supervise your relatives, authorize payroll actions for them, or work in the same department with them. The criteria for employment with our organization will be based on appropriate job-related qualifications and equal employment opportunity. Family and personal relationships will constitute neither an advantage nor disadvantage in consideration for employment. This extends to practices that involve employee hiring, promotions, transfers, disciplines, performance management, and terminations.

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

Solicitation and Distribution of Literature on Cactus Park Elementary property

Persons not employed by Cactus Park Elementary may not solicit or distribute literature on Cactus Park Elementary property without written permission from the School Principal. Solicitation includes, but is not limited to, the soliciting of membership in any organization; the soliciting of gifts, money pledges, or subscriptions; or the sale of merchandise, produce, tickets, or raffles. Distribution includes, but is not limited to, the dissemination of such things as merchandise, produce, newspapers, pictures, pins, or handbills.

“Working time” means the period scheduled for the performance of job duties, not including meal times or break times or other periods when employees are properly not engaged in performing their work tasks. Working time includes the working time of both the person doing the solicitation and the person to whom it is directed.

Ethics and Conflict of Interest Policies

It is Cactus Park Elementary policy that employees and others acting on Cactus Park Elementary’s behalf must adhere to the highest ethical standards in their conduct and be free from conflicts of interest that could adversely influence their judgment or objectivity in conducting Cactus Park Elementary activities and assignments. Employees are obligated to always act in the best interest of the organization.

For purposes of the Ethics and Conflict of Interest Section of this Handbook, the term “immediate family” shall mean parent or stepparent, aunt or uncle, grandparent, grandchild, sibling or sibling-in-law, niece or nephew, son or daughter, first cousin, spouse or domestic partner, or person living in the same household as an Officer, Director, or Employee.

1. Gifts

All employees must act with integrity and good judgment and recognize that accepting personal gifts from vendors/suppliers may cause legitimate concerns about favoritism or could create situations where a conflict may exist between private interests and employment responsibilities.

When deciding on the appropriateness of receiving a business gift, employees should consider how the gift compares in value to the usual gift-giving practices of other vendors, the sum of gifts from that entity over time, the suitability of the gift given your position at Cactus Park Elementary, the impact of the gift on building positive business relations, and how the gift might look to an outsider. Employees should make sure any business gift is nominal in cost, quantity and frequency, is within the bounds of good taste, and that the gift can withstand public scrutiny without damaging Cactus Park Elementary’s reputation. Acceptance of modest entertainment such as a meal or refreshments in connection with the donor stewardship process or in conjunction with attendance at professional meetings and events sponsored by industrial, technical, professional, or educational associations is not considered a gift.

With an understanding of this perspective on gift acceptance, employees may use their own judgment on accepting nominal gifts. A nominal gift is a gift or series of gifts from a single vendor or contractor to an employee or a member of the immediate family of an employee living with that employee, whose gift(s) have a cumulative value of \$50.00 or less in a calendar year. The acceptance of any gifts from a vendor or contractor with a cumulative value above \$50.00 in a calendar year must be approved by the School Principal. This policy applies to all employees.

2. Use of Company Finance and Property

Employees may not use Cactus Park Elementary’s facilities, other assets, employees, or other resources for personal financial benefit without prior permission from the Cactus Park Elementary leadership team.

Employees are also prohibited from using school funds to purchase tickets for political fundraisers, contribute to political campaigns or political action committees, or fund a political message. Cactus Park Elementary has no party affiliation and is an apolitical organization.

3. Purchasing and Contracts

Cactus Park Elementary employees should not knowingly make purchasing decisions or negotiate contracts and/or subcontracts where there may be a conflict of interest or an appearance of a conflict of interest. More specifically, every Cactus Park Elementary employee must refrain from negotiating or approving purchases and contracts in which:

- Such employee has a personal interest of any monetary value in the purchase or contract.
- Such employee or the immediate family of such employee has a significant financial interest, (defined as more than 1% of the ownership in or profits of the vendor or contractor), and/or
- Such employee or the immediate family member of such employee has current or pending employment, consulting, management, fiduciary or similar affiliation with the vendor or contractor

Employees who are aware they have a conflict of interest as described above (either because they have a personal interest in the transaction, or they or an immediate family member have a significant financial interest in the vendor or contractor or a relationship with the vendor or contractor described above) must identify their circumstances to their supervisor or the Principal (the Principal must identify his/her potential conflicts to the Board Chair) so that alternate arrangements can be made for the management of the transaction. Employees who violate this policy may be disciplined, up to and including termination.

4. **Nepotism and Personal Relationships in the Workplace**

Cactus Park Elementary permits employment within the Cactus Park Elementary community of individuals of the same family/household or those who have a romantic relationship. However, except upon the approval of the Principal, a Director is prohibited from hiring an immediate family member/household member or someone with whom s/he is romantically involved (e.g. the School Principal is not allowed to hire an immediate family member or someone with whom s/he is in a romantic relationship to work at Cactus Park Elementary's campus). Additionally, to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate, participate or have any input into decisions involving hiring, promotion, salary, performance appraisals, work assignments or other working conditions for immediate family members (including domestic partners and other members of the same household) and/or persons with whom that employee has a romantic relationship.

Any employee who is assigned to supervise a family/household member or someone with whom s/he is in a romantic relationship, or who commences a romantic relationship with someone whom he or she is assigned to supervise, must discuss the matter on a confidential basis with the Business & Operations Manager to assess the implications for the workplace and to make arrangements to ensure that employment-related decisions are made in an appropriate and unbiased setting. If it is decided that the supervisory relationship will continue, Cactus Park Elementary may take steps to ensure that additional layers of approval are received for employment-related decisions including, but not limited to hiring, promotion, or termination.

Individuals who have questions or are uncertain as to the application of this policy should speak in confidence to the Business and Operations Manager.

5. **Protocol for Engaging in Personal Political Activity**

As a tax exempt 501(c) (3) entity, Cactus Park Elementary | pilotED Schools of Nevada, Inc. is a nonpartisan employer. Cactus Park Elementary, as an entity, and its employees, as representatives of Cactus Park Elementary, are subject to federal regulations restricting certain political activity. In furtherance of compliance with these regulations, this document outlines Cactus Park Elementary's protocol for employees engaging in partisan political activity.

Prohibited Political Activity

Cactus Park Elementary, as an entity and through its representatives, may not engage in any form of partisan political activity. Specifically, Cactus Park Elementary is absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any

candidate for elective public office. In furtherance of this prohibition, Cactus Park Elementary's employees shall adhere to the following parameters:

Employees shall not perform any prohibited political activity during compensated time and time spent performing services or official duties for Cactus Park Elementary. Prohibited political activity includes but is not limited to:

- Managing or working on a campaign for elective office
- Preparing for, organizing or participating in any political event, such as a political meeting or political rally
- Soliciting contributions, including purchasing, selling or distributing tickets for political events
- Distributing campaign literature and materials on behalf of any candidate for elective office
- Soliciting or preparing any documents or reports regarding anything of value intended as a campaign contribution
- Preparing, circulating or filing any petition on behalf of a candidate for elective office

Employees shall not use any Cactus Park Elementary property or resources in connection with prohibited political activity (including, but not limited to, the items listed in (a) above). Property and resources of Cactus Park Elementary include, but are not limited to, money, buildings, facilities, land, vehicles, computer network and other technology, consumable supplies and non-consumable property, letterhead, newsletters or other forms of communication, donor lists, mailing lists and other information maintained by Cactus Park Elementary, and staff time.

Current and former employees may not use Cactus Park Elementary resources or confidential or private information gained while on the job for any purpose unrelated to Cactus Park Elementary's business, including advancement of political causes. Information such as contact lists of students, parents, or alumni, and personal and private contact or other information gained through relationships with elected officials or board members fostered during official duties, shall not be used by current or former staff for political purposes.

Events, both sponsored by Cactus Park Elementary and those that an employee is attending as a representative of Cactus Park Elementary, utilize Cactus Park Elementary's reputation and goodwill. Employees shall not engage in any prohibited political activity (including wearing a campaign button) while at a Cactus Park Elementary-sponsored event or while attending an event as a representative of Cactus Park Elementary.

At no time shall any employee require any other employee to perform any prohibited political activity as part of that employee's duties, as a condition of employment, or in exchange for additional compensation.

6. Endorsement of Candidates

Cactus Park Elementary, as an entity and through its representatives, may not endorse any candidate for elective office. Cactus Park Elementary employees may endorse candidates in their individual and personal capacity, but are asked not to disclose their affiliation with Cactus Park Elementary in any endorsement to the extent possible. If an employee's affiliation with Cactus Park Elementary is mentioned in an endorsement, Cactus Park Elementary requests that the campaign materials state that Cactus Park Elementary is named for identification purposes only, and that no endorsement of a candidate by Cactus Park Elementary should be inferred. Employees should make clear that they are speaking as individuals, and not on behalf of Cactus Park Elementary, in connection with any individual political activities.

7. Individual Partisan Activity by Employees

Cactus Park Elementary employees may stand as candidates for elective office, campaign for other candidates for elective office, or otherwise fully engage in political activities on an individual and personal basis. In the event Cactus Park Elementary becomes aware that an employee is standing as a candidate for elective office or taking a key, visible role in another individual's campaign, Cactus Park Elementary may take steps to ensure separation of the employee's role with Cactus Park Elementary from such partisan

activities, including, but not limited to issuance of disclaimers or reorganization or elimination of potentially conflicting job duties.

In addition, in the performance of their job duties, Cactus Park Elementary employees have access to varying levels of private information, ranging from statutorily protected confidential information related to students and staff to personal and private contact and other information regarding board members, donors, and other members of the Cactus Park Elementary community. The boundaries separating Cactus Park Elementary's nonprofit purpose from the political campaign arena, as well as the ongoing obligations to protect confidentiality, extend to employees who have left Cactus Park Elementary.

Violations

Given that compliance with this protocol is necessitated in order for Cactus Park Elementary to maintain its tax- exempt status, violations may result in discipline up to and including termination of employment.

Confidentiality

You acknowledge that during your course of employment with Cactus Park Elementary, you will receive information concerning the organization's business and operations, all of which shall be considered confidential (hereinafter referred to as "Confidential Information"). Unless compelled by subpoena or other process of law, you will not disclose Confidential Information, directly or indirectly, to any other person or entity (including, but not limited to, any former employee of Cactus Park Elementary).

Use of Assessment Data

Teaching teams use progress monitoring and summative assessment data to improve teaching and learning for all students. Assessment data are primarily used for instructional purposes. All data findings about individual children are confidential and should not be shared with people unrelated to Cactus Park Elementary instruction. Assessment results should be shared with family members in a way that helps the family understand their child's strengths and opportunities. If you are unsure about the meaning of data, consult the School Principal or the Assistant Principal.

Whistleblower Protection Policy

Employees must observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. For this reason, employees, with reasonable grounds, are encouraged to report violations or suspected violations of state or federal law as well as violations or suspected violations of Cactus Park Elementary policies. Examples of matters which should be reported include awareness of false or misleading information in Cactus Park Elementary's financial statements or other public or legal documents, situations where false information is provided to or withheld from auditors or government officials, forgery or alteration of documents, misappropriation or misuse of Cactus Park Elementary supplies, funds or other assets, or authorizing or receiving compensation for goods or services not received.

No Retaliation

No employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequences. Another employee who retaliates against someone who has reported a violation in good faith is subject to discipline, up to and including termination of employment. An employee, however, may not make an allegation regarding unlawful or unethical behavior that is without foundation or knowingly false. If an employee makes an allegation in this manner, Cactus Park Elementary will view this as a serious disciplinary offense and will take appropriate disciplinary action, up to and including termination, against the employee who made a knowingly false report.

Reporting Violations

Employees are encouraged to report unlawful or unethical conduct to their Director, the School Principal, the Chief Executive Officer, or the Board of Directors. Directors shall, upon receipt of a report of unlawful or unethical conduct, immediately report such acts to their supervisor. In order to facilitate the reporting of suspected misconduct, the Board Chair can be contacted directly to report suspected misconduct at any

level of the organization. Employees may choose to report suspected violations on a confidential basis or anonymously. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Record Retention Policy

It is the policy of the Organization to maintain records in accordance with laws and regulations. The record retention policy is as follows:

Permanent

- Corporate Articles of Incorporation
- Bylaws
- Minutes
- Payroll Files
- Legal Matters
- Contracts
- Audit Reports
- Public Inspection of Records
- Correspondence with Internal Revenue Service
- Correspondence with the State of Indiana
- Donor Funding Records
- Tax Filings (990s, 990Ts, 5500, 941, etc.) Annual General Ledger and Financial Statements

Five Years

- Timesheets, Leave Requests, and Personnel Activity Files Bank Deposit Slips and Support
- Procurement and Purchasing Data
- Budgets
- Accounting Records
- Accounts Payable Invoices
- Accounts Receivable Records, Vouchers, and Payroll Checks Bank Statements
- Payroll Earnings Records
- Travel Expense Reports and Records
- Journal Entries
- Grant and Contract Files
- Injury Forms
- Job Descriptions
- Employee Files

Personal Property

Cactus Park Elementary is not responsible for loss or damage to personal property. Valuable personal items such as purses and all other valuables should not be left in areas where theft might occur. Cactus Park Elementary may, at its discretion, inspect any locker, package, purse, tool box, vehicle or other personal belongings brought onto the company premises in connection with the investigation of any rule violation or in the maintenance of a safe workplace, pursuant to applicable law. Employees are expected to cooperate in all investigations of suspected rule violations or of workplace safety.

Company Property

Cactus Park Elementary reserves the right to inspect company property at any time. Prior authorization must be obtained before any company property is removed from premises.

Keys

All keys, including electronic key cards/fobs, remain the property of Cactus Park Elementary. Distribution of keys is governed and maintained by the Operations Team, in collaboration with campus or department leadership. Cactus Park Elementary employees will receive only the appropriate key(s) (or access), for which they have a legitimate need.

- Employees must not give or loan the key(s) to others;
- Employees must not make any attempts to copy, alter, duplicate, or reproduce the key;
- Employees must safeguard the key securely;
- Employees must immediately report any lost or stolen keys;
- Employees must produce or surrender their key upon official request.

Furthermore, employees also agree that if the key is lost, stolen, or not surrendered when requested, charges that reflect the cost of changing any/all affected locks may be assessed against the employee. The unauthorized possession, use, or reproduction of a key may constitute theft. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

Property Return upon Termination

Upon termination of employment, all property belonging to Cactus Park Elementary, including, but not limited to, credit cards, parking passes, office/facility keys, records/files, office supplies, classroom supplies, curriculum, computers or other technology, and software must be returned on or before your final day of work at Cactus Park Elementary. Employees may be required to sign and date a statement that all property has been returned in the same condition, except for normal wear and tear, as it was at the time the property was issued. This statement will be countersigned by the leadership team, acknowledging the property has been returned in satisfactory condition.

Failure to return any Cactus Park Elementary property shall result in a deduction from your final paycheck equal to the value of the unreturned or missing property. All items created for Cactus Park Elementary or purchased with organization money while working here are considered Cactus Park Elementary' property and must stay with Cactus Park Elementary, with the exception of teacher-made classroom materials created at an employee's expense.

Resignation and Termination

At Cactus Park Elementary, we try to foster a culture where every employee understands the value to students and the organization of working from the beginning of the school year to its completion. If you wish to resign from your position at Cactus Park Elementary, you are asked to submit a written resignation to your supervisor or the School Principal at least fourteen calendar days prior to employment termination. Cactus Park Elementary, at any time, reserves the right to make the termination effective immediately upon receiving notice.

All company property must be returned to Cactus Park Elementary. Please see Cactus Park Elementary's Company and Personal Property Policy for information on resignation procedures for returning school property.

Resigning employees may be offered an exit interview. The exit interview will afford you an opportunity to discuss such issues as any issues, concerns, overall experience, and employee benefits.

Post-Employment Reference Checks

Cactus Park Elementary adheres to a policy of strict confidentiality regarding employee records and files. The organization will release only your job title and dates of employment to third parties unless you sign a written authorization to disclose further information about your employment. All outside inquiries regarding employment of former employees must be directed to The Executive Director, unless you have otherwise provided prior written authorization.

Terminated Employees

It is Cactus Park Elementary's policy that the termination of any employee will be reviewed by the School Principal and the Business & Operations Manager.

Reduction of Staff

Economic slowdown, financial reversal with Cactus Park Elementary, or other circumstances may make it necessary to reduce an employee's working hours or even lay off employees.

HOURS AND COMPENSATION

Employment Classification under the Fair Labor Standards Act

Every employee is classified as either exempt or non-exempt according to the Fair Labor and Standards Act (FLSA). Certain administrative, executive and pedagogical staff members are exempt under the FLSA. Exempt employees may work more flexible and longer hours and are not entitled to overtime pay. The non-exempt category applies to all other employees. Non-exempt staff members must receive extra pay for overtime work (which must be pre-approved by supervisors, as described in the overtime section), but are only paid for the actual hours that they work. Your offer letter of employment should specify your FLSA classification. If you do not know your FLSA classification, please ask your supervisor or the School Principal.

Work Hours

The standard work week for full-time staff is 37.5 hours.

The school is open to employees daily from 6:00 AM to 5:00 PM. The School Principal or supervisor will determine your specific hours within the workday. The School Principal or supervisor will approve your specific work hours and lunch schedule.

You will be expected to track your time using the process described by your supervisor. The School Principal or supervisor will provide training on any job-specific procedures.

Typically, teachers work at a minimum from 8:00 AM to 3:30 PM with breaks. In addition, lead teachers should plan to be available up to eight additional hours per month for staff meetings, departmental meetings, other professional development activities, and community engagement activities, and they may serve as emergency substitutes for extended day activities. The School Principal may change the schedule to best meet the needs of the school. In addition, there are events throughout the year that require instructional staff to work later in the evening. These events include, but are not limited to, parent-teacher conferences, community events, and open houses. Your principal will notify you in advance when you must be available.

While the expectation is that full-time employees work 37.5 hours each week, many staff members choose to come in earlier or leave later than their scheduled hours in order to ensure a high-quality environment and level of planning.

Timekeeping for Payroll

Cactus Park Elementary must maintain accurate records of the hours non-exempt employees work. Unless a position is "exempt" from the overtime provisions of the FLSA, employees are required to record arrival and departure time each day, as well as recording periods "off-the-clock" for unpaid break or meal periods. If an employee leaves the premises (building and grounds) for any reason, he/she must record the time of departure and return.

All overtime hours must be approved by your supervisor in advance and are based on actual hours worked. Overtime is normally paid at the rate of 1.5 times your regular rate of pay, for each hour worked over 40 hours in any workweek. In calculating hours worked for purposes of overtime pay, break periods are considered part of the workday, but lunch periods are not. Cactus Park Elementary' workweek runs from Saturday at 12:01 AM through midnight Friday. Time off on holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of overtime calculations. Exempt employees do not receive overtime pay.

Employees are responsible for making sure their time is recorded accurately. Accurate time sheets will ensure that employees will be paid accurately, correctly, and promptly for the time actually worked. If employees find any errors, they are to contact their supervisor immediately.

Falsifying time records or completing another employee's time card are prohibited, and could subject the employees involved to disciplinary action, up to and including termination of employment.

Paychecks, Pay Periods, and Direct Deposit

Employees are paid semimonthly on the 1st and 16th day of each month. If you find a discrepancy in your paycheck, you should report it promptly to the Business & Operations Manager.

All staff members should enroll in Direct Deposit. Applications will be available in the ADP Cloud Platform.

Leave of Absence

We realize leaves of absence due to compelling personal reasons are sometimes necessary. Although leaves of absence are uncommon, a leave of absence from work should be requested in writing and properly arranged through the Supervisor. The term "leave of absence" means an approved absence from work without pay for a period of time in excess of three working days.

The granting of a leave of absence does not guarantee there will be a position available to an employee after the end of the leave, unless the leave of absence is taken pursuant to the FMLA and the employee has reinstatement rights. (See Family Medical Leave Act Policy). Employees returning from a leave necessitated by medical reasons may be required to provide a doctor's release.

It is the employee's responsibility to report to work at the end of an approved leave. Failure to do so may be considered a voluntary resignation of employment.

Voting Time

Employees are encouraged to vote in local, state and federal elections. In most instances employees can vote before or after working hours. When hardships make this impractical, employees may be granted time off with prior approval from their supervisor. Voting time will only be paid pursuant to applicable law; otherwise, time off to vote will be unpaid.

Payroll Deductions

Cactus Park Elementary is required to make certain deductions from employee earnings on the employee's behalf. Amounts withheld vary based upon earnings, marital status, government employment regulations, and other factors. These mandatory deductions are made until the maximum amount is reached. Mandated withholdings may include, but are not limited to, the following:

- Federal Income Tax
- State Income Tax
- Local Income Tax
- Social Security and Medicare

Other voluntary deductions may be made from employee paychecks with permission, including, but not limited to:

- Group Health & Life Plan Contributions
- Dental Coverage Contributions
- Vision Coverage Contributions
- Supplemental Insurance Plan Contributions
- Retirement Savings Contributions
- Other Services Requested by Employee

Voluntary deductions will automatically be withheld on a pre-tax basis when eligible, in compliance with Section 125 of the Internal Revenue Code.

Deduction from Pay for FLSA-Exempt Employees

Cactus Park Elementary pays on a "salary basis" those employees who are exempt under the Fair Labor Standards Act (FLSA). The purpose of this section is to provide those exempt employees with a general understanding of what

it means to be paid on a salary basis and to communicate the mechanism by which you may raise any questions regarding deductions from your salary.

1. Predetermined Amount: Exempt employees are paid a predetermined amount (salary) each pay period, regardless of the number of hours actually worked.
2. FLSA permits reductions from that salary in certain circumstances:
 - As an exempt employee, your salary is not subject to reduction because of the quality or the quantity of your work performed. Deductions from your pay shall not be made for partial day absences. However, if you perform no work for an entire workweek, you are not entitled to be paid your salary for the week (although you can offset this failure to work if you have sufficient accrued benefits under Cactus Park Elementary's paid time off policy). Furthermore, deductions in increments of not less than one day may be made when you are absent from work for a day or more for personal reasons (although you can offset this absence if you have sufficient accrued benefits under Cactus Park Elementary's paid time off policy).
 - If you are absent for one or more full days because of sickness or disability, you may have your salary reduced, unless you have accrued benefits under Cactus Park Elementary's paid time off or you are otherwise covered by Cactus Park Elementary's short term disability policy.
 - If your absence from work is due to jury duty, attendance as a witness at a trial, or temporary military leave, you will be entitled to receive your full salary for the week. However, Cactus Park Elementary may offset your salary by any amounts you receive as jury fees, witness fees, or military pay. You must submit documentation of your attendance at jury duty prior to being paid for the time. If your job is considered essential, your supervisor reserves the right to request the court to have you excused.
 - You may be suspended without pay for disciplinary violations involving workplace conduct rules.

Additionally, Cactus Park Elementary may be required by law to recognize certain court orders, medical support orders, liens, and wage assignments, such as child support payments.

If an inadvertent deduction is made from an employee's paycheck, the employee must immediately report it in writing to Cactus Park Elementary' Payroll Department and notify his/her immediate Supervisor. Upon receipt of the report, ADP will conduct a prompt investigation to determine whether a mistake has been made. If the results of the investigation determine that an improper deduction was made, the employee will be appropriately reimbursed on the next payroll cycle.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) Leave

USERRA provides certain protections for past and present members of the uniformed services. Cactus Park Elementary is committed to complying with USERRA.

Military leave will be granted upon the employee's request for training, reserve duty, and/or active duty leave for up to the maximum allowance by law. The employee's employment rights will be preserved while the employee is on military leave.

Unless circumstances change so drastically while the employee is on annual or active duty military leave that reinstatement is impossible or impractical, when the employee returns to full-time employment after military leave, the employee will either be reinstated to the position the employee would have attained had they not been absent for military service, or be given a similar position, with the same seniority, status, and pay as would have been attained had they not been absent for military service provided the following conditions are met:

1. Leave of absence is due to service in the uniformed services
2. Advance notice of service is provided
3. The employee has cumulative absences for service of five years or less (actual uniformed time)
4. The employee returns to work or applies for reemployment in a timely manner following the conclusion of service
5. The employee was not separated from service with a disqualifying discharge or under other than honorable conditions

The period of time an employee has to make an application for reemployment or report back to work after military service is based upon time spent on military duty.

- Service of less than 31 days: Reporting due at the beginning of the first regularly scheduled work period on the first calendar day following the release from service taking into account safe travel home plus an 8-hour rest period.
- Service of more than 30 days but less than 181 days: Application for reemployment due no later than 14 days following release from service.
- Service of more than 180 days: Application for reemployment due no later than 90 days following release from service.

BENEFITS

Health and Welfare Benefits

Cactus Park Elementary provides a variety of health and welfare benefits to eligible staff members. Details of the benefits plans, including all terms and conditions and staff member eligibility requirements, are governed by the applicable plan documents and relevant summary plan descriptions. Copies of these materials are available from the Business and Operations Manager.

Cactus Park Elementary reserves the right to amend, interpret, modify, or terminate any of its employee benefits programs without prior notice. The Plan Administrator of each employee benefits plan has the power and authority to construe and interpret the terms of the plan, to make all factual determinations, and to amend or terminate such plans. In the event that there are any conflicts between the actual plan documents and the descriptions provided below, the actual plan documents shall control. You will be notified in writing of any material changes to the plans. Unless otherwise specified, the following benefits programs apply only to staff members working 30 or more hours per week.

Medical, Dental, and Vision Insurance

Cactus Park Elementary currently offers generous health care benefits to all eligible staff members and their families at a significantly reduced cost. While we will endeavor to keep benefits strong and costs low, the amount that you will have to contribute for both individual and dependent/spouse coverage and the type of health plan/benefits offered are subject to change. You should refer to the governing plan documents for a complete description of the benefits offered. All staff will be provided with a benefits guide before the first day of employment, and a summary of all benefits offered will be enclosed in the guide.

Basic Life Accidental Death and Dismemberment (AD&D)

Cactus Park Elementary offers Basic Life and Accidental Death and Dismemberment Insurance to all of our employees. In the event of a fatal accident, or one that results in losing your eyesight, speech, hearing, or a limb, this policy will pay you or your beneficiaries a specified amount. See the Business and Operations Manager or login to your HR account for more details.

Retirement Plan

As required by the State of Nevada, public employees of the state are eligible to receive NVPERS. Details of the program will be provided during the onboarding process.

Statutory Benefits

Social Security/Medicare Tax Benefits are provided to all eligible employees and, as required by law, are paid for jointly by Cactus Park Elementary and the employee. Your share is deducted from your paycheck. For information concerning the many benefits available under the Social Security Act, contact your local Social Security Office.

Days Off

Cactus Park Elementary employees are entitled to a number of full and/or partial days off including:

1. PTO Days: Cactus Park Elementary provides all full-time employees with 5 days of paid time off (PTO). PTO can be used for vacation, sick, and personal leave and requires 2 weeks advance notice.
2. Emergency Days: Cactus Park Elementary provides all full-time employees with 2 emergency days of PTO. These days can be used in the event of an emergency or illness and require notice prior to 6AM of the same day.
3. Holidays and Mental Health Days: Cactus Park Elementary employees are provided holidays or time away from school as outlined in the school's academic calendar.
4. Weather-related Cancellations: Cactus Park Elementary will follow any school cancellations by Clark County School District as a result of inclement weather (these days may or may not be made up later in the year).
5. Cactus Park Elementary's annual calendar includes several flex days (days that are scheduled as off but may be used in the event of canceled days at other points in the year).

Block Out Dates

PTO days are not applicable to the following days -- pilotCamp, Summer Professional Development, first week of school, last week of school. Express permission from the School Principal is required to use PTO days on any day falling immediately before or after any holiday or mental health day (including 3-day weekends).

Leave

Cactus Park Elementary offers a variety of leave options to staff. Leaves of absence are unpaid unless otherwise indicated or mandated by law:

Bereavement Leave

Full time employees are provided 3 days of additional PTO for bereavement for deaths in the immediate family. "Immediate family" is defined as the child, parent, spouse, or sibling of the staff member.

Family and Medical Leave Act Policy

Cactus Park Elementary complies with the Family and Medical Leave Act of 1993 ("FMLA"), and all state and local laws applicable to employees' leaves of absence, if, when and where required. Generally, the FMLA entitles an eligible employee to receive up to 12 weeks of family and medical leave during any 12-month period.

Employees are eligible if they have worked at a qualified business for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed within 75 miles.

Previous periods of employment with Cactus Park Elementary can be counted to meet the 12-month service requirement. Employment periods prior to breaks in employment of seven years or more are not counted; however, employment periods prior to breaks in employment of more than seven years are counted if such breaks are due to National Guard or Reserve military duty.

Basic Leave Entitlements

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or,
- For a serious health condition that makes the employee unable to perform the employee's job.

"Child" means biological children; adopted children; foster children; stepchildren; legal wards; or children for whom employees have day-to-day responsibilities to care for or financially support (for example, a person who provides day-to-day financial support for a same-sex partner's adopted child or a grandparent

who daily cares for a grandchild). A child must be under age 18 unless they are incapable of self-care because of a physical or mental disability (as defined under the federal Americans with Disabilities Act) at the time that FMLA leave begins.

“Parent” means biological, adoptive, step or foster father or mother, or any person who has day-to-day responsibilities or provides financial support for the employee as a child. Employees cannot take FMLA leave for parents-in-law.

“Spouse” means a husband or wife in a marriage recognized by state law where employees reside, including common law marriage and same-sex marriage.

The total amount of FMLA leave an eligible employee is entitled to take for any of the purposes set forth in this Policy, or any combination of purposes, is 12 weeks during any rolling 12-month period, measured backward from the date the employee uses FMLA leave.

Benefits and Protections

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

During the approved leave period, employees will not lose any seniority or accrued benefits. Health benefits will continue at the same level and under the same terms as if you were otherwise working until your leave entitlement is exhausted. Administrative arrangements will be made for you to continue making your employee contribution to your health plan, where applicable, for the duration of the leave.

If returning from approved family or medical leave, you will be restored to your previous position or to a position with equivalent employment benefits, pay, seniority, and other terms and conditions of employment. If you do not return to work once your family or medical leave entitlement is exhausted, your employment may be terminated in accordance with other applicable law or regulation.

Definition of Serious Health Condition

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

Family and medical leave under this policy will be unpaid. However, you may elect to apply any accrued paid time off during an unpaid family or medical leave. Any paid leave you elect to apply will count against the 12 weeks of leave allowed under the policy.

Employee Responsibilities

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

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave. Satisfactory medical certification from a health care provider must be submitted to the School Principal or his or her designee to support your request for leave because of your "serious health condition" or that of a family member. Any information gained will be kept confidential subject to the need to handle your request for leave under the policy. A second opinion and even a third opinion may be required, both at Cactus Park Elementary's expense, in certain cases. Failure to provide satisfactory medical certification will result in denial of Indiana FMLA leave benefits, including job protection and job restoration.

When scheduling medical treatment, supervision, or care giving, you should make a reasonable effort to schedule it in a manner that will not unduly disrupt Cactus Park Elementary's operations.

Employer Responsibilities

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

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

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

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

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Military Family Leave Entitlement

Eligible employees with a spouse, child, or parent being deployed to a foreign country as a member of the regular Armed Forces, or as a member of the Armed Forces reserves under a certain call or order to active duty, may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include short notice deployment, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Federal law includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Worker's Compensation

Cactus Park Elementary provides eligible staff members with workers' compensation benefits at no cost. Worker's compensation covers eligible staff members who are injured or disabled on the job or who contract an occupational disease in the course of employment. Depending upon the nature of the injury or disease, you may receive cash benefits and payments of all necessary medical expenses as determined by the Executive Board.

If you sustain a work-related injury or illness, you should immediately inform your principal or supervisor. No matter how minor an on-the-job injury may appear, it is important that you report it and you complete and submit an incident report immediately. A report will permit a timely determination of entitlement to benefits. In addition, Cactus Park Elementary will not retaliate against any employee who has provided truthful information in accordance with Nevada law.

Unemployment Insurance

Consistent with applicable laws, Unemployment Insurance provides income to all full-time staff members who are actively seeking employment while they are out of work due to circumstances beyond their control. You must file a claim at your state unemployment insurance office to receive benefits. The state determines if you would be eligible for unemployment benefits.

Reimbursements, Stipends, and Bonuses

Discretionary Spending Fund

At Cactus Park Elementary we strive to create an environment where our team members feel supported, well-resourced, and able to tackle our greatest cause: empowering our world's future. For this reason, each Cactus Park Elementary instructional position will have a small amount of funding to spend at their discretion to meet the unique needs of their class or department. See the Business and Operations Manager for more details.

Before purchase, please consider the following steps:

- All purchases must be pre-approved by the Business and Operations Manager.
- Cactus Park Elementary is not responsible for reimbursing any incurred sales tax due to its non-profit status. To avoid paying out-of-pocket, you should have a Sales Tax Exemption Certificate at the time of your purchase. This certificate can be obtained from the office of the Business and Operations Manager.

Travel and Business Expense Reimbursement

In certain circumstances, Cactus Park Elementary will reimburse you for approved, reasonable, proper, and necessary travel expenses incurred in conjunction with Cactus Park Elementary work. Travel from your home to your typical work location is not considered work-related travel. It is Cactus Park Elementary policy that all travel-related activities (including transportation, lodging, and meals) must be conducted in the least expensive manner and be preapproved before any expenditure is made.

Cactus Park Elementary will reimburse actual and necessary mileage expenses (but not commuting expenses) according to U.S. General Services Administration guidelines, including mileage in a privately-owned vehicle, related tolls, and parking. Mileage costs will be reimbursed at the current U.S. Internal Revenue Service approved rate. Cactus Park Elementary will reimburse you for parking and tolls associated with a work-related and preapproved local or long-distance trip.

Receipts are required to ensure reimbursement, as well as an approved reimbursement form. Please contact the Business and Operations Manager for this form.

Before purchase, please consider the following steps:

- All purchases must be pre-approved by the Business and Operations Manager.
- Cactus Park Elementary is not responsible for reimbursing any incurred sales tax due to its non-profit status. To avoid paying out-of-pocket, you should have a Sales Tax Exemption Certificate at the time of your purchase. This certificate can be obtained from the office of the Business and Operations Manager.

Wellbeing Stipends

Cactus Park Elementary recognizes that educators work very hard around the clock therefore it is important for us to take care of our staff. Cactus Park Elementary staff will be provided with a recreation/wellbeing stipend each year to travel wherever he or she wants.

Reimbursement Request for Wellbeing Stipend

- Spend amount using personal card
- Submit receipts along with Reimbursement Request Form when due

Cell Phone Stipend

Cactus Park Elementary staff will be provided with a stipend to use their own phone for work email and work calls in accordance with the latest organizational best practice. All staff will receive a copy of a cell phone agreement in order to receive the stipend. As in all other electronic items, the use of Cactus Park Elementary Google Accounts, Dean's List, Slack, Google Voice, and other Cactus Park Elementary applications should not be considered private.

Reimbursement Request for Cell Phone Stipend

- Submit most recent cell phone bill to Business and Operations Manager when requested - ensure cell phone number is present on bill
- Cactus Park Elementary will make a one-time reimbursement of your cell phone bill

Bonuses

Supplemental wages are compensation paid to an employee in addition to his/her regular wages and include, but are not limited to, bonuses, overtime pay, stipends (e.g., enrichment, summer school, night school, etc.), awards and prizes, back pay, retroactive pay, and severance pay. Supplemental wages are subject to income tax, Social Security tax (if applicable), and Medicare tax just like normal wages. In certain situations, they may also be subject to withholding for child support, wage garnishments, or for contributions to a 403(b) or other deferred compensation plan. The calculated tax withholding for these earnings, though, will depend on the timing and receipt of the supplemental wages.

Referral Bonus

A current, non-senior employee, who refers a candidate who is then hired full-time for any Cactus Park Elementary position is eligible to receive a \$500 referral bonus per hire. The bonus will be paid to the referring employee once the candidate has completed 120 days of successful employment (summer break not included). The candidate must also list the existing staff member in the "referred by" field in their application at the time of application. A referring employee who terminates employment before his/her referral has completed the 120 days is not eligible for the referral bonus. Referral bonus requests should be formally submitted via an online referral form in the fall and available on the Team Site. It is the responsibility of the referring employee to complete this form within six months of the referred candidate's hire date or within the fiscal year of hire, whichever is longer. Should there be more than one person who compelled a candidate to apply, Cactus Park Elementary may split the referral bonus between the referring employees. Questions or concerns with referral awards should be directed to the Business and Operations Manager.

Partial Pay for Hourly Employees During Holiday Breaks

When school is temporarily not in session during Fall Break, Winter Break, and Spring break, Cactus Park Elementary's hourly staff members may work special projects and receive partial pay.

HEALTH AND SAFETY

Workplace Safety and Security

All employees have a stake in keeping the workplace safe, pleasant, and free of hazards of any kind. We rely on you to help make your worksite a friendly and secure place to work. If you notice any unsafe working conditions or unsafe work practices by any employee, notify your supervisor and/or a leadership team member immediately.

Violence

Cactus Park Elementary strongly believes that all people should be treated with dignity and respect. Because we are committed to the personal health and safety of all, we will not tolerate violence in the workplace or community. We strictly prohibit any acts or threats of physical violence, including intimidation, harassment, or coercion that involves or affects the employee or Cactus Park Elementary, or that occurs on Cactus Park Elementary premises, or in the conduct of Cactus Park Elementary business.

Violence in the Workplace

Any instances of violence must be reported to your supervisor and/or Human Resources immediately. All complaints will be fully investigated. Violation of this policy will result in disciplinary action, up to and including termination of employment.

Domestic Violence

Domestic violence is generally defined as violent or intimidating behavior committed by one partner in a marriage or other intimate relationship against another. The abusive behavior may be physical, sexual, economic, or psychological, with the primary purpose to control, dominate, or hurt the partner in the relationship. Cactus Park Elementary is committed to providing a safe, productive environment for its employees and will do all it reasonably can to protect its employees while at work from the effects of domestic violence. However, this policy does not intend to create any obligation or liability on the part of Cactus Park Elementary that is not otherwise required by law.

Any employee who is or suspects that another employee is being threatened or victimized by domestic violence is encouraged to report the matter to Cactus Park Elementary leaders. Cactus Park Elementary will discreetly investigate the alleged situation and discuss available options with the adversely affected employee. This discussion will include appropriate internal and community referral resources, a safety plan in the workplace to attempt to prevent violence or threatened violence to the victim at work or on premises, and available and appropriate utilization of any applicable health insurance benefits and/or leave policies. Any employee who engages in acts of domestic violence in the workplace, including using Company resources to engage in such behavior, will be subject to discipline up to and including termination of employment.

Emergency Procedures

An emergency is any immediate threat to life and/or property requiring an immediate response from police, fire or ambulance personnel, or Cactus Park Elementary staff. Please refer to the Safety Manual for information on crisis intervention steps, special procedures, and emergency contacts. It is the responsibility of all faculty and staff members to completely understand and adhere to the established procedures as set forth in the manual on Emergency Response Procedures.

The School Principal or other administrator shall immediately notify the police in the event that a staff member observes any of the following:

- Anyone in possession of a firearm on school grounds;
- Any verified drug-related incident on school grounds or in school transportation; and

- Any incidents of battery committed against staff

In addition, if an administrator determines that a person is a clear and present danger to himself, herself, or others, the administrator shall notify the State Police within 24 hours.

Security Alarm

Cactus Park Elementary employs security monitoring along with motion and door sensors throughout the building. When entering the building during non-school days, staff members are required to enter from the designated door and turn off the alarm panel manually. *In the case when there is a false alarm due to staff error, the police department gets notified and the city charges Cactus Park Elementary \$50 to \$100. Cactus Park Elementary will then automatically deduct the fine from the responsible individual's upcoming paycheck.*

Fire Drills, Evacuations, and Lockdowns

In accordance with NV State Law, fire drills/lockdown drills/evacuation drills are conducted at regular intervals during the school year. It is essential that when the first signal is given for a fire drill (alarm, whistles, and/or teacher directions), everyone obeys promptly and clears the building by the designated route as quickly as possible. If a lockdown drill or alarm sounds, teachers shall give instructions to students, and students must follow teacher instructions. It is imperative that teachers remind students that talking is prohibited during fire drills, evacuations, or lockdowns and that students are to remain outside the building with their teacher (fire drill/evacuation) or remain in the classroom (lockdown), until a signal is given to return inside. Evacuation plans are posted in each classroom. Teachers shall inform students of fire/lockdown drills and evacuation procedures and are to follow these procedures should a drill or real fire occur. To ensure the safety of all students, it is vital to have an orderly, quiet, and quick exit from the building. Appropriate accommodations will be exercised in accordance with the Americans With Disabilities Act (ADA) to ensure the safety of Cactus Park Elementary's students with disabilities during an evacuation.

Fire Alarm

All campus facilities are completely equipped with a fire detection system, including fire extinguishers. Fire extinguishers are located on every floor, in kitchens and boiler rooms, and are inspected and serviced on a regular maintenance schedule per City Code. In addition, emergency exit routes are posted in various locations around the school facility and in classrooms. All staff and volunteers should know the location of the fire exits, fire extinguishers, and fire alarm panels in their area, and how to use them.

Closing Due to Inclement Weather and Other Unforeseen Factors

In the event that Cactus Park Elementary facilities are to be closed, for reasons such as snow, natural disaster, or other unforeseen circumstances, you will be contacted using the automated notification system, which will send emails and text messages to all employees. In general, the school will follow the guidance of Clark County School District (if CCSD Schools are closed, then Cactus Park Elementary campus will be closed and school-based employees will not be required to work).

Doors

All exterior doors are locked throughout the school day to ensure the safety of our staff and students. Access to the school is limited to a single-entry point by the front office, which is monitored by staff. In the event of an emergency, all internal doors are to be locked by teachers and staff.

Surveillance Video

In order to promote the safety of employees and visitors, as well as the security of its students and facilities, Cactus Park Elementary reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras may be positioned in appropriate places within and around Cactus Park Elementary buildings. The only exceptions to this policy include private areas of restrooms, and showers and dressing rooms when applicable.

Exposure Control Plan for Potentially Infectious Materials

Your health and safety are vitally important to us. We are dedicated to providing you with a safe and healthy work environment. Cactus Park Elementary strives to be in full compliance with applicable safety and health standards as contained in the Occupational Safety and Health Act (OSHA) and applicable state health and safety regulations. Maintaining a safe and healthy environment is everyone's responsibility. To ensure your own safety, as well as that of our students and fellow co-workers, please follow all safe work procedures. Periodic drills will be held to practice certain procedures. Always expect the unexpected, take the responsibility to report, and correct potential hazards.

As a Cactus Park Elementary employee, you are expected to:

- Report all incidents and accidents to your supervisor immediately
- Learn the safe way to do your job and exercise caution in all work activities
- Follow established safety rules
- Make suggestions on how to improve safety
- Attend in-services related to safety
- Use and maintain all chemicals and equipment as instructed
- Use Personal Protective Equipment (PPE) as instructed
- Know where fire extinguishers and exits are located
- Know where first-aid supplies are located
- Know proper evacuation procedures
- Keep your work area free of hazards

Failure to follow these policies may void Workers' Compensation coverage, as might negligence in the operation of equipment or otherwise engaging in unsafe practices.

You should report all incidents, accidents, and injuries immediately to your supervisor and/or the leadership team. Report all incidents regardless of whether they result in an injury. Incidents include, but are not limited to injuries to students, any incident involving the police or DCS, and inappropriate behavior by parents. The incident will then be reported to our insurance carrier or other applicable parties for review and handling. To ensure timely and accurate Workers' Compensation claims management and treatment of any injuries, it is vital that you report all incidents and accidents as they occur.

For more details, please familiarize yourself with these additional resources, materials, and handbooks found on the Team Site and from the office of the Business and Operations Manager:

- Exposure Control Plans for Potentially Infectious Materials
- Emergency Response Procedure Manuals
- Material Safety Data Sheets (MSDS) for Hazardous Chemicals

Blood Borne Pathogens Record Keeping

Documentation must be filed for any wound that requires pressure to stop bleeding; any exposure to vomit, urine, feces, or open sores of any size on an exposed individual without the use of gloves. In reporting and follow-up, the privacy of you or the child who has been injured or exposed is respected.

A complete copy of the OSHA standard is on file at each site and in the Director of Business and Operations. All documentation shall be filed with the Director of Business and Operations. The necessary forms will be available in the school offices.

Handwashing Policy

In order to decrease the spread of infection, staff and children must wash their hands at appropriate times. These times include: before snack, after using the toilet, after handling pets or animals, after wiping or blowing one's nose, and before and after handling food.

When washing hands:

- Use soap and water, lather well above the wrists, and rub your hands together for at least 15-20 seconds, making sure to get in between fingers.
- Once you are finished scrubbing, rinse and dry your hands with disposable towels and turn off faucets with the disposable towel.
- Hand sanitizers are a good temporary solution, but should not replace washing hands with soap and water.

Food and Beverage

Any food or beverage paid for with any campus funds or served at any campus functions (on or off-campus), including staff only functions and parent functions, must meet the following guidelines. This does not apply to food or beverage purchased by staff for personal use.

- The only permissible beverages are water.
- Sweets and chips should be offered only rarely and only in moderation.
- Homemade food or drink cannot be served or sold.
- Gum is strictly prohibited.

Security Inspections

Cactus Park Elementary requires a work environment that is free of illegal drugs, tobacco, alcohol, firearms, explosives, and other improper materials. As stated in previous policies, Cactus Park Elementary prohibits the possession, transfer, sale, or use of such items on our premises. Cactus Park Elementary requires cooperation from all employees in administering this policy.

Desks, offices, computers, and other equipment, as well as lockers, file cabinets and other storage devices, may be provided for your convenience but shall remain the sole property of Cactus Park Elementary. Accordingly, any agent or representative of piloED may inspect them, as well as any articles or information found within them, at any time, either with or without prior notice.

Additionally, entering Cactus Park Elementary's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, s/he may be asked to submit to a search or inspection at any time.