



**NOVA CLASSICAL ACADEMY
EMPLOYEE HANDBOOK**

2015–2016

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WELCOME

Welcome to the Nova Classical Academy community. You have chosen to join into a very special community: one dedicated to a unity of purpose. At Nova we work hard each and every day, in order to create a system of education which is better than what has preceded it. We partner openly with parents to support the growth of their children, our students.

The foundation for your success as a staff member can be captured by four Cs:

Classical: we are a classical academy. We adhere to the principles of classical education which, at times, forces us to think differently than others on how we interact with and educate students.

Collaboration: we need one another. Employees depend on parents to give us a clearer understanding of children; parents depend on staff to leverage their expertise. The unique partnership Nova boasts is what allows us to do the extraordinary work we demand of one another.

Communication: we are a large staff and community. The only way to collaborate successfully is if we share regularly our expectations, concerns, hopes, needs, and support of one another.

Competence: as staff, you bring your knowledge, professionalism, and judgment to bear each and every day. We expect the best of you.

We choose to be here for the promise of something special, something better than what we've found before. The joy we find at Nova is made, each and every day, by the staff, students, and parents who elect to be members of this community. We have the highest expectations of one another, and hold one another accountable to making Nova extraordinary in every way.

I am pleased that you have chosen to join us here at Nova. My door is always open to you. Ask questions, work hard, and bring all that you can to our school community. We're excited to have you here.

Sincerely,



Eric Williams
Nova Classical Academy

NON-DISCRIMINATION STATEMENT

Nova Classical Academy (Nova) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the school.

TO FILE A PROGRAM COMPLAINT

If you wish to file a Civil Rights program complaint of discrimination, complete the Program Discrimination Complaint Form (PDF), found online at <http://www.hhs.gov/ocr/file> , or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at Nova Classical Academy, Attn: Executive Director, 1455 Victoria Way, St. Paul, MN 55102, by fax (651) 209-6325 or email at contact@novaclassical.org

PURPOSE OF THIS HANDBOOK

This handbook has been written to serve as the guide for the employer/employee relationship. This handbook applies to faculty and staff at Nova Classical Academy. In addition, certain individuals who are not employees of Nova but who nevertheless work on the premises, such as independent contractors, are also expected to comply with the terms and conditions of this handbook to the extent that the handbook sets standards of conduct for individuals who work on the premises.

The purpose of this handbook is to provide basic information on the policies, procedures and philosophies governing employment at Nova Classical Academy (Nova). Not all school policies and procedures are included in this handbook, and those that are have generally been summarized. It is our hope that this handbook provides clarity of expectations and hopes for professional members of the Nova community. If you have any questions, please speak to your direct supervisor.

This handbook is complemented by the Nova Student/Parent Handbook, which is, by implication, made a part of this Employee Handbook. These policies and procedures can be modified at any time and Nova has the responsibility of informing faculty and staff of these changes in a timely manner. This handbook supersedes any previously issued employee handbooks.

GENERAL EXPECTATIONS OF ALL EMPLOYEES

At Nova we set high expectations for all employees on a daily basis. Below is a list of common expectations. Expectations exist in order to create a fair work environment where all employees know what is expected of them at all times.

1. Promote and implement Nova's mission and vision
2. Guide a school culture characterized by a welcoming atmosphere in which respect, disciplined behavior, rigorous work, and high achievement are expected of all students
3. Provide academic and moral leadership and guidance to students
4. Abide by the Code of Ethics for Minnesota Teachers
5. Assist in the training of volunteers and substitutes available to help you with your job
6. Set a positive example for students, staff, and parents
7. Notify the Office Manager by 6:30am when an emergency substitute is needed. Schedule non-emergency PTO days with your supervisor, and notify the Office Manager as soon as the dates are known
8. Attend meetings scheduled by the Administration both before and after the school day, and before and after the academic year
9. Support school-sponsored activities and events
10. Maintain appropriate student grading and attendance records for reporting purposes according to school record management policies and expectations set by Administration
11. Maintain confidentiality of student, employee, and family information
12. Assist with other duties as requested by Administration

All employees are expected to abide by the rules and procedures in both the Employee and Student-Parent Handbooks.

ATTENDANCE

Unless the Administration gives permission in advance otherwise, full-time teachers are to be on campus no later than 8:00am and are not to leave campus before 4:15pm Monday through Friday, except for days specifically designated as non-duty days or teacher in-service days on the current school calendar (located in the appendix to this handbook and online).

Part-time faculty and staff will be given a more specific schedule based on their classes, FTE status, and duties. Part-time faculty is expected to attend scheduled meetings if they occur outside of these hours, as requested by Administration. Full-time and part-time non-exempt staff will be given a specific schedule based on the position held. In addition, teachers are expected to be present and attentive at the events listed below.

Required Out-of-School Attendance

- Conferences
- Open House Night
- Meet the Teacher Night
- Enrollment Showcase Event
- In-services/Grading Day
- School of Rhetoric Graduation (Upper School Faculty)
- School of Grammar Vocal Concert (Lower School Faculty)

Strongly Encouraged Out-of-School Attendance (Two Events per Semester)

- Music Concerts
- Play/Musical Performances
- Community-Building Events
- Staff Parties (as scheduled throughout the year)
- NPTO Great Gatherings Fall Fundraiser
- The Nova Classic
- NPTO Spring Carnival
- Extracurricular Events

Our students are involved in numerous athletic events, musical and dramatic performances, and social events throughout the school year. Teachers are encouraged to support the students and faculty members involved in these activities by their attendance at a reasonable combination of such events. When at such events, staff members are expected to model appropriate behavior.

CONFIDENTIALITY

Nova Classical Academy is committed to protecting the privacy of individuals (employees and students) and the confidentiality of records. As an employee, you have the responsibility for making sure that this commitment to protect individuals' privacy is upheld. Respecting the rights to confidentiality and privacy of information of the members of our community is critical. Failure to maintain this confidentiality may have a direct impact on the interest of Nova and may result in disciplinary action up to and including termination of employment.

You should talk with your immediate supervisor if you have questions about access to information that may be sensitive or that may violate the privacy rights of individuals.

Nova will maintain the confidentiality of “protected health information” the federal Health Insurance Portability and Accountability Act (HIPPA) and other information that is deemed to be confidential by other laws. This information may include, but is not limited to, information on students, and employees. Confidential information may be information in any form: written, electronic, verbal, overheard or observed.

During your daily work, you may be exposed to information that is considered strictly confidential. This information should not be discussed with anyone, including other students, co-workers (unless under your supervisor’s direction), other families, your family and friends. You must be alert to others overhearing your professional discussions regarding student information or an employee’s behavior/performance. Please be aware of your location and those around you when you have conversations with other adults because we are always around students and parents.

DRESS GUIDELINES FOR EMPLOYEES

Nova has a uniform policy for its students. As professionals and role models, a similar standard of dress is appropriate for administrators, faculty, and staff. These dress guidelines are created specifically to communicate the standard of dress for all employees, and have goals:

- Create a dress that promotes a positive public image.
- Create a dress that promotes a productive and professional workplace environment.

Employees should continuously strive for a clean, neat, and modest look. Although employees are not bound to the same uniform code as students, as adults at Nova we model professional, virtuous behaviors, including how we comport ourselves in character, speech, and dress. Please

also have awareness that public school student populations are varied, with differing cultural standards for modesty; this is an important reason to adhere to general guidelines.

Professionalism Guidelines

Nova adopts professional dress guidelines: this is not a business casual environment. Sweatpants and denim jeans (whether black, indigo, or colored) are prohibited on days when classes are in session. Employees may wear casual attire including denim jeans on work days without classes. Employees should avoid form-fitting clothing. Please have awareness of a garment's suitability for the workplace, and if the garment allows for ease of movement while maintaining modesty. For modesty purposes, women should have skirts whose length is no higher than 2" above the knee, and employees should ensure that all shirts are buttoned up appropriately. Modesty must be observed at all times.

Professional Attire for Male Employees

Male Employees will wear suits or sport coats and neckties

Professional Attire for Female Employees

Female Employees will wear dresses, skirts or jackets with pants or skirts

Exceptions

Maintenance Staff, Physical Education faculty, Kitchen Staff, and Art Department faculty may have modifications because of the nature of the work. Teachers, however, in the areas of physical education and art, must dress in accordance with the goals and overview of the dress code.

Special Occasions

Employees will wear professional attire on the following special occasions: Open Houses, Back-to-School Night, Parent-Teacher Conferences, Parent Education Nights, Graduation Ceremony, and other events so named by the Administration.

INTELLECTUAL PROPERTY

In consideration of continued employment, employees of Nova agree to provide a non-exclusive, royalty-free, nontransferable, perpetual license in any intellectual property conceived, constructed, or memorialized in tangible medium by an employee and arise out of or are related to work and services performed on behalf of Nova in connection to **present and future employment**.

Such intellectual property includes, but is not limited to, copyrights, trademarks, writings, works of authorship, information, trade secrets, inventions, discoveries, business methods, curriculum plans, or improvements, whether or not registrable or patentable.

As part of this license, employees are obligated to disclose information pertaining to such intellectual property, such as, copies and/or lists of such intellectual property, during and after their employment following a reasonable request by the Administration. Moreover, employees are obligated to execute any documents deemed by the Administration to be necessary or appropriate to effectuate this license during and after their employment. While this agreement does not impinge on an employee's rights to such intellectual property beyond the perpetual license to Nova, the provisions of this agreement shall not be construed to supersede any other rights Nova may assert regarding such intellectual property, including, but not limited to, rights provided by additional agreements.

Copyrights and “Fair Use”

These guidelines state the minimum and not the maximum standards of educational fair use under 17 USC §107 for classroom photocopying. There may be instances in which copying, which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of “fair use,” however, copying within the limits of these guidelines is fair use and is the standard practiced by Nova.

Single copying for teachers: A single copy of a chapter from a book, article, short story, short essay, or short poem may be made for research or class preparation.

Multiple Copies for Classroom Use: Multiple copies of short works and excerpts must meet strict standards of brevity, spontaneity, and cumulative effect. Also, each copy, which should not exceed the intended student distribution, must include a notice of copyright.

In general, brevity limits poems to 250 words, complete prose works to 2,500 words, prose excerpts to 1,000 words, and illustrations to one per book or periodical. Spontaneity requires that the copying be at the “instance and inspiration” of the individual teacher and that this inspiration to copy makes it unreasonable to expect a timely reply for a permission request. Cumulative effect limits the number of copies that can be made. These limits require that the copies made may only be used for one course and that no course can have over nine instances of multiple copying per term. In addition, only one complete work or two excerpts per author are allowed per term. These limitations do not apply to current news.

Prohibitions: The guidelines prohibit the creation of anthologies or compilations, copying from “consumables” like workbooks, or copying to substitute for purchase. Also copying must not be directed by a higher authority, repeated from term to term, or charged to students beyond the cost of photocopying. If you plan to use a work repeatedly, ask Nova’s Administration to obtain permission for you.

A Note about the Internet: Copyrighted works on the Internet include news stories, software, novels, screenplays, graphics, pictures, unsent messages and even e-mail. Almost everything on the Internet is protected by copyright law.

Please ask the Executive Director if you have any questions about “fair use” or about the acceptability of copying other types of media.

SOLICITATION & DISTRIBUTION OF LITERATURE

No employee shall solicit or promote support for any cause or organization during his or her working time, or during the working time of the employee or employees at whom the activity is directed, or in the presence of students. Non-employees will not be permitted to solicit or to distribute written material for any purpose on school property under any circumstances.

MANDATORY REPORTING

Nova’s policies are designed to assure compliance with the state law that requires mandatory reporting of physical or sexual abuse or neglect of minors and vulnerable adults. The law requires any employee who has knowledge of or a reasonable cause to believe that a child or vulnerable adult is being maltreated or has been maltreated during the last three years to

immediately report such information to the Minnesota Department of Education or local law enforcement. Employees filing a report must follow the procedures outlined in Nova School Board Policy.

PERSONAL BELIEFS OF EMPLOYEES

Employees should scrupulously avoid mentioning anything to, or within hearing of, students which would indicate your judgment, attitude or preference for a political party, personality or issue. This also extends to issues of religious observance.

Rationale

- Nova is not a political institution and as a school we have no political point of view.
- It takes advantage of students who look upon their teachers as authorities and may take on a point of view simply in light of this fact.
- At Nova we discuss and analyze issues; we do not pronounce upon them; to make such statement interferes with our approach to issues.

Teachers should teach about and discuss the political process when it is relevant to the course but this is to help the students understand the process, not to convince them where to stand on a political issue. Finally, while all employees may have their own political point of view, while on the job no student, parent, or co-worker should know what they are.

PROFESSIONAL DEVELOPMENT

Active participation in a community of learners is the key to professional development at Nova. Employees should be growing in knowledge and in the development of intellectual and artistic skills. We also expect faculty to develop in the area of teaching technique and classroom management.

Nova provides information and in-service as defined by OSHA to appropriate staff on topics that affect staff safety and health, such as hazardous materials, blood borne pathogens or asbestos.

We actively support the intellectual and artistic development of our faculty. We encourage them to engage in summer course work and workshops and seminars sponsored by the National Endowment for the Arts, the National Science Foundation, etc. Stipends are available for this explicit purpose.

VISITORS

All visitors must report to the Main Office immediately upon entering the building. Visitors are required to sign a visitor's log indicating time of arrival, reason for visit, and time of departure. They must also wear a Visitor badge while on the premises whenever children are in the building. Unfortunately, in today's environment we need to be more careful about visitors. Employees should report any suspicious activity to the office immediately.

If you wish to have an adult friend or relative visit you at work, you must obtain advance approval from the Administration and the visit must be arranged to minimize the disruption of work. The guest cannot have unsupervised access to students; your guest is your responsibility at all times.

Unattended children are not allowed in the facility or on the premises at any time. For safety and insurance reasons, friends, relatives, and parents of students are not permitted in areas restricted to employees only, unless authorized. At no time during work can employees have their children onsite unless they are Nova students who are participating in an approved,

chaperoned Nova activity. Employees whose children are students at Nova should speak with the Administration to discuss acceptable arrangements for the presence of their children on campus. Children of employees should not be at school on non-student contact days that are workdays for the employees without prior approval from the Administration.

YOUR PERSONAL PROPERTY

Nova is not responsible for loss or damage to personal property brought on campus by employees or students. Please make sure that your own insurance covers personal items that you bring to school.

ADDRESSING OTHERS

Adults should be referred to with respect and by title such as Dr., Mr., Mrs., Miss, or other appropriate designation both by students and by adults (when in the presence of students).

COLLABORATION AND COMMUNICATION

Communication is essential to the smooth working of an organization such as Nova. The quality of life in any community depends on the quality of the relationships between the members of the community. Honest, respectful, and insightful communication with and about one another is essential to establishing and preserving our relationships. Employees need to communicate with one another, with the Administration, with board members, with students, with parents, and with the general public.

As members of a community of learners, faculty members should continually seek one another out for insight and discussion. We all learn and intellectual appetites are stimulated through such discussion.

Faculty members should inform one another about student behavior and progress on a “need-to-know” basis. Access to all information is granted on a “need to know” basis, defined as information that is required in order to perform your job. Special care should be taken to speak about students, and to students, respectfully. A student is entitled to a good reputation by faculty and other students. In no case should faculty vent their frustration with students to other faculty, staff, parents, or students.

The Administration does have a “need-to-know” in all instances. Employees are responsible for keeping the Administration informed regarding important events and developments, behavioral or intellectual difficulties of a student or a particular class, and any specific input from parents.

PARENT AND TEACHER COLLABORATION

Parent partnership is a cornerstone of successful learning at Nova. Contact with parents, often by email, may be initiated directly by either the parent or the teacher. Teachers are expected to check their staff mailboxes, voicemail and email regularly, and are required to return communications within two school days. Parents are encouraged to make an appointment to visit the school outside of teaching hours to see a particular teacher privately. Teachers are expected to maintain academic records in our student information system according to Administration direction, as this is a primary source of communication with parents and students.

Nova adheres to the guideline that both parents of a student have a right to review the student’s educational records. Both parents will have full rights to the student’s educational records unless one parent can provide Nova with a legally binding document which specifically restricts one of the parents’ rights to review their children’s educational records.

PUBLICITY OR STATEMENTS TO THE MEDIA

All media inquiries regarding Nova and its operations must be referred to the Executive Director and/or Chair of the Board of Directors. Only the Executive Director and/or Board Chair, or a person designated by the Executive Director or Board of Directors, is authorized to make or approve public statements pertaining to Nova or its operations. Any employee who wishes to write and/or publish an article, paper, or other publication on behalf of Nova must first obtain approval from the Executive Director before publication.

TECHNOLOGY, SOCIAL MEDIA AND STUDENTS

The advent of new technologies such as email, social networking sites, and mobile phones, makes communicating easier and more immediate. Along with that ability comes new responsibilities for professionals interacting with students.

All staff are provided with Nova email accounts. Staff is prohibited from using any personal accounts for emailing or communicating electronically with students; all emails must be through staff's Nova email addresses. Emailing students is the preferred mode of communication.

While Nova has no policy forbidding employees from communicating electronically with students, any communications which constitute inappropriate behavior fall under the school's dominion, even if they occur outside of school and/or from an employee's personal device.

Following are some strongly suggested guidelines for employees:

- Ask yourself if you are maintaining an appropriate physical and emotional boundary
- Nova strongly recommends that adults do not "friend" current students
- A parent may request of the principal that parents are always cc'd on any electronic communications to a student
- Follow the TAP guidelines
 - **Transparent:** maintain openness, visibility and accountability
 - **Accessible:** understand that all electronic communications are a matter of record
 - **Professional:** select appropriate subject matter, and use language that reflects your position as an adult in authority

Nova parents sign permission for Nova's usage of their children's images. All images of students must go through the vetting process by the Nova administration. Staff are prohibited from posting images of students on any personal accounts without written permission from the student's parent, regardless of the age of the child.

HIRING POLICIES AND PRACTICES

Employment requires adherence to standards dictated by law, professional ethics, high moral principles, dedication and loyalty to Nova, and the policies and practices established in the Employee and Student/Parent Handbooks. This adherence applies to all employees or contractors while at school or any school functions.

ANTI-HARASSMENT POLICY

Nova intends to maintain a work environment free from racial, religious, or sexual harassment of any student, employee, or applicant. Conduct that is inappropriate, offensive, or degrading may result in lost time from work, diminished morale, and lower productivity. Nova will not accept such improprieties and such conduct will not be tolerated. School Board policy 9-914 states, in part, that any student, teacher, administrator, or other employee or contracted service provider of Nova who harasses or commits violence towards a student, teacher, administrator, or other school personnel through conduct or communication relating to an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated and shall be subject to consequences. A complete copy of Nova's Harassment /Violence Policy is available on the school's website. Any complaints of harassment/violence should be directed to the Executive Director, Nova's Human Rights Officer at 651.209.6320, x401.

BACKGROUND CHECKS

Nova recognizes the importance of maintaining a safe place for our students and employees requiring employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of serious harm to their coworkers or others. Nova requires annual criminal background checks for all employees and contractors at the time of hire and every third year thereafter. For purposes of furthering these concerns and interests, Nova reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information that is reasonably available to Nova. Consistent with these practices, job applicants or employees may be required to sign certain forms as a condition of employment. The cost of an annual background check will not be passed onto an employee, contractor, or applicant.

EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY

It is the intent of Nova to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

An employee must file a written complaint with the Executive Director or the Board Chair if they reasonably believe a policy, practice, or activity of Nova is in violation of law. Nova will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Nova, or of another individual or entity with whom Nova has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. Nova will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Nova that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

IMMIGRATION LAW COMPLIANCE

Nova will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. Please contact the Executive Director or Business Office if you have any questions or need more information on immigration law issues.

POLICIES OF NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Nova is an “equal opportunity employer.” Nova will not discriminate and will take measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, religion, sex, marital status, public assistance, disability, age, sexual orientation, membership or activity in a local commission, or any other protected class status. Any questions or concerns regarding issues of equal employment should be directed to Nova’s Executive Director.

Nova is also committed to making reasonable accommodations, as required by law, so that qualified persons with disabilities can perform the essential functions of the job for which they are qualified. Employees and applicants for employment should contact their direct supervisor in order to request a reasonable accommodation.

AT-WILL EMPLOYMENT

All employees of Nova are employed at-will. As an at-will employee, either the employee or Nova can terminate the employee relationship for any reason, with or without cause or notice, at any time by the employee or by Nova. This policy of at-will employment is the sole and entire agreement between the employee and Nova as to the duration of employment and the circumstances under which employment may be terminated. No implied contract concerning any employment related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

Examples of the types of terms and conditions of employment that are within the sole discretion of Nova include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; reduction, cessation, or expansion of operations; relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that Nova may determine to be necessary for the safe, efficient, and economic operation of its business.

EMPLOYMENT CLASSIFICATIONS

Your current year offer letter describes your employment classification and status. Employees at Nova are classified in one of the following four categories:

Administration

Administration is responsible for running the school on a daily basis. They oversee areas such as operations, finances, academic and non-academic programming, and supervise the remainder of the staff. Administrative personnel are considered full-time employees and exempt under the Fair Labor Standards Act (FLSA).

Licensed Faculty

Licensed faculty are classroom and specialist teachers who deliver Nova's curriculum on a daily basis. Per Minnesota law, a person must be in possession of a current license in order to teach in their area of assignment.

Lower School: A 1.0 FTE for the Lower School is defined as 1250-1625 contact minutes per week (based on grade or subject); Lower School Duty Assignments:

1. Supervision
2. Chaperoning
3. Traffic Direction

Upper School: A 1.0 FTE for the Upper School is defined as a teaching load comprised of 5 or the equivalent of 5 full-year classes per day; a 1.0 FTE teacher in the Upper School can expect to have up to 2 extra duty assignments per semester:

1. Lunchroom Supervision
2. Study Hall
3. Procurator
4. And 3 out of school/after hour activities
(i.e. dances, concerts, Fall Festival, tutoring for one semester)

Program Support Staff

Program support personnel work to reinforce the daily operations of the school and can include office workers and others who do not necessarily interact each day with students in a classroom setting. Program support personnel will be considered full-time who are normally scheduled to work and who work a schedule of 30 or more hours per week. Program support personnel are considered nonexempt under the Fair Labor Standards Act (FLSA) and are eligible for 1.5X their hourly rate for all authorized hours worked over forty hours in a work week.

Educational Support Staff

Educational support personnel work to support the educational program of the school and mostly include Educational Assistants. Educational support personnel will be considered full-time who are normally scheduled to work and who work a schedule of 30 or more hours per week. Educational support personnel are considered nonexempt under the Fair Labor Standards Act (FLSA) and are eligible for 1.5X their hourly rate for all authorized hours worked over forty hours in a work week.

SALARIES AND WAGES

All salaries and wages are reviewed and approved by the Board of Directors upon recommendation by the Administration and the Finance and Budget Committee. The Nova faculty salary table is included in this handbook.

PAYDAYS

Employees are paid on the 15th and the last day of every month. Exempt employees are paid for the pay period ended on the payday; nonexempt employees are paid one pay period in arrears due to the roles requiring timecard signature approval. Payment is made by direct deposit to the employee's bank account. If a payday falls on a weekend or holiday, payment will be made on the preceding business day. The Business Office oversees payroll. Returning employee agreements are for the school year (typically mid-August through mid-June). Teachers' salaries are paid over 12 months (September – August).

Before any salary payments can be made, the Business Office must have on file in the school office:

- IRS Form W-4
- IRS Form I-9 (including acceptable documentation)
- a completed authorization for direct deposit
- relevant insurance forms
- the results of a background check
- a signed employee letter of agreement

TIMECARDS FOR NONEXEMPT EMPLOYEES

Nonexempt employees are required to submit an accurate timecard within three working days after the end of each pay period. It is the responsibility of the employee to take all breaks and unpaid lunch, according to their preset schedule.

PAID AND UNPAID BREAKS

Non-exempt employees who are scheduled to work for eight (8) or more hours per day are entitled to an unpaid lunch break (MN statute 177.254). Lunch breaks are limited to thirty (30) minutes in length. This break is to be scheduled ahead of time by the employee's supervisor. The employee is still allowed to take the lunch break if the schedule changes.

Non-exempt employees who are scheduled to work for four (4) hours shall be provided one paid break. Per statute MN 177.253, employees will be afforded enough time on these breaks to "utilize the nearest convenient restroom." Each break is not to exceed fifteen (15) minutes in length.

Non-exempt employees who are scheduled to work for seven (7) or more hours shall be provided with two paid breaks.

OVERTIME

Program support or educational support staff may be requested or scheduled to work overtime when operating requirements cannot be met during regular working hours. *The Administration must authorize all overtime work for employees in advance.* Working overtime without prior authorization is strictly prohibited.

Non-exempt employees will be paid time and one-half compensation for all hours worked in excess of 40 hours in one work week as required by state and federal law. The work week is defined as 12:00am Sunday through 11:59pm Saturday night

The overtime rate is only paid on actual hours worked beyond 40. Hours worked do not include holiday, sick, or personal time hours for which the employee is paid, but did not work.

No overtime or additional compensation is provided to exempt employees.

REIMBURSEMENTS

All business and travel expenses for which an employee desires reimbursement must be approved in advance by the Administration. Nova has procedures in place for procuring supplies, equipment and materials, as well as for determining the necessity of employee travel. Employees should not assume that they will be reimbursed for expenses which have not been pre-approved. Nova will not reimburse paid sales tax.

SALARY ADVANCES AND LOANS

Nova does not permit advances on paychecks or against accrued paid personal time off.

WAGE GARNISHMENTS

Nova will adhere legally to imposed wage assignments and garnishments, and will not modify the terms of those legal arrangements unless ordered to by a court. Nova will deduct the administrative costs of complying with wage assignment and garnishment orders, up to the amount allowed by statute.

EMPLOYEE BENEFITS

Nova has established a variety of employee benefit programs designed to assist you and your eligible dependents by providing coverage for illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a general description of the benefits to which you may be entitled as an employee of Nova. This general explanation is not intended to, and does not provide you with all the details of these benefits. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. Employees will be promptly notified of any and all situations where Nova amends, modifies, or terminates its offered insurance coverage that have a direct impact on the employee.

Benefits are overseen by the Board's Finance & Budget committee. Nova reserves the exclusive right, power, and authority, in its sole and absolute discretion, to administer, apply, and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans. For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately, or contact the Business Office. If you lose or misplace those descriptions, please contact the Business Office for another copy.

Health Insurance

Nova offers two health plans provided by HealthPartners for eligible employees:

- Open Access Choice 500-25/50-medical insurance plan
- Open Access Empower High-deductible plan along with an HSA account
- Employees pay \$10/pay period (\$240/year) towards the cost of the premiums; Nova pays the remainder

Dental Insurance

Nova offers dental insurance coverage for eligible employees through HealthPartners Open Access plan using the HP dental network.

Voluntary Short Term Disability Insurance

100% paid by the employee. The benefit is 60% of weekly payroll, to a maximum of \$500. Benefits begin on the 15th day due to Accident or Illness (including maternity). Employees must use all PTO before beginning disability insurance.

Long Term Disability Insurance

100% premium paid by Nova. The benefit is 60% of monthly payroll, to a maximum benefit of \$5,000 per month to age 65. Benefits are paid after a 90-day elimination period and for the duration of 36 months if you qualify for benefits under a regular occupation or an earnings test.

Life Insurance

Assurant Group Term Life insurance is provided to all employees. The benefit is 1x the employee's annual salary, to a maximum of \$100,000.

Eligibility for Health, Dental, Life & Long Term Disability Insurance

Employees are responsible for any balance of single coverage and all dependent health and dental premiums, including the \$10 health insurance premium coverage, which must be paid through payroll deduction.

New hires are eligible the first day of the month following the start date of employment.

Hours worked by employee	% of the single Health, Dental, Life, ADD, and Long-Term Disability premiums paid by Nova
≥ 30+ hours/week (or .75 FTE)	100% (\$10 contribution/pay period, Health only)
20-30 hours/week (or .5-.74 FTE)	50%* (\$10 contribution/pay period, Health only)
≤ 20 hours/week (or .5 FTE)	0%*

*Nova does not provide health, dental, life, or disability benefits for part-time employees working fewer than a scheduled 20 hours per week.

Plan Enrollment

Eligible employees may enroll in health, dental, life, and disability plans by completing enrollment applications. Completed applications are due to the Business Office within one week of start of employment.

Summer Coverage

Insurance coverage is maintained over the summer for Administration and licensed faculty. Program and Educational Support Staff who do not work a minimum of 20 hours/week over the summer do not receive benefits during summer months.

Continuation of Benefits under Cobra

In accordance with applicable law, you are eligible to continue medical insurance benefits under the Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) for a period of up to eighteen months at your expense if you reduce your work hours to a benefit ineligible status, or discontinue your employment with Nova.

If your spouse and/or dependent children are covered at the time of your termination or reduction in hours, they have a right to continue coverage of the benefits subject to continuation. In addition, they may have the right to continue coverage of benefits subject to continuation if they lose coverage because of your death, your divorce or legal separation, your entitlement to Medicare or dependent child reaching adult status. You and your spouse must notify the Business Office of the event within sixty days in order to be eligible under this provision if such events occur. The continuation of benefits described may change because the law changes and our benefits that are subject to continuation change periodically.

Retirement

Nova teachers participate in a defined benefit pension plan through the Teachers Retirement Association (TRA), which is automatically deducted from each paycheck. Nova contributes each paycheck to the employee’s TRA account. Contribution rates are determined by statute and are subject to change by the Minnesota Legislature.

Nova non-licensed employees participate in defined benefit pension plan through Public Employees Retirement Association (PERA), which is automatically deducted from each paycheck. Nova contributes an amount each paycheck to the employee's PERA account. Contribution rates are determined by statute and are subject to change by the Minnesota Legislature.

Nova also offers eligible employees the opportunity to participate in a voluntary 403(b) retirement plan sponsored by TIAA-CREF. Contact the Business Office for eligibility requirements and enrollment information.

Workers Compensation

All employees are covered under the Workers Compensation Act. All injuries incurred while on school grounds or while engaged in employment related activity must be reported to the Business Office. A first report of injury form must be completed within 24 hours of the incident.

Social Security

All staff members are covered under the Social Security Act. The current Social Security and Medicare tax is paid by each employee and payment is contributed by Nova according to law.

Other Benefits

All staff members are entitled to a 50% reduction of regular fees for their children participating in athletic or extracurricular activities.

ABSENCE AND LEAVE

Employee Leave Policies

Paid Time Off (PTO) provides all full- and part-time employees with paid time away from work that can be used for vacation, personal time, personal illness, or time off to care for dependents. PTO must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. **Paid Time Off will NOT be granted on the first or last student day of school and Fridays during the month of May** except in case of illness or emergency, and must be pre-approved by employee's supervisor.

PTO Availability

Even though PTO is earned over the course of the year per the chart below, for the convenience of its employees Nova extends to employees their full annual PTO balance at the beginning of the fiscal year.

If an employee resigns or is terminated during the year, the prorated amount of PTO earned is determined and compared with the amount of PTO taken. If more PTO has been taken than earned, there will be a corresponding reduction in pay on the employee's final paycheck based on the number of days worked by the employee during the current year.

Chart of PTO

	≥ 30 hours/week or ≥ .75 FTE	20-31 hours/week or .5-.74 FTE	≤ 20 hours/week or ≤ .5 FTE
Licensed Faculty	11 days	11 days*	Not eligible
Program Support	104 hours	104 hours*	Not eligible
Educational Support	88 hours	88 hours*	Not eligible

*prorated by employee's schedule

Administration PTO Schedule	
0-2 years at Nova	15 days/year
3-5 years at Nova	20 days/year
6-10 years at Nova	22 days/year
11+ years at Nova	25 days/year

Scheduling and Using PTO

Employees must request PTO via the online form found on the Nova Faculty page. All requests should be made in advance, if possible, but within 48 hours of the leave taken.

In case of illness or emergency, the employee must also call the Substitute Line prior to 6:30 am.

Employees are discouraged from requesting PTO during the first three weeks or the last three weeks of the school year. PTO may not be taken preceding or following any vacation period listed on the school calendar, nor taken preceding or following a non-school weekday, without prior permission from the Administration.

Substitutes must be scheduled for a full-day or half-day. Consequently, employees must take leave in full day (8 hour) or half day (4 hour) day increments. This applies equally to full-time and part-time employees. PTO can be applied only to regular scheduled hours.

Employees are requested to schedule outside appointments before or after school hours whenever possible. If an employee has an ongoing health issue which can be verified in writing by a physician and which requires frequent short visits to the doctor, the Administration will work with the employee to attempt to develop a plan that is minimally disruptive to the students' day.

Nova Classical Academy reserves the right to require medical documentation for PTO used for medical reasons. If any employee is absent for three or more consecutive days for illness or injury, a physician's statement may be required verifying the beginning and expected ending dates of the leave and/or verifying that the employee may safely return to work. Concern for safety or health may prompt Nova Classical Academy to require a physician's statement for return to work at other times also. The Administration shall make the determination as to whether a physician's statement is required in any of these instances.

Employees must exhaust all of their PTO before taking any type of unpaid leave.

If any employee exhausts annual leave, there will be an immediate docking of pay (next pay period) for continued or additional time taken. Leave covered under the Family and Medical Leave Policy will run concurrently with paid time off.

Unused Leave and PTO Days

Earned PTO does not carry over from school year to school year. For licensed faculty and educational staff who finish the school year with unused, earned leave days will be paid an amount equal to 60% of the Nova Classical Academy in-house daily substitute rate times the amount of unused, earned leave, up to a maximum of four days (or 32 hours). This amount will be added to the final paycheck in June and will be subject to usual payroll deductions.

For Administration and Program staff, unused PTO is forfeited at the end of the year without additional payment.

Family and Medical Leave Act (FMLA)

The FMLA provides for up to 60 scheduled work days of unpaid leave during a 12-month period for the following reasons:

1. Birth and care of the employee's child or placement for adoption or foster care of a child with the employee
2. To care for an immediate family member (such as spouse, child or parent) with a serious health condition
3. For the employee's own serious health condition

The employee must use any PTO before beginning unpaid FMLA leave. Employees on an FMLA leave are eligible for Nova contributions to their medical and dental insurance for up to 12 weeks of the leave. If any employee's FMLA crosses over school years, the employee must use all possible PTO from both years prior to assuming or continuing FMLA benefits.

Employees must provide advance notice (where possible) in writing to the Business Office and Executive Director, no later than three (3) months prior to the originally-scheduled date of the leave termination, whichever is earlier, of his/her specific intent to return to active service at the specified date or request an extension of the leave. The Administration will remain in contact with the employee during leave to make sure that the scheduled return date does not alter. Employees who fail to notify the Business Office and Executive Director as specified in this section may be deemed resigned.

Planning for staff transitions is essential to creating a supportive environment for children. As such, any employee who is out on FMLA leave and who informs Nova of his or her intent not to return will continue to receive the same benefits support promised under FMLA for the agreed upon duration of their leave.

Bereavement Leave Policy

All regular full-time employees may take up to four (4) days off with pay to attend the funeral or make funeral arrangements when a death occurs in an employee's immediate family. Immediate family members are defined as an employee's spouse, parents, step-parents, siblings, children, step-children, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. Nova may require verification of the need for the leave.

The pay for time off will be prorated for a part-time employee based on their FTE.

Nova understands the deep impact that death can have on an individual or a family. Therefore additional non-paid time off may be granted. The employee may make arrangements with the Administration for an additional four (4) unpaid days off in the instance of the death of an immediate family member or the employee can request to use PTO.

Military Leave

Military leave shall be granted in accordance with Minnesota law.

Jury Duty

If an employee is required to serve on a jury, Nova pays for time served up to 24 hours of regular pay in a 12 month period. The employee must forward a copy of the subpoena to the Business Office. Employees are expected to report for their regular work schedule at times when they are not required to be "in court." Fees paid to the employee for jury service may be retained by the employee.

TERMINATION POLICIES AND PRACTICES

At Nova we expect the highest levels of behavior from employees at all times. Only if we model excellence can we expect students to follow.

Involuntary Terminations

As an at-will employer, Nova reserves the right to terminate all employment agreements at any time without cause or notice. At the time of departure from termination, employees must return to the Administration all property owned by the Academy, which includes but is not limited to vehicles, computers, keys, uniforms, identification and curriculum materials. An employee is expected to continue to act in accordance with the professional obligations set forth in this employment manual if an employment agreement is not renewed for the next year but the employee remains to finish the current academic year. The Administration will determine a mid-year date of departure if at any time and for any reason, with or without cause, the Administration deems the employee unfit to continue working at the Academy through the remainder of the academic year.

Voluntary Terminations

We request that you give the Administration at least four (4) weeks written notice if possible if you decide to leave your employment with Nova. This will give us the opportunity to make the necessary adjustments in our operation. You are required to return all property owned by the Academy (e.g., vehicles, computers, keys, identification badges) prior to your departure.

Exit Interviews

You will be asked to participate in a voluntary exit interview in cases where you initiate your employment termination. This will allow Nova to ensure that it has resolved various administrative matters, answered any questions about continuation of benefits, and listened to any of your comments or ideas about improving the School's operations.

OUT-OF-SCHOOL CONDUCT

In general, Nova does not seek to interfere with employees' off-duty activities. However, Nova will not tolerate off-duty conduct or activities that impact negatively on Nova, either in terms of an employee's individual work performance or the business interests or reputation of the School.

EMPLOYEE EVALUATIONS

Performance evaluations are conducted regularly to provide you with the opportunity to discuss your job tasks, encourage and recognize strengths, identify areas for improvement, and discuss methods for improving performance and developing your career. In addition to these more formal performance evaluations, Nova encourages you and your supervisor to discuss your job performance on an ongoing basis.

Faculty Evaluations

Nova regards faculty evaluations as part of a larger evaluation process by which all of its members seek to enhance the fulfillment of their professional responsibilities. This process begins prior to the teacher's appointment and continues each year thereafter. While one of the goals of evaluation is to provide information useful for salary and re-hiring decisions, faculty development is another equally important objective. The faculty member's primary responsibility is classroom teaching, followed closely by other important responsibilities including service to Nova and the community.

The Executive Director determines the annual evaluation process and the instruments to be used in evaluating each teacher based on Nova's mission, vision, and goals. Such information will be disseminated and explained during the opening in-service each academic year.

The Administration may gather information from the following sources as part of evaluating teachers:

- Announced observations by the Administration with the opportunity before the observation to discuss the lesson and areas to assess as well as opportunity after the observation to review the assessment
- Unannounced observation by the administration with the opportunity after the observation to review the assessment
- Employee self-assessment based on personal and school goals
- Parent input on a teacher
- Administration review of other teacher duties and expectations (e.g., school policy implementation, commitment to professional development, interaction with others, committee membership, etc.)

Every effort will be made to complete annual teacher evaluations by May 15th. The Administration will publish a timetable for faculty evaluations, observations, and goal setting. Completed faculty evaluations are placed in each teacher's personnel file. Such files are maintained in the school office. Each teacher's file is treated as privileged and confidential, but may be reviewed by the teacher or Administration at any time, or by an action item from the Board of Directors as a group in a closed session (which the teacher in question may attend). In that event, the teacher being reviewed can have the review opened to the public.

Staff Evaluations

Each employee is entitled to an annual, written evaluation of his/her performance by his or her direct supervisor. The format for this evaluation can be fluid, but should be tied to the specified job description and performance goals of the employee. The format of the evaluation as well as the criteria for evaluating will be made clear to the employee prior to being evaluated.

PROHIBITED CONDUCT

Nova expects employees to follow rules of conduct that will protect the interests and safety of personnel and students in order to assure orderly operations and provide the best possible work environment. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including performance warnings, suspension, demotion, or termination of employment:

- Falsification of employment records, employment information, or other records
- Theft or damage of any school property or the property of any employee or student
- Removing or borrowing school property without prior authorization
- Possessing, distributing, selling, transferring, using, or having alcohol, tobacco, e-cigarettes or illegal drugs in your system while in the workplace or anywhere while on school business (including field trips, trips, and conferences) and in the presence of students.
- Possession of firearms or any other dangerous weapons, at any time, on premises owned or occupied by the school
- Engaging in illegal conduct that is detrimental to the reputation of the school, whether or not related to your job duties
- Insubordination, including but not limited to failure or refusal to obey the directives of your immediate supervisor or any administrator, or refusal to disclose fully information in the course of school investigations
- Being disrespectful or using abusive or threatening language at any time during working hours or while on premises owned or occupied by the school
- Repeatedly failing to notify the Administration or Office Manager in a timely manner when unable to report to work on time
- Failing to observe working schedules
- Failure to maintain accurate professional records
- Wearing unprofessional or inappropriate styles of dress or hair while working
- Violating any safety, health, or security policy, rule, or procedure of the school
- Committing a fraudulent act, dishonest act, breach of trust, or violating the duty of loyalty to the school in any circumstances
- Disclosure of confidential information. Failing to maintain confidential or proprietary information or school trade secrets, or engaging in direct competition with Nova

LICENSED FACULTY DUTIES AND RESPONSIBILITIES

Preparation Time for Faculty

Each teacher's prep time will be scheduled as per the school's class schedule. A good faith effort will be made to provide teachers with scheduled daily preparation time during the school day. Occasionally, teachers may be asked to substitute for a colleague during their prep time if the school cannot find a substitute.

Supervision of Students

Employees are responsible for the supervision and well-being of the students in their charge in particular, and of students in their vicinity in general. Proper care of students requires that employees:

1. Are present at his or her place of assigned duty
2. Use equipment that is in good repair
3. Give adequate instruction before a student attempts an activity in which skill is involved

All students are to be supervised whenever they are on campus during the academic day, during lunch, whenever they are on campus participating in extracurricular activities, and whenever they are off campus on school-sponsored trips.

Gradebooks

Online gradebooks through our Infinite Campus system are the primary means of regular communication with families on the academic progress of children. As such, the following timeliness standards are in place:

- School of Grammar:
 - All assignments and grades are entered within two weeks of the assignment being collected
- Schools of Logic and Rhetoric:
 - All assignments are entered in the week prior, for families to plan nightly workload
 - Work not turned in is marked "Missing" on a nightly basis
 - All grades are entered within two weeks of collection of the assignment.

EMERGENCIES

A guide to emergency procedures covering fire, serious injury or illness, hazardous accidents, severe weather, utility emergencies, national emergencies, or bomb threats is available in most rooms throughout the building. The Administration has full authority for action in the event of an emergency that threatens the safety of persons in the school building or on the school grounds.

EMERGENCY CLOSINGS

In the event of severe weather (storms or sub-zero temperature) or when the transportation system is disrupted, WCCO (830 AM), KSTP 5, and KARE11 will broadcast the no-school announcement between 5.45 and 8.00 a.m. In addition, Nova will send emergency notifications through Infinite Campus via a blast text or email message and notice will be posted on Nova's website homepage regarding changes to normal operations.

FIELD TRIPS

Typically, Nova prefers that students be at school with their teachers. However, occasional opportunities for learning outside of the school are worth exploring. General requirements for field trips:

1. They must serve an educational purpose
2. The trip's plan must be submitted to Administration at least four weeks before departure
3. Participation in a field trip requires submission of a permission slip signed by a parent
4. Students are to wear uniforms on field trips, unless the trip calls for different attire
5. An adult must accompany students at all times
6. The teacher sponsoring the field trip must inform the Lunch Coordinator at least 6 weeks prior to the trip if students will miss lunch

The well-being of the students is of paramount concern. Any time students are transported to a new surrounding there is always a chance for accidents and injury. Therefore, all aspects of the trip (transportation, the supervision of the students at the new location, etc.) must be carefully planned. The trip must satisfy real educational goals and the employee should have specific educational goals in mind and should know how this trip will advance those goals. Teachers should discuss his or her plans with the other teachers involved as student absence affects others learning goals.

STUDENT TRANSPORTATION

Employees and contract providers should not transport students in their personal vehicles while on Nova time.

GIFTS

Nova employees receive salaries or wages for the work they provide to the Academy. At times, parents, students or vendors may wish to show their appreciation by offering other gifts. Nova employees are prohibited from accepting cash or gifts above a nominal value (\$25) from each family.

Nova employees should avoid giving gifts to individual students. Whether the gift represents the best intention and sympathy, such gift-giving will appear to the community to be favoritism and put in jeopardy the professionalism we strive to project and the fairness essential to delivering a high-quality education.

STUDENT DISCIPLINE

Many disciplinary situations will be avoided if the students are well-informed concerning expected behavior and if they are reminded periodically, and if all teachers and administrators feel personally dedicated to the uniform and consistent application of behavior standards. If students perceive that all employees enforce the rules of correct behavior and report infractions, fewer incidents will occur.

Corporal Punishment

The use of corporal punishment defined as physical punishment that involves the deliberate infliction of pain as retribution for an offense, disciplining or reforming a student or deter unacceptable attitude or behavior, defined is forbidden. The use of corporal punishment will result in immediate employment termination.

Physical or Verbal Abuse

Under no condition will an employee assault another employee, parent or student, verbally or physically, or make dangerous or intimidating threats upon another person. Verbal assault will include the use of degrading, profane or obscene language, gestures, and slurs upon race, color, religion, national origin, gender, marital status, disability, sexual orientation, age, which are offensive and/or discriminatory.

Authorized Use of Force

Reasonable force may be used upon or toward a student only when necessary for restraint and in order to protect the student being restrained or other students from injury or the risk of injury or to protect school property or property for which the school is responsible from damage. Any use of force on a student must be immediately reported to the Principals and/or Executive Director.

CARE OF THE FACILITY

The building in which Nova is housed has an important contribution to make to the overall mission of the Academy. The environment within which learning takes place has much to do with the total impression made on the students. Therefore, each teacher must take responsibility for the classrooms he or she uses. Upon leaving the classroom the teacher should see to it that everything is clean and in good order.

Nova does not employ a large janitorial staff and thus the cleanliness of the building in general also needs the attention and action of administration, faculty, staff, and students. This includes maintaining good order and returning chairs and equipment to their proper places after use.

Faculty also shares responsibility for building security. The general rule is this: if you opened it, you should close it; if you unlocked it, you should re-lock it.

PROPERTY

All school property, including desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems (desktop or laptop), office telephones, cellular telephones, modems, facsimile machines, duplicating machines, digital cameras, camcorders, LCD projectors, and vehicles-- must be used properly and maintained in good working order. Employees who lose, steal, or misuse school property may be personally liable for replacing or fixing the item. These resources are the sole property of Nova, and in the course of normal maintenance or for other reasons may be searched or monitored at any time as deemed appropriate by Nova.

Nova property may not be borrowed, lent, or sold without prior approval of the Administration.

INTERNET AND TECHNOLOGY USE

Nova technology equipment (e.g., telephones, computers, voice-mail, and e-mail) is to be used in accordance with Nova's mission, core values, instructional programs, and School Board Policy and Procedures. Nova's computer systems are to be used for instruction, administration, and public service. Nova reserves the right to monitor and view all equipment as needed. Nova provides employees with access to the school computer system, which includes internet access. Users are expected to use internet access to further educational goals consistent with the mission of Nova and consistent with School Board Policy.

Although the system is intended for use related to Nova business, employees may access the computer system and/or internet for limited, occasional, and reasonable personal use that does not interfere with the conduct of Nova business.

BULLETIN BOARDS

Bulletin boards are reserved for the exclusive use by Nova for posting work related notices or notices posted pursuant to local, state, and federal law. Special notices and information for employees will be posted by Nova on the bulletin boards from time to time. Employment notices are posted in the Main Office. Employee postings are permitted with permission from the Administration. Nova may maintain a community bulletin board in the Great Room.

SCHOOL BUS

The school-owned passenger bus is for school-business only. Only approved drivers are allowed to operate the bus, and only for approved school business.

STATIONERY AND POSTAL SERVICES

All engraved or printed Nova stationery, envelopes, digitally stored letterheads, and other work materials are Nova business only. These materials may not be used for personal correspondence or non-business matters. When signing business letters on Nova letterhead, the employee's name and title or position must be used. Use of Nova resources to send personal mail is prohibited.



In a supportive community and through a systematic, accelerated college-preparatory education in the classical tradition, Nova Classical Academy challenges its students to develop intellect, to attain the habits of learning and mastery, and to live a virtuous life of duty and ideals.

Salary Placement Model, 2014-15

Placement	BA	MA	PhD
1	\$35,605	\$37,659	\$41,801
2	\$36,616	\$38,868	\$43,143
3	\$37,655	\$40,115	\$44,528
4	\$38,726	\$41,403	\$45,957
5	\$39,825	\$42,732	\$47,433
6	\$40,956	\$44,104	\$48,955
7	\$42,119	\$45,520	\$50,527
8	\$43,316	\$46,980	\$52,148
9	\$44,545	\$48,488	\$53,822
10	\$45,811	\$50,045	\$55,550
11	\$47,112	\$51,651	\$57,333
12	\$48,450	\$53,309	\$59,173
13	\$49,826	\$55,020	\$61,072
14	\$51,241	\$56,786	\$63,033
15	\$52,696	\$59,190	\$65,700
16	\$53,750	\$61,084	\$67,803
17	\$54,825	\$63,038	\$69,972
18	\$55,922	\$65,055	\$72,212
19	\$57,040	\$67,137	\$74,522
20	\$58,181	\$69,286	\$76,907

*Faculty who advance beyond the existing limits of the scale may have their salary individually negotiated with the Executive Director and ratified by the Board of Directors

Salary Placement Model 2015-2016 to be updated at a later date.



Nova Classical Academy Holiday Schedule 2015–2016 School Year

Nova Classical Academy's paid holiday schedule is 10 days

For the 2015 – 2016 fiscal year, these days fall as follows:

Date	Day	Holiday
July 6, 2015	Monday	Independence Day Holiday
September 7, 2015	Monday	Labor Day
November 26, 2015	Thursday	Thanksgiving Day
November 27, 2015	Friday	Thanksgiving Holiday
December 24, 2015	Thursday	Winter Break Holiday
December 25, 2015	Friday	Christmas Day
January 1, 2016	Friday	New Year's Day
January 18, 2016	Monday	Martin Luther King Day
February 15, 2016	Monday	President's Day
May 30, 2016	Monday	Memorial Day

In addition to these days, school is closed on various days throughout the year for Faculty In-Service Days, Grading Days, School Holidays, etc.