

# **AMERICAN LEADERSHIP ACADEMY**



## **EMPLOYEE HANDBOOK**

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## **Welcome to American Leadership Academy**

Whether you are new to American Leadership Academy or you have been here for a while, we are glad you are here! We appreciate your decision to be a part of our school community and look forward to working to continue our tradition of excellence and integrity, while also providing a rewarding and supportive environment to our faculty and staff. We value our employees' loyalty and honesty and we encourage open communication. If we all work together, we can create a positive and rewarding employment environment and a successful school!

Year after year, families entrust us with the education of their children. We take this trust very seriously and strive to live up to, and exceed, our community's high expectations. Our success depends on the daily activities of our employees. No matter what job you hold, your employment is very important to us and to our students.

You have the opportunity to make a great contribution to further enrich the education of students, and I sincerely hope that you will find your employment at ALA to be a professionally rewarding experience. We look forward to working together to create opportunities that will allow our students to become successful lifelong learners and future leaders. You have joined an organization that has established an outstanding reputation for excellence. Credit for this goes to everyone involved in this organization and we hope that you too, will find satisfaction and take pride in your work.

This handbook is intended as a means of communicating certain policies and procedures to you in order for you to better understand how we, your employer, operate, and it should provide answers to most of the questions you may have. The school reserves the right to suspend, modify, or amend any policy or procedure enclosed herein at any time. If anything is unclear please discuss the matter with your administrator or a member of Human Resources.

I extend to you my personal best wishes for your success and happiness at American Leadership Academy.

Rich Morley

Executive Director

*It is the policy of American Leadership Academy not to discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, disability, age, or any other legally protected classification in its educational programs, activities, admissions, access, treatment, or employment practices.*



## **INTRODUCTION**

American Leadership Academy (ALA) is a K-12 public charter school located in Spanish Fork, Utah. It was founded in 2005, and is supported by federal, state and public funding. ALA exists to provide up to 1,825 students with a challenging, innovative, and result-oriented education based on the belief that parental partnership is critical to student success. Students at ALA learn the values and principles of leadership, character development, accountability, respect, and physical well-being with academic excellence as ALA's primary focus. The faculty and staff are vested in the students they serve.

ALA offers a wide range of programs to its students. Our offerings include a comprehensive academic program, a full-scale fine arts program, and participation in the UHSAA with many different sports being offered. ALA strives to prepare young lives for a lifetime of intellectual curiosity, integrity, self-actualization, and service.

## **PROFESSIONAL EDUCATOR**

ALA believes in the worth and dignity of each human being, and requires all employees to be professional. The professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles.

The professional educator promotes cohesiveness, collaboration, and team-building. They promote a "we are better together" philosophy. They have a growth mindset and consider themselves life-long learners and contributors.

The professional educator provides an environment that is safe to the cognitive, physical and psychological well-being of students and provides opportunities for each student to move toward the realization of his goals and potential as an effective citizen.

The professional educator, recognizing that students need role models, will act, speak and teach in such a manner as to exemplify nondiscriminatory behavior and encourage respect for other cultures and beliefs.

The professional educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. He/she believes that sound professional personal relationships with colleagues, governing boards, and community members are built upon integrity, dignity, and mutual respect.

## **ALA Mission Statement**

American Leadership Academy partners with families to provide comprehensive educational experiences, character development through leadership and individualized student learning for college and career readiness.

## **ALA Vision Statement**

We envision American Leadership Academy Charter School as a thriving community of learning that honors and maintains its mission in all that it does. Together, all employees of the Academy will build a scholarly, creative, and exciting environment that students will want to experience; a place that will attract the most highly skilled and committed educators and community members. Parents will have an active presence during the school day and in all aspects of governance. Accountability and personal responsibility will be embraced by all constituents, particularly the teachers, who will be given maximum freedom and support in helping them fulfill their teaching assignments.

## **BOARD OF TRUSTEES**

Utah law grants a charter school's Board of Trustees the power to govern and oversee school management. The Board is the policy-making body within American Leadership Academy and has overall responsibility for the financial stability of the school.

## **INTENTIONS**

This handbook has been written to serve as the guide to clarify the employer/employee relationship. This handbook applies to faculty and staff at ALA. In addition, certain individuals who are not employees of ALA, but who nevertheless work on the premises, are 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.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice as it applies to you, you should address your specific questions to your administrator or the Human Resources Department. You are responsible for reading, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth. ALA expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

***The employee signature at the end of this Handbook certifies that the employee accepts the provisions of this Handbook as a component of said employee's employment and that the employee has received a physical or electronic copy of this Handbook.***

## **SECTION 1**

### **1.1 Employment Applications**

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **1.2 Open Communication Policy**

We want to hear from you. ALA encourages employee participation in decisions affecting them and their daily professional responsibilities. We truly believe that our greatest strength lies in our employees and our ability to work together. To this end, we encourage you to engage in open communications about all aspects of our organization. Employees are encouraged to openly discuss with their administrator any problems or suggestions so appropriate action may be taken. If your administrator cannot be of assistance, the Executive Director is available for consultation and guidance. ALA is interested in all employees' success and happiness. We, therefore, welcome the opportunity to help employees whenever feasible.

## **SECTION 2**

### **YOUR EMPLOYMENT**

#### **2.1 At Will Employment**

As provided in the Employee Acknowledgement and Agreement provided with this Handbook, nothing in this Handbook creates or is intended to create a promise or representation of continued employment with American Leadership Academy. ALA is in an "employment-at-will" state, meaning all employees may be terminated at any time and for any reason. Similarly, employment with American Leadership Academy is voluntarily entered into, and employees are free to resign at any time.

Only the Executive Director or Board of Trustees has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the Executive Director. In addition, ALA maintains a highly flexible culture. Given the entrepreneurial nature of ALA, an employee's position and/or position description may be changed at any given time by his or her administrator. Nothing in this manual is intended to change this policy.

#### **2.2 Criminal History and Educational History**

As a condition of their employment, all employees are required to submit to a criminal history review. A criminal history review through the Utah Department of Public Safety and Corrections, Office of State Police, Bureau of Criminal Identification, shall be administered. The criminal history review shall include a fingerprint check and simultaneous FBI check. Individuals who refuse to submit to a criminal history review or whose criminal history review reveals that they have been convicted of a crime or have violated

the law may not be offered employment and/or may be subject to termination. Individuals whose criminal history review reveals that they have been convicted of a felony will not be offered employment and/or will be terminated. Teachers are required to provide official transcripts to verify units earned/degree received or in-service hours if this information is unavailable through CACTUS. These requirements must be completed prior to beginning employment, and the information must be submitted to Human Resources. Individuals whose educational background differs from that of the job description may not be considered for employment.

### **2.3 Conflict of Interest and Outside Employment Statement**

Just as ALA expects the highest personal conduct from our students, we expect you to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of ALA. Business dealings that appear to create a conflict between the interests of ALA and an employee are unacceptable. ALA recognizes your right to engage in activities outside of your employment which are of a private nature and unrelated to our business. However, you must disclose any possible conflicts so that ALA may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to your administrator. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the ALA business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If you have any question whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact your administrator to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise.

### **2.4 Immigration Law Compliance**

ALA employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with ALA within the past three years or if their previous I-9 is no longer retained or valid.

### **2.5 Work Product Ownership**

Please be aware that ALA retains legal ownership of the product of your work. No work product created while employed by ALA can be claimed, construed, or presented as property of the individual, even after employment by ALA has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for ALA, regardless of whether the intellectual property is actually used by ALA. Although it is acceptable for you to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume), please bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of ALA.

### **2.6 Public Relations**



The success of ALA depends upon the quality of the relationships between ALA, its employees, students, parents and the general public. The public impression of ALA and its interest in ALA will be formed, in part, by ALA employees. ALA employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate ALA.

Below are several things we expect employees to do to help leave people with a good impression of ALA. These are building blocks for our continued success.

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Respond to e-mail and voice mail with 24 hours during the workweek.
- Take great pride in your work and enjoy doing your very best.

## **2.7 Whistleblower Policy**

ALA is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of ALA policy, specifically the policies contained in the ALA Employee Handbook. An employee who wishes to report a suspected violation of law or ALA policy may do so confidentially by contacting the School Principal, Executive Director or Human Resources. *Refer to Policy 2030 for further information.*

## **SECTION 3**

### **EMPLOYMENT POLICIES & PROCEDURES**

#### **3.1 Equal Employment Opportunity**

Equal Employment Opportunity is a fundamental principle at ALA, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation or belief or any beneficiary of any program financially assisted under Title 1 of the Workforce Investment Act of 1998 (WIA). Discrimination is not made on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any Utah Department of Labor program or activity veteran status, genetic predisposition or carrier status, pregnancy or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

#### **3.2 Harassment**

It is the policy of ALA to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law. ALA prohibits any such discrimination or harassment. It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any student, teacher,

administrator or other employee of ALA to harass a student, teacher, administrator, or other employee through conduct or communication. This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to ALA (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. *Please refer to Policy 2020 for further information.*

### **3.3 Drug Free Workplace** (*refer to Policy 2170 for more information*)

ALA is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to all employees of ALA while they are on school premises or elsewhere on ALA business.

- The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on ALA property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substances of abuse on ALA property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

**Company property/ALA Property:** All Company owned or leased property used by employees.

**Controlled substance of abuse:** Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

**Drug:** Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

**Drug paraphernalia:** Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance. This includes any vaping device.

#### **Illegal drug:**

1. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
2. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
3. Inhalants used illegally.

**Under the influence:** A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the ALA policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination. Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment. Working or reporting to work, conducting business or being on ALA property while under the influence of an illegal drug or alcohol, or in an impaired condition.

**Reasonable Suspicion Testing:** All employees shall be required to undergo alcohol and drug testing at any time the school has reasonable suspicion to believe that the employee has violated the ALA's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any school function on or off school property. The school's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

### **3.4 Smoking**

The use of tobacco products or e-cigarettes are not permitted anywhere on ALA premises or in school vehicles. An employee may not smoke while on duty. As defined in UTAH CODE ANN. § 76-10-101, smoking means the possession of any lighted cigar, cigarette, pipe or other lighted smoking equipment. Therefore, an employee may be found to have smoked whether the employee inhaled or not.

### **3.5 Personnel Data Changes**

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name change, a marriage license and/or court document must be provided.

An employee's personnel data should be accurate and current at all times. The USOE should also be notified with any personnel data changes in order to update CACTUS information.

## **SECTION 4**

### **PERFORMANCE**

The Board recognizes that the quality of public education can be improved and enhanced by systematic, fair, and competent annual evaluation of educators and through the remediation of those whose performance is inadequate. Under UTAH CODE ANN., Section 53A-8a-301(1), "the performance of each employee [must] be evaluated annually." The Board of Trustees is committed to having effective educators in all classrooms to ensure that each student receives high quality instruction every day. Temporary employees and other at-will classified employees may be excluded from the requirement. The statutory and practical requirements for employee evaluations vary among certified, classified, and administrative employees.

The purpose of the evaluation process is to improve student achievement by promoting professional growth, facilitating improved skill and job performance, and identifying and encouraging quality instruction. In compliance with Utah State Board Rule, educator effectiveness shall be based on the Utah Effective Teaching Standards and the Utah Effective Leadership Standards. Observations of educator effectiveness shall be done in a variety of situations including, but not limited to, the classroom, professional development activities, collaboration time, leadership assignments, and/or parent conferences

using both USBE evaluation protocol and ALA formative and summative observation tools and evaluations.

#### **4.1 Employee Performance Review and Planning Sessions**

It is the purpose of ALA to improve the performance of all employees. Administrators will conduct performance reviews with all teachers and other full-time and regular part-time employees as needed. Administrators may conduct informal performance reviews and goal setting sessions if they choose.

Performance reviews are designed for the administrator and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and administrator discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and his/her administrator to make and agree on new goals, skills, and areas for improvement.

Your performance review and goal setting sessions may have a direct effect on any changes in your employment and/or compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

#### **4.2 Corrective Action**

ALA holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, ALA expects the employee's administrator to take corrective action.

Corrective action may be progressive or immediate. That is, the action taken in response to a rule infraction or violation of standards may follow a pattern that increases in seriousness until the infraction or violation is corrected or may lead to termination. Progressive steps are not guaranteed and corrective action will be applied at the discretion of ALA.

ALA considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include, but are not limited to: theft in any form, falsification of records, drug abuse, any misconduct concerning a child/student, vandalism or destruction of company property, or untruthfulness about personal work history, skills, or training.

#### **4.3 Discipline**

All employees are expected to meet ALA standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with ALA policies and procedures. If an employee does not meet these standards, ALA may or may not, at sole discretion, take corrective action. The intent of corrective action is to formally document problems while providing the employee with time to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with ALA policies and procedures and/or other disciplinary problems.

Warnings: The administrator should discuss any problem and present a warning to the employee that clearly identifies the problem and outlines a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or recurs. A record of the discussion and the employee's comments should be placed in the employee's file. Employees who have had formal written

warnings may not be eligible for salary increases, bonus awards, promotions, or leaves of absence during the warning period.

Corrective action may include any of a variety of actions depending upon the circumstances and severity of the particular situation. Corrective actions may be taken at the discretion of management and include any of the following:

- Verbal warning with you, which will be confirmed in writing by the supervisor for your personnel file.
- Written warning, which will be placed in your file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from organization premises during an investigation, or as a disciplinary action. This may be paid or unpaid.
- Termination, which will be documented in your file.

The corrective action process will not always commence with a verbal warning or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, and your intent and motivation to change the performance that took place.

#### **4.4 Standards of Conduct** (*Refer to Policy 2220 for more information*)

Staff members must understand that even an appearance of inappropriate relationships will adversely impact their effectiveness in the school environment, and may trigger a licensing investigation. Therefore, employees must be diligent in maintaining the highest ethical standards when interacting with students, both inside and outside the school environment. All social and/or personal relationships with students should be professional, appropriate and maintain the boundaries defined in Policy 2210.

All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards in doing their own jobs and conducting ALA business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment. While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

Staff members shall recognize and maintain appropriate personal boundaries in teaching, supervising and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety.

1. “Boundary violation” means crossing verbal, physical, emotional, or social lines that staff must maintain in order to ensure structure, security, and predictability in an educational environment and may include the following, depending on the circumstances:
  - a. Isolated, one-on-one interactions with a student out of the line of sight of others;
  - b. Meeting with a student in rooms with covered or blocked windows;
  - c. Telling risqué jokes to, or in the presence of a student;
  - d. Employing favoritism to a student;
  - e. Giving gifts to individual students;
  - f. Staff member initiated frontal hugging or other inappropriate touching;

- g. Fostering, encouraging, or participating in emotionally or socially intimate relationships with students.
  - h. Photographing an individual student for a non-educational purpose or use;
  - i. Initiating or continuing communications with students for reasons unrelated to any direct educational purpose, including oral or written communication, telephone calls, electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites, webcams, or photographs;
  - j. Exchanging personal email or phone numbers with a student for a non-educational purpose or use;
  - k. Interacting privately with a student through social media, computer, or handheld devices that is not specifically school related;
  - l. Sharing verbally or by electronic communication any inappropriate, lewd or sexual in nature, image or photograph with a student;
  - m. Engaging in any romantic or sexual relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students; and
  - n. Discussing your own or another staff member's personal life or personal issues with a student.
2. "Boundary violation" does not include;
    - a. Offering praise, encouragement, or acknowledgement;
    - b. Offering rewards available to all who achieve;
    - c. Giving a pat on the back or a shoulder;
    - d. Giving a side hug;
    - e. Giving a handshake or high five;
    - f. Offering words of kindness;
    - g. Utilizing public social media alerts to groups of students and parents; or
    - h. Contact permitted by an IEP or 504 plan.
  3. "Grooming" means befriending and establishing an emotional connection with a child or a child's family to lower the child's inhibitions for emotional, physical, or sexual abuse.
  4. "Sexual conduct" includes any sexual contact or communication between a staff member and a student.

Staff members shall recognize and maintain appropriate personal boundaries in teaching, supervising and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety.

1. A staff member may not subject a student to any form of abuse including, but not limited to:
  - a. Physical abuse;
  - b. Verbal abuse;
  - c. Sexual abuse; or
  - d. Mental abuse.
2. A staff member shall not touch a student in a way that makes a reasonable objective student feel uncomfortable.
3. A staff member shall not engage in any sexual conduct toward or sexual relations with a student including, but not limited to viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format.

4. Staff member communications with students, whether verbal or electronic, shall be professional and avoid boundary violations.
5. A staff member may not engage in harassing or discriminatory behavior towards students, parents/guardians, or other staff members or use profane, obscene, or abusive language against them or in front of them.
6. Staff members may not cause damage to or engage in theft of property belonging to students, staff or the school.
7. A staff member shall not provide gifts, special favors, or preferential treatment to a student or group of students.
8. A staff member shall not discriminate against a student on the basis of sex, religion, national origin, gender identity, sexual orientation, or any other prohibited class.
9. Staff member use of electronic devices and social media to communicate with students must be professional, pertain to school activities or classes, and comply with the Family Educational Rights and Privacy Act.
10. A staff member may not use or be under the influence of alcohol or illegal substances during work hours on school property or at school sponsored events while acting as a staff member. Additionally, a staff member may not use any form of tobacco or electronic cigarettes on school property or at school sponsored activities.
11. Staff members may not provide alcohol or drugs (regardless of age) to students.
12. A staff member shall cooperate in any investigation concerning allegations of actions, conduct, or communications that if proven, would violate this policy.
13. ALA recognizes that familial relationships between a staff member and a student may provide for exceptions to certain provisions of this policy.
14. Insubordination or other disrespectful conduct.
15. Humiliating or belittling students.
16. Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
17. Violation of ALA policies or procedures.
18. Unsatisfactory performance or conduct.
19. Negligence or any careless action which may endanger the health, safety or well-being of another person.
20. Engaging in criminal conduct or acts of violence at any time or making threats of violence toward anyone on school premises or when representing ALA.
21. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work, refusal to help out on a special assignment or refusing to cooperate.
22. Engaging in an act of sabotage, negligently causing the destruction or damage of school property, or the property of fellow employees.
23. Theft or unauthorized possession of school property or the property of fellow employees; unauthorized possession or removal of any school property from the premises without prior permission from management, unauthorized use of school equipment or property for personal reasons.
24. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
25. Excessive use of telephones or electronic devices for non-business related activities including, but not limited to personal calls, text messaging, social networking, etc.
26. Leaving work before the end of a workday without approval of your supervisor.

27. Failure to report an absence or unauthorized or excessive absences or lateness.
28. Speeding or careless driving of school vehicles.
29. Falsifying your timesheet or records of attendance or altering another employee's timesheet.
30. Obscene or abusive language toward any employee, student or parent.
31. Sharing or disseminating personal, sensitive, or confidential information about an employee, student, or parent. No employee will disclose confidential information unless legal requirements demand such information be revealed.
32. Any other act or omission which impairs or restricts the ability of ALA to provide a safe and healthy environment for employees and students.

#### **4.5 Physical Contact with Students and Other Staff Members**

It is the policy of ALA that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Brief hugs initiated by the student
- Brief hugs given with permission
- Pats on the shoulder or back
- Hand-shakes
- "High fives" and hand slapping
- Touching shoulders and arms around the shoulder area
- Patting a student on the knee (grades K through 5)
- Sitting students on one's lap (grades K-2 ) for purposes of comforting
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self-defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kissing
- Corporal punishment
- Sitting students on one's lap (grades 3-12)
- Touching buttocks, chests or private areas
- Pushing a person or another person's body part (other than in self-defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-members
- Tickling
- Massages
- Any form of unwanted affection



- Any form of sexual contact

This policy does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited.

Consequently an attempt to violate this policy or placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this policy is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances, it could be reasonably assumed that physical contact would be attempted. Violation of this policy could subject the teacher or staff member to discipline which would include termination for cause. The victim may also choose to bring civil or criminal charges against the violator. This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstance they find themselves.

#### **4.6 Reporting Child Abuse** (*Refer to Policy 2010 for more information*)

The purpose of child abuse reporting legislation is to protect the best interests of children, offer protective services to prevent harm to children, stabilize the home environment, preserve family life whenever possible, and encourage cooperation among the states in dealing with the problem of child abuse.

##### **Duty to Notify**

According to Utah Admin Code R277-401 any school employee who knows or reasonably believes that a child has been neglected, or physically or sexually abused, shall immediately notify the nearest peace officer, law enforcement agency, or DCFS. Any person, official, or institution that fails to report a child abuse or neglect case is guilty of a class B misdemeanor. **The person making the observation of abuse or neglect is responsible to contact the Division of Family Services and if immediate danger is evident, contact the nearest law enforcement agency.** Notifying a school official does not satisfy the employee's personal duty to report to law enforcement or DCFS.

Steps to be taken:

- Determine whether there is reason to believe abuse or neglect has occurred. Gathering information is allowable to the extent necessary to determine whether a reportable circumstance exists.
- Make verbal report of abuse or neglect to the Division of Family Services and then to the principal so that they are informed of potential follow up from Division of Family Services.
- Principal is to inform the Executive Director

#### 4.7 Confidentiality to Access Children's Records

All information contained in student's records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). These records are the property of ALA, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons. **Please do not speak about children in hallways or public areas. The information about children is confidential and must not be discussed in the outside community.** No child's files are to be taken off premises unless granted permission by the Executive Director. Only teachers, administrative and office personnel are permitted to review the student files.

##### **Liability:**

The effective teacher is concerned for the welfare of students and takes measures to ensure their welfare. Nevertheless, it is well to be aware of the possible consequences of negligence.

The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically the teacher must do the following:

1. **Never leave students unsupervised. Leaving a classroom without another responsible employee present is leaving students unsupervised.**
2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe condition in the room or on campus to the principal so that it may be corrected.
4. **Students should not be released early from your class or allowed to leave to visit another classroom.**
5. Only students who are enrolled in your class should be in your classroom.
6. Strictly adhere to all stated Policies of the school.

Failure by teachers to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, etc... Additionally teachers may be held legally liable for negligence in the performances of their duties.

#### 4.8 Fraud and Financial Impropriety

ALA prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the school.

Fraud and financial impropriety shall include but is not be limited to the following:

1. Forgery or unauthorized alteration of any document or account belonging to the school.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other school assets, including employee time.
4. Impropriety in the handling of money or reporting of school financial transactions.
5. Unauthorized disclosure of confidential or proprietary information to outside parties.
6. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the school.
7. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
8. Failure to provide financial records required by state or local entities.
9. Failure to disclose conflicts of interest as required by law or school policy.

10. Disposing of school property for personal gain or benefit.
11. Any other dishonest act regarding the finances of the school.

If an employee is found to have committed fraud or financial impropriety, the school Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, school Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the school, the school may seek to recover lost or misappropriated funds.

## **SECTION 5**

### **ATTENDANCE**

#### **5.1 Attendance/Punctuality**

The presence or absence of each employee is of critical importance to the successful operation of ALA. Therefore, ALA expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. ALA reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Employees are not allowed to perform work (for pay) at home or away from ALA unless specifically authorized for each occurrence by the Human Resource office. Employees are **not** allowed to have their children or grandchildren with them while working. This includes TDD days and employee training days.

Hourly employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence, by their administrator. Hourly employees are not allowed to perform work while on scheduled nonpaid lunch break, unless specifically assigned by the supervisor. An hourly employee must take a 30 minute lunch if working more than 4 hours. Administrators will make a note of any employee's absence or lateness, and his or her reasons, and have it placed in the employee's personnel file. Employees should be aware that excessive absences, lateness or leaving early will lead to a reduction in pay and may lead to disciplinary action, up to and including termination.

#### **5.2 Absence With/Without Notice**

From time to time, it may be necessary for employees to be absent from work. ALA is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Paid time off (PTO) has been provided for this purpose.

Employees who are unable to call in themselves because of an illness, emergency or for some other reason, should be sure to have someone call for them. A consistent pattern of questionable absences can be considered excessive, may be cause for concern and possible termination. In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Three consecutive days of no call/no show is considered a voluntary termination.

## SECTION 6

### WAGE SALARY AGREEMENTS

#### 6.1 Employment Period of Educators

The term “Educator” means any professional person who is employed by the school to perform educational services requiring certification by the Utah State Board of Education and holds a valid certificate for his/her position. Educators are granted continued employment for each succeeding year under the conditions outlined below unless terminated for cause, unsatisfactory performance, failure to perform employee responsibilities, or reduction in force.

- a. Letter of Intent: The educator must submit each year a letter of intent indicating his/her desire to continue employment with ALA for the next school year. The letter of intent must be submitted within one week of receiving it. An educator who does not inform ALA of his/her decision by that date will be deemed to have notified the school that he/she does not desire to return.
- b. Before the end of the school year a salary agreement for the upcoming school year will be offered to selected educators. The educator must submit his/her signed agreement within one week of receiving it. An educator who does not inform ALA of his/her decision by that time will be deemed to have notified the school that he/she will not be returning.
- c. Penalty for Termination after submitting signed agreement. Educators choosing to terminate their obligation to return after submitting a signed agreement for the upcoming school year are subject to a penalty of one thousand dollars (\$1000.00).
- d. Penalty for Early Termination. Educators choosing to terminate their obligation to their agreement prior to the end of the school year are subject to a penalty of one thousand dollars (\$1000.00). Educators who give the school thirty days written notice before terminating their agreement during the school year will have the penalty reduced to five hundred dollars (\$500.00). The penalty for early termination may be appealed to the Director.
- e. Educators who are terminated without cause during the agreed school year will receive \$1000.00 severance pay.

#### 6.2 Timekeeping

**Salary Employees:** Full time employees are required to work their scheduled hours and days according to their calendar and position. For educators this is 7:30 am to 4:00 pm Monday through Thursday and 8:00 am to 2:00 pm on scheduled Fridays. Support staff works the same hours except Fridays are 8:00 am to 3:00 pm on scheduled Fridays.

**Hourly Employees:** Accurately recording time worked is the responsibility of every hourly employee. Time worked is the time actually spent on a job performing assigned duties. ALA does not pay for extended breaks or time spent on personal matters. For every 4 hours worked the employee needs to take a 30 minute lunch. Employees should not work past their scheduled hours. **Hourly employees are not allowed to work from home.**

Authorized personnel will review time records bi-monthly. Any changes to an employee’s work schedule must be approved by his/her supervisor and an explanation logged in timekeeper.

### **6.3 Paydays**

Hourly employees are paid bi-monthly on the 5<sup>th</sup> and 20<sup>th</sup> of each month, by check, with the pay period ending on the 15<sup>th</sup> and the last day of each month. If the 5<sup>th</sup> or 20<sup>th</sup> fall on a holiday or non-working day then the payday will be on the first work day following the 5<sup>th</sup> or 20<sup>th</sup>.

All salaried employees are paid on the 30<sup>th</sup> of each month. In the event that the 30<sup>th</sup> falls on a Saturday the employees will be paid on the Friday and if the 30<sup>th</sup> falls on a Sunday they will be paid on the Monday.

Salaried employees will be paid through direct deposit of funds to savings or checking accounts at their bank of choice. To activate direct deposit, a Direct Deposit Authorization form may be obtained from Human Resources.

### **6.4 Salary Deductions**

Once a salaried employee's PTO (paid time off) days have been exhausted or are otherwise unavailable, ALA will deduct the equivalent amount of the employee's daily salary rate. This is calculated by taking the employee's total salary and dividing it by the number of contracted days. Employees who believe that ALA has made an incorrect or improper salary deduction should promptly report the deduction to Human Resources.

### **6.5 Wage Garnishment**

When an employee's wages are garnished by court order, ALA is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck.

### **6.6 Unemployment**

Once an employee files for unemployment their contracted days will be paid out and all benefits will end.

## **SECTION 7**

### **BENEFITS AND TIME OFF**

#### **7.1 Group Benefits**

ALA offers participation in the Utah State Retirement (URS) plan for those employees who are eligible to participate. In order to be eligible you must work 20 or more hours per week and receive a qualifying benefit. Qualifying benefits are vacation or sick pay, a retirement benefit or a non-mandated employer paid contribution or insurance.

ALA offers a medical benefits program for its eligible full-time employees. ALA strives to provide the best, most equitable and cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various benefit forms on the employees behalf, the total cost to provide the benefit program described in this Handbook, and other documents is a significant supplement to your pay and should be viewed as additional compensation.

ALA reserves the right to design plan provisions and to add, eliminate, or in other ways modify any discretionary benefits described in this Handbook or elsewhere when it is deemed in the organization's

best interest to do so. These benefits are subject to change depending on management decision and resources.

You will be provided with summary plan descriptions upon eligibility and enrollment. ALA reserves the right to amend or modify, in whole or in part, any of the provisions of the benefit plans.

For more complete information regarding any of our benefit programs, please contact Human Resources.

## **7.2 Paid Time off (PTO)**

Paid time off (PTO) provides eligible salary staff members with an entitlement of days away from work with pay. PTO days may be used for vacation, personal time, illness or time off to care for family or dependents. Your administrator uses his/her discretion to approve PTO requests.

Temporary employees, hourly employees, and workers being paid workers' compensation are not eligible to receive or accrue PTO days.

PTO may not be taken the last week of the school year, or on scheduled training days, or immediately before or after holidays without administration's permission.

### **Employee Benefit Years 1-3:**

Full time eligible employees year one (1) to three (3), receive five (5) personal days which can be used as sick days when necessary. Full time for classified employees is considered 40 hours per week.

See Human Resources for any other work configuration; part time, three-quarter time, etc.

**Employee Benefit Years 3+ years:** Sick and personal days for full time eligible salaried employees, beginning year four (4) at American Leadership Academy, will total ten (10) days, five (5) rollover days and five (5) personal days.

### **Exercise of Rollover Benefit:**

Full time eligible salaried employees must complete three (3) full time consecutive eligible years of employment at American Leadership Academy in order to qualify for the Rollover Benefit. Salaried employees with any formation of sick days remaining at the end of the school year will be able to carry the days into the following year.

Example: An employee using 4 of the 5 rollover days would be allowed to carry the remaining day over into the following year.

Accumulation of rollover days are allowable up to ten (10) days at which time the basic benefit will reinstate.

### **Days off**

All eligible salaried employees must submit the proper paperwork to the appropriate administrative office in the Jr. High building for each day or partial day taken. This applies for **any reason** that you will be absent. The absentee form needs to be filled out if the absence is for school business or personnel reasons **and even if you are not needing a substitute.**

0-4 hours equals .50 day

4-8 hours equals 1.0 day

If a teacher is unable to work on any scheduled day, it is the teacher's responsibility to notify the substitute teacher coordinator by 7:30 a.m. in order to facilitate a replacement or substitute. The employee must also submit a Substitute Request Form. If the teacher has a zero (0) period class, he/she needs to contact his/her administrator.

If an employee is taking a planned personal day, the employee should notify their administrator and the substitute teacher coordinator at least five (5) days in advance.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and will carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

### **PTO Exceptions**

- In the event an employee has exhausted his/her PTO, any additional time off must be approved by your supervisor and will be taken without your daily rate pay.
- Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.
- Earned PTO cannot be taken before it is accrued and approved.

### **7.3 Bereavement**

Bereavement leave is available to an employee at the time of death or funeral of a member of the employee's family. For eligible employees, it may be approved up to five (5) days a year with full pay for a child or spouse. Bereavement leave may be approved up to three (3) days a year with full pay for a father or mother. Bereavement leave may be approved up to one (1) day a year with full pay for a brother or sister or corresponding in-law or grandparents. Bereavement leave may be approved up to two (2) additional days for traveling more than 500 roundtrip miles from your home. (The additional days need approval through the Human Resource office). Bereavement leave may only be taken at the time of the death or funeral of a family member and may not be stored up to use later as additional vacation days.

### **7.4 Jury Duty**

ALA encourages and expects all employees to fulfill their civic responsibility by serving jury duty when required. ALA employees summoned for jury duty will be granted a leave of absence for the period of time required for such jury duty. The leave of absence will be granted without loss of PTO or any other benefit. If employee is present at court and has not been picked to serve trial he/she must turn in hours served from the clerk of court to their supervisor. Any employee summoned for jury duty must provide his/her supervisor with an authentic summons, subpoena, or notice for such duty and upon returning to work must present proof of jury duty service. Employees are expected to return to work if they are excused for jury duty during their regular working hours.

### **7.5 Military Duty**

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are structured according to the Uniformed Services Leave and Re-employment Act and applicable state regulations. The policy covers those employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly

scheduled annual training and military summer camp training. Military leaves are without pay unless you elect to utilize PTO days earned before commencement of the leave.

### **7.6 Family Medical Leave Act (FMLA)**

Eligible employees may take up to 12 work weeks of unpaid, job protected leave under the Family and Medical Leave Act in a 12-month period for specified family and medical reasons. To be eligible for FMLA leave, you must have worked for ALA for at least 12 months. *Refer to Policy 2060 for further information.*

## **SECTION 8 SEPARATION OF EMPLOYMENT**

### **8.1 Employment Termination/Separation of Employment**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Termination – involuntary employment termination initiated by ALA.
- Layoff/Non-Renewal – involuntary employment termination initiated by ALA for non-disciplinary reasons.
- Surplus-involuntary employment termination initiated by ALA for budgetary reasons.

When an hourly employee intends to terminate his/her employment, ALA would appreciate at least two (2) weeks written notice and salaried employees at least four (4) weeks written notice.

Any employee who terminates employment with ALA shall return all files, records, keys, and any other materials that are property of ALA. Any materials that are bought with ALA State or local funds are property of ALA. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to ALA will also be deducted from the employee's final check.

### **8.2 Non-Renewal**

At the time designated by the School Calendar, an administrator may recommend Non-Renewal of an employment offer effective at the end of the current school year. The reasons for non-renewal cannot be based on an employee's exercise of Constitutional rights, or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age.

Reasons for a recommendation of Non-Renewal must be based on one of the following:

- Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication.
- Failure to fulfill duties or responsibilities.
- Incompetency or inefficiency in the performance of required or assigned duties.
- Inability to maintain discipline in the classroom or at assigned school-related functions.
- Insubordination or failure to comply with official directives.
- Failure to comply with policies or administrative regulations.



- Conducting personal business during school hours when it results in neglect of duties.
- Reduction in Force (RIF) because of financial exigency, program change, or dropped classes.
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
- The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property, working in the scope of the employee's duties, or attending any school or school sponsored activity.
- Conviction of a felony or any crime.
- Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime.
- Failure to meet the schools standards of professional conduct.
- Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth.
- Disability, not otherwise protected by law, which impairs performance of required duties.
- Immorality which is conduct the school determines is not in conformity with the accepted moral standards of the community. Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
- Any activity, school-connected or otherwise, because of the publicity given it, or knowledge of it among students, faculty, community, impairs or diminishes the employee's effectiveness at the school.
- Reasons specified in individual employment offer letters reflecting special conditions of employment such as, but not limited to, failure to fulfill requirements for certification or teacher licensing.
- Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- A significant lack of student progress.
- Assault on an employee or student.
- Falsification of records or other documents related to the schools activities.
- Falsification of required information on an employment application.
- Misrepresentation of facts to a supervisor.
- Any attempt to encourage or coerce a child to withhold information from the child's parent.
- Excessive absences or lateness.

## **SECTION 9**

### **EMPLOYEE GUIDLINES**

#### **9.1 Limited Electronic Communication with Students**

Authorized Personnel may communicate through electronic media with students who are currently enrolled in ALA only within the following guidelines:

The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).

1. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class

work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.

2. The employee is prohibited from communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for this purpose. The employee must enable administration and parents to access the employee’s professional page.
3. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility and only concerning matters associated with the extracurricular activity.
4. Any and all communication needs to be school related.
5. The employee shall not communicate with any student between the hours of 8 p.m. and 8 a.m. unless the employee has supervisory responsibilities for the student at that time. An employee may, however, make public posts to a social network site, group communication app, blog, or similar application at any time.
6. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.

Social media technology can serve as a powerful tool to enhance education, communication and learning. This technology can provide both educational and professional benefits, but in the process all ALA Employees must adhere to the highest standards of professionalism in all their Information, Electronic Communications and Social Networking.

1. An Educator who creates a school-related or social media website must have proper approval from their school administrator and comply with all school policies.
2. Educators must comply with any and all applicable state and federal laws, including the Family Educational Rights and Privacy Act (FERPA), and may not post Student photos or other personally identifiable information unless specifically authorized under the provisions of FERPA or obtaining prior written consent from the parent/legal guardian.
3. Educators must have a specific educational purpose or need to use social media.
4. Educators are expected to monitor the content on their school-related site(s), including posts by Students. Educators shall ensure that Student posts which violate laws or school policies are removed immediately and appropriate action taken.
5. Educators and Students interacting through a school-related or social media website shall maintain the same professional level of communication, behavior, and appearance as though they were in the classroom. Educators must not engage in dialogue or behavior with Students that is “peer-like,” but must maintain a formal teacher-student relationship.
6. Employees may not intentionally transmit or receive material in violation of law or school policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devices. Content containing profanity, obscenity, vulgarity, defamation, bullying, harassing, false or inaccurate information, threatening or abusive content or any other types of inappropriate material. An Employee may not be in possession of or use pornographic material on school property. Users are prohibited from posting or sending content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
7. Employees may not communicate privately with, nor allow private communications from, Students via any personal website.
8. Social Media may be used within the School as a tool for educational and effective communication. When used it should promote the School in a positive manner, and share School news and information in a timely and relevant fashion.

The school is committed to ensuring that all ALA stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner. ALA strives to create professional social media environments that mirror the academically supportive environments of our school.

## **9.2 Computer Email and Internet Use**

The computers that you use at work and the E-mail system are the property of ALA and have been provided for use in conducting ALA business. All communications and information transmitted by, received from, created or stored in its computer system (whether through word processing programs, E-mail, the Internet or otherwise) are ALA records and property of ALA. The computer system is to be used for ALA purposes only. Employees may, however, use ALA technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with ALA business, and does not violate any ALA policy: (1) To send and receive necessary and occasional personal communications; (2) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner; (3) To use the telephone system for brief and necessary personal calls; and (4) To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

### **No Expectation of Privacy**

Although ALA does not wish to examine personal information, from time to time ALA may need to access its technology resources. ALA has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, without limitation, reviewing documents created and stored on its computer system, deleting any matter stored in its system (including, without limitation, its E-mail and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users. Further, ALA may exercise its right to monitor its computer system for any reason and without the permission of any employee. Employee use of ALA computer system constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from ALA computers is not assured. Use of passwords or other security measures does not in any way diminish ALA's right to monitor and access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to ALA as files may need to be accessed by ALA in an employee's absence or for any other reason that ALA in its discretion deems appropriate. Further, employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages and other files may be stored on a central back-up system in the normal course of data management.

**Therefore, employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system.**

Notwithstanding the foregoing, even though ALA has the right to retrieve, read and delete any information created, sent, received or stored on its computer system, E-mail messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of a supervisor.

## **Professional Use of Computer System Required**

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on ALA letterhead. Because E-Mail and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or ALA if disclosed in litigation or otherwise. Finally, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship absent the express permission of their administrator.

## **Offensive and Inappropriate Material**

ALA policy against discrimination and harassment, sexual or otherwise, applies fully to ALA's computer system, and any violation of that policy is grounds for discipline up to and including termination. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in ALA's computers. Employees encountering or receiving this kind of material should immediately report the incident to the Human Resources Department. ALA may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by ALA networks. Notwithstanding the foregoing, ALA is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to ALA blocking software.

## **Filtering and Monitoring**

Filtering software is used to block or filter access to visual depictions that are obscene or pornographic – and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user is responsible for his or her use of the network and Internet and must avoid objectionable sites;

- Any attempts to defeat or bypass the school's Internet filter or conceal Internet activity are prohibited. These attempts include, but are not limited to, the use of proxies, https, special ports, modifications to school browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- Teachers and staff will provide appropriate adult supervision of Internet use.

- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the school; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

### **Solicitations**

ALA's computer system (including, without limitation, its E-Mail system) may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job related solicitations. Approval from administration is required before anyone can post any information on commercial on-line systems or the Internet.

### **Licenses and Fees**

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission from administration.

### **Games and Entertainment Software**

Employees may not use an ALA Internet connection to download games or other entertainment software, or to play games over the Internet. Employees must consult their immediate supervisor and obtain approval before transmitting any information which may be considered confidential or proprietary.

### **Copyrights and Trademarks**

ALA computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from administration. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult administration or refer to *Policy 2260 Use of Copyright Materials*.

### **Maintenance and Security of System**

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the ALA network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to ALA's network. In addition, files obtained from sources outside ALA, including disks brought from files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage ALA's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-ALA sources. If you suspect that a virus has been introduced into ALA's network, notify technology personnel immediately.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination.

### **9.3 Employer Information and School Property**

The protection of ALA business information, property and all other ALA assets are vital to the interests and success of ALA. No ALA related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of ALA) may, therefore, be removed from ALA premises or disclosed without permission from the Executive Director.

All property and supplies bought with school funds belong to ALA. This includes all items bought through fundraising efforts, student fees and donations or bought for individual school programs or any extra-curricular program.

In addition, when an employee leaves ALA, the employee must return to ALA all ALA related information and property that the employee has in his/her possession, including, but not limited to, computer equipment, keys, communication devices, supplies, files, books, and any other items owned by ALA at the time of employee's separation of employment from ALA. **This includes all items purchased with school funds.** Employees will be responsible for any lost or damaged items. Violation of this policy is a serious offense and will result in appropriate disciplinary or legal action.

### **9.4 Internal Investigations and Searches**

From time to time ALA may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so. Whenever necessary, at ALA's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) and personal belongings (i.e. brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for ALA property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to ALA. ALA will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so.

### **9.5 Safety**

The management of ALA is committed to providing the resources and manpower necessary to develop, implement, and administer a safety program for the protection of its employees. All management personnel and employees are expected to meet their responsibilities to make the safety program effective and productive. Periodic reviews of our safety program will be conducted by management to maintain its effectiveness. All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your administrator, to the Facilities Manager. Injuries requiring medical attention should be reported to Human Resources.

#### **Safety Rules**

1. No smoking, use of electronic cigarette, or vaping device.
2. Horseplay and fighting will not be tolerated in the workplace.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace. Inform your administrator if you are required to take medication during work hours. Written medical evidence stating that the

medication will not adversely affect your decision making or physical ability may be required, particularly if you drive a vehicle on company business.

4. Report all work related injuries to your administrator immediately.
5. Immediately report accidents, near accidents, and property damage to your administrator regardless of severity.
6. Operate equipment only if you are trained and authorized to do so.
7. If you do not understand your job assignment, ask your administrator for help or clarification.
8. Inspect your workstation for potential hazards and ensure that the equipment is in safe operating condition before using it. If your work creates a potential hazard then report it immediately.
9. If there is any doubt concerning the safety work method to be used, consult your administrator and follow recommended work procedures outlined for the job.
10. Maintain an orderly environment. Store all equipment in a designated place.
11. Report any smoke, fire, or unusual odors to your supervisor.
12. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting should be determined by your immediate supervisor.
13. Never attempt to catch a falling object.
14. Comply with all state and local traffic laws, signs, signals, markers, and persons designated to direct traffic. Fasten seat belts before driving any motor vehicle.
15. Know and follow departmental rules regarding first aid, emergency procedures, evacuation routes, and fire department notification.
16. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
17. Refrigerators and microwaves are not allowed in classrooms unless they are needed for an academic purpose. Permission needs to be obtained from the Facilities Manager.
18. Couches and/or fabric furniture are not allowed in classrooms.
19. Use common sense.

Employees who do not comply with these safety rules may be subject to disciplinary action and may be considered undesirable for continued employment with ALA.

## 9.6 Fee and Cash Collection

No staff member, other than specifically authorized individuals, are permitted to accept cash, checks and/or Venmo. All school events, for which money is collected, must be approved by the Finance Office. Teaching staff and individual students may be approved to accept money at school events, but are not permitted to collect money for fundraisers, field trips or for fees without prior approval from the Finance Office. All financial transactions should be coordinated through the Finance Office. Cash and/or checks should not be stored or locked in staff offices or desks. **All monies must be counted by two employees and turned into the Finance Office within 24 hours of collection.** Money collected on a week-end must be turned in by 8:30 am of the next school day. Contact the Finance Office for more information. Teachers and staff are not permitted to conduct personal sales or fundraising (such as Avon, bath/beauty products, etc.)

## 9.7 Building Security

All employees who are issued keys to the office are responsible for their safekeeping. Staff members will only be issued keys to rooms and areas for which they have direct responsibility or to which they need access to accomplish their job assignment. Employees will sign a Building Key Disbursement form upon receiving the key. If said key is lost the employee will be charged \$200.00 for its replacement.

**Employees are not allowed to give their keys to students or a non ALA employee for any reason.** This includes providing keys to students to “run errands” or “unlock/lock” doors.

All exterior doors to buildings are to be locked at all times other than designated school opening and closing times. Exterior doors **MUST NOT** be propped open or have the push bar engaged in the unlocked position. Any employee in violation of this procedure will be subject to disciplinary action. The last employee, or a designated employee, who leaves the school at the end of the business day assumes the responsibility to ensure that all doors are securely locked and lights turned off with the exception of the lights normally left on for security purposes.

### **9.8 Supplies; Expenditures; Obligating the Company**

Only authorized persons may purchase supplies in the name of ALA. No employee whose regular duties do not include purchasing shall incur any expense on behalf of ALA or bind ALA by any promise or representation without written approval.

### **9.9 Expense Reimbursement**

Expenses incurred by an employee must have **prior** approval by administration **before** being purchased. A reimbursement form will need to be filled out and include any receipts or supporting documentation. All completed purchase orders and reimbursement request forms must be turned into the Finance Office.

### **9.10 Parking**

All Employees must fill out paperwork to receive a parking permit and display the permit in their vehicle.

### **9.11 Personal Property**

Liability: The school does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the school advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The school is not liable for vandalism, theft or any damage to personal items or cars parked on school property. The school carries no accident insurance or other insurance coverage for any loss or injury for which the school does not have legal responsibility.

### **9.12 Public Image**

ALA employees are judged not only by their service, but also by their appearance. It is the school's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a school. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent ALA. The school requires their employee's to dress appropriately in professional or business casual attire when working or meeting with parents or students. All work attire, whether traditional or casual, should be reflective of a professional, dignified appearance.

### **9.13 Work Attire Guidelines**

#### **Slacks, Pants, and Suit Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, pants that match a suit jacket, and nice looking dress pants are acceptable. Capri's that hit the employee mid-calf is acceptable. Any shorter than mid-calf is considered shorts and are not allowed. No denim in any form is allowed. Inappropriate slacks or pants include any that are too informal. This includes jeans, sweatpants, exercise pants, Joggers, Bermuda shorts, shorts, bib overalls, leggings, and any spandex or



other form-fitting pants. If a staff member is teaching a physical education class or dance class, they may wear an exercise pant appropriate to teaching the required curriculum.

### **Skirts, Dresses, and Skirted Suits**

Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be to the knee and at a length at which you can sit comfortably in public and remain modest. Short, tight skirts that ride halfway up the thigh are inappropriate for work and not allowed. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate to wear.

### **Shirts, Tops, Blouses, and Jackets**

Shirts, dress shirts, sweaters, tops, golf-type shirts and turtlenecks are acceptable attire for work if they contribute to the appearance of a professional dress. Tops that are hemmed straight across the bottom (ie. Golf type shirt) may be left un-tucked. However, if a top is not hemmed straight across the bottom (ie. Oxford type) must be tucked in neatly. **Inappropriate** attire for work includes sweatshirts or t-shirts with pictures, cartoons, slogans, logos or potentially offensive words, terms or images; halter-tops; tank tops; midriff tops; tops with bare shoulders or plunging necklines including revealing cleavage. If the staff member is teaching a physical education class or dance class, they may wear an exercise or loose fitting t-shirt appropriate to teaching the required curriculum only during their classes. **Appropriate means** an ALA spirit shirt or plain without pictures, cartoons, slogans, logos or potentially offensive words, terms or images. A tank top or a midriff exercise top is not allowed for PE or dance classes.

### **Shoes and Footwear**

Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, athletic shoes and tennis shoes are acceptable for work. Sandals and flip-flops that would be naturally worn at the beach or slippers are not acceptable.

### **Accessories and Jewelry**

Tasteful, professional ties, scarves, belts, and jewelry are encouraged. Jewelry should be worn in good taste, with no visible body piercing except on the ear lobes.

### **Makeup, Perfume, Tattoos' and Cologne**

A professional appearance is encouraged and excessive makeup is unprofessional. Remember that some employees and students are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint and professionalism. Tattoos need to be covered at all times.

### **Hats and Head Covering**

Hats are not appropriate in the school. Head covers that are required for religious purposes are allowed, but need to have approval from administration.

### **Hair and Facial Hair**

Hairstyles and beards should project a professional appearance. Irregular or unnatural coloring of hair, such as pink or blue and outlandish hairstyles are not allowed. Facial hair must be neatly trimmed, well-groomed and clean.

## **Spirit Days**

Jeans may be worn on spirit days, but must be without holes. This is not a free dress day so tops must be an ALA spirit shirt or hoodie or solid in color in red, white or navy blue. Clothing that has the school logo is encouraged.

### **Additional Guidelines**

- Pick clothing that is comfortable yet communicates a professional appearance.
- Fitted leggings, or exercise pants, including spandex are not pants and should not be worn.
- All men's shirts should have collars.
- Clothing must be clean, pressed or wrinkle free, and without holes or frayed areas.
- Clothing should fit appropriately. Clothes that are excessively baggy or tight are not permitted.
- Low tops showing cleavage and tight short skirts or dresses are not appropriate.
- Employees assigned to Physical Education or dance classes may wear warm-ups, but may not wear such clothing in the regular classroom unless given administrative approval.
- Employee grooming and dress may not disturb, interfere with, or distract from the educational setting.

If clothing fails to meet ALA employee standards, as determined by administration, the employee will be asked not to wear the inappropriate item again. If the problem persists, progressive disciplinary action will be applied. Any questions should be directed to administration.

### **Inappropriate Items**

- |   |                                    |
|---|------------------------------------|
| 1. T-shirts                                 | 8. Spaghetti straps/revealing tops |
| 2. Tank tops                                | 9. Sleeveless tops                 |
| 3. Denim shirts, skirts, dresses or jackets | 10. Short skirts                   |
| 4. Sweatshirts                              | 11. Flip flops or slides           |
| 5. Men's shirt tails untucked               | 12. Hats                           |
| 6. Sweatpants/warm-ups                      | 13. Pants with holes               |
| 7. Shorts                                   | 14. Jeans                          |

## **9.14 Nepotism**

ALA permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of ALA, create actual conflicts of interest.

ALA will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, spouse, or reside in the same household are permitted to work in the same department, provided any direct reporting is managed through another administrator.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of ALA, a conflict arises as a result of the relationship, one of the employees may be put in a different department.

## **9.15 Social Media**

American Leadership Academy takes the use of social media seriously. Employees have a professional image to uphold and have a responsibility to portray themselves and the school in a positive manner at all times.

Texting, Facebook, Twitter, Instagram, Snapchat, TikTok and other social media sites have increased in popularity globally, and are used by many employees and the majority of students.

Employees should be aware that third parties, including the media, future employers and school administration could easily access social media profiles and view all personal information. This includes all pictures, videos, comments, posts, and posters. Inappropriate material found by third parties affects the perception of the employees and the school.

Employees will not engage in inappropriate, harassing, demeaning, threatening or offensive behaviors while participating in social media and electronic communication. Examples may include, but are not limited to, depictions or presentations of the following:

Content online that is derogatory, demeaning or threatening toward any other individual or entity as well as any acts of violence (examples: derogatory comments regarding ALA or another school; taunting comments aimed at a student or another employee of ALA or another school, and derogatory comments against race, sexual orientation and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco.

Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.

Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.

Information that is sensitive or personal in nature or is proprietary to ALA, which is not public information.

Administration has the ability to impose disciplinary action on employees that could include probation or termination for an inappropriate action.

## **SECTION 10**

### **EMPLOYEE RESPONSIBILITIES**

The presence or absence of each employee is of critical importance to the successful operation of ALA. Therefore, ALA expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day.

Educators with a full or part-time contract will be fully obligated to attend faculty meetings, collaboration meetings, required trainings and parent/teacher conference.

Employees are expected to check their ALA email account each day school is in session and at least once per week during summer break. Employees are expected to respond to all professional and parent/guardian emails with 24 hours.

### 10.1 Teacher Responsibilities

- a. Days: Teachers are expected to work all contract days as outlined on the ALA calendar along with any additional professional development days requested by ALA administration.
- b. Hours: Teachers are expected to work from 7:30 am to 4:00 pm. Teachers are to be available for consultation with students and parents before and after school. Variances to this schedule must be approved by the Principal and Business Administrator in advance. Teachers with class times before 8:00 am and/or after 3:30 pm must establish parent/student consultation times with the Principal. If an employee is also a coach or an advisor they are still responsible to put their teaching responsibilities above that of their extra-curricular responsibilities associated with being a coach or an advisor. **Being a coach or an advisor does not give you permission to miss any teacher responsibilities that are scheduled between 7:30 and 4:00 pm. You will need prior approval from your principal in order to participate in extra-curricular activities that occur during your 7:30-4:00 pm contract time.**
- c. Communication: Teachers are expected to communicate with each class weekly, through email to make parents and students aware of upcoming assignments and assessments. Teachers are also expected to make personal contact with student's parent or guardian at least twice annually or once per semester. This can be done through a phone call, Google chat, in person, at Parent Teacher conference, or through personal email conversation. The focus of this contact should be to talk about mastery of standards, support available from the teacher or school, and the support needed from the parent/guardian. The communication should share something positive to the parent/guardian about their student and not present a problem without a solution. **At the first of each month Teachers need to communicate with every parent whose student has fallen below a C- in the Secondary or below a Tier 2 in the Elementary.**
- d. Discipline: It shall be the responsibility of all educators to cooperate with and assist the principal in the discipline of the school, not only in their own rooms, but in the halls, lavatories, lunchroom, at assemblies, on the playground, or any other place where students are under the supervision of the school. Educators will perform duties in this regard when assigned by the principal. Principals will support teachers in reasonable actions taken while assisting in school discipline and will administer additional disciplinary measures when deemed necessary.
- e. All teachers are required to check their students every day to make sure they are in dress code and then follow the school procedures set up by administration to report them.
- f. Co-Curricular and Extra-Curricular Activities: Educators may be asked to assist with co-curricular or extra-curricular activities as assigned by the principal. These extra-duty loads of the school shall be assigned as equitably as possible in order that no educator shall be compelled to carry an excessive burden of responsibility in this regard. Participation in these after school activities may be part of the educator performance year-end evaluation.
- g. Non-Teaching Duties: The responsibility of an educator encompasses the total education of students which means educators also may be assigned non-teaching duties by the principal.
- h. Parent Teacher Conference: All Educators and principals will be required to prepare for and attend all formal Parent/Teacher conferences. These conferences are generally held twice each year (fall and spring) according to the ALA calendar.
- i. Professional Development and Training: Attendance and participation in Professional Development and Training during the summer months, in August and at other scheduled times

throughout the year is a requirement for all Educators, and Administrative personnel, unless specific permission is given by the Administration to be excused. Employees may also be required to attend additional training and/or seminars during employment, as designated by the Administration

- j. Teachers will maximize the use of instructional time for the benefit of student learning and engagement.
- k. Teachers are expected to keep their gradebook current and confidential. Teachers must update grades weekly (by Friday). This is important in order to be able to check eligibility of students each Monday morning.
- l. Each teacher will be responsible for taking and recording accurate class attendance and tardies each period **along with checking for students out of dress code**. Checking for students out of dress code is a teacher responsibility and would be easier on everyone if all teachers would enforce it.
- m. All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.
- n. All Educators are required to fill out an end of year check out form. Failure to do so may result in the June paycheck being held.

ALA reserves the right to modify teacher's schedules, class enrollment, or teacher duties without cause and without notice. Examples are, but not limited to, hall monitoring, playground supervision, crossing guard, cafeteria duty, or change in instructional assignment.

## **10.2 Preparation Time**

Teachers may receive prep periods throughout the day. This time is to be used for educational purposes such as: lesson enhancement activities, data collection and analysis, parent, student or school related communication or reports. Preparation time is a valuable component of the educational process. It should be understood that the time set aside for preparation purposes is to be used toward the improvement of the teaching process. Personal business, shopping online, gaming, or other such activities are inappropriate on school time. Teachers need approval if leaving the school during prep time and must sign out.

## **10.3 Professional Learning Communities (PLC's)**

PLC's have been established and times set aside by the administration. Teachers are expected to attend and participate in PLC's as scheduled.

## **10.4 Miscellaneous**

ALA reserves the right to modify employee schedules and duties without cause and without notice.

ALA employees should not bring family members with them on tour, fieldtrip, or activity if the employee costs are being supplied by school funds. If an employee wants to bring a family member along, they would need to obtain prior approval through school administration and the family member would need to pay for any costs associated with the tour, fieldtrip, or activity.

ALA reserves the right to alter or amend this Handbook at any time. Employees are invited to periodically review the most current version of the Handbook online for changes. Subsequent versions of the Handbook may be distributed to employees or be available online.

### **EMPLOYEE ACKNOWLEDGEMENT**

I hereby certify that I have received a copy of the American Leadership Academy Employee Handbook. I have been given an opportunity to read this Handbook and agree to read it thoroughly. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor or from Human Resources. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with ALA for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

I have also been given a copy of your Job Description and have read and understand the essential functions and job responsibilities.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_