



EMPLOYEE HANDBOOK

SECTION 1. BEN FRANKLIN ACADEMY

MISSION

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

VISION

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

PURPOSE

This document outlines policies for staff at Ben Franklin Academy. This document may be updated or revised at anytime. The most recent, approved version of this document shall be found online at the Academy's website.

SECTION 2. CHARACTER DEVELOPMENT: BENJAMIN FRANKLIN'S THIRTEEN VIRTUES

Integral to the mission and vision are the Academy's dedication to academic excellence and a strong principle-based character development program. The Academy will model its character development program after Benjamin Franklin's thirteen virtues:

- TEMPERANCE** Control is the key to improvement. Keep your words, actions, and temper in control.
- SILENCE** There is a time and place to speak up and a time to listen. You learn more by listening than speaking.
- ORDER** All things have their place. Keep your work area in order; keep your day in order.
- RESOLUTION** Keep your word. When you have a task, get it done. Turn in your homework on time and be prepared.
- FRUGALITY** Be frugal. Do not waste the school's resources. Respect what you have been given. Reduce, reuse, recycle.
-

BEN FRANKLIN ACADEMY

- INDUSTRY** Keep on task. There is a time for work and a time for play – do both with a good attitude.
- SINCERITY** Be kind. Say kind words and treat others as you want to be treated. Encourage each other to succeed.
- JUSTICE** Be respectful. Give everyone a chance to work or play. Give others a chance to express themselves. Share. Remember that others are counting on you, so live up to your duty.
- MODERATION** Keep yourself in balance. Focus both on accomplishing things in which you excel and those you do not. Try new things.
- CLEANLINESS** Keep yourself and your work area clean. Keep your uniform clean. Keep your school clean. Keep your words clean.
- TRANQUILITY** Keep yourself from reacting poorly to others. People are not perfect and the world is not fair. Learn to deal with both despite imperfections. Be patient.
- PURITY** Be pure in thought and deed. White lies, a little gossip, and small, mean words are painful and say more about you than about others. What you think about others is how you will treat them. Develop good thoughts and feelings toward all.
- HUMILITY** Be mindful of others before yourself. Treat them as you want to be treated. Think about how you can help others before being asked. Let others speak when it is their turn.

The Academy believes that the day-to-day and year-to-year integration of the Thirteen Virtues into the curriculum will cultivate the positive thoughts, words, deeds, habits, and, hence, character, which will provide lifelong guidance for our students well beyond their primary education years.

SECTION 3. INTRODUCTION

The successful achievement of our mission and vision is largely the responsibility of the Academy’s faculty and staff (collectively “employees”). To help achieve this end, this handbook has been written to establish the expectations and procedures for each employee. This handbook is intended to provide guidelines and summary information about the school’s general policies, procedures, benefits, and rules of conduct.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with the Administration if you have any questions or need additional information.

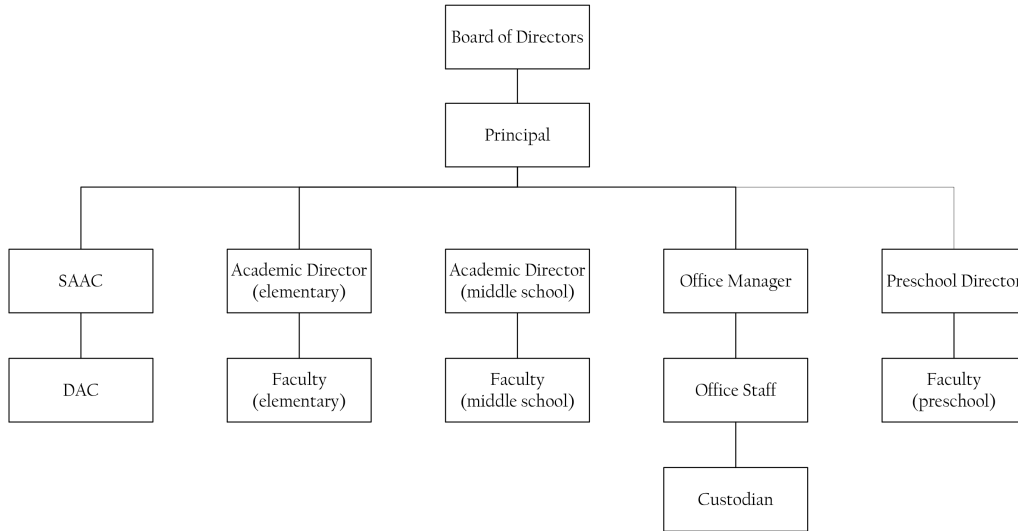
It is not possible to anticipate every situation that may arise in the work place or to provide information that answers every question. As a result, the Academy reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. The Academy also reserves complete discretion to interpret the provisions of the handbook and how they apply to any situation that may arise.

This handbook presents guidelines and summary information regarding school policies, practices and benefits, and therefore, its contents cannot be construed or treated as an employment contract, a binding promise, or any other type of legal commitment or document.

SECTION 4. SCHOOL COMMUNITY

GOVERNANCE

The Academy will be organized in accordance with the following organizational chart.



Board of Directors

The Board of Directors will operate as a policy-setting board in accordance with the Founding Board’s bylaws. Board members shall be elected in accordance with the Board Election Policy. The Academy’s Board of Directors shall:

- Establish and maintain the mission and vision of the Academy.
- Implement policies that are consistent with the mission, vision, and goals of the Academy.
- Hire and evaluate the Principal.
- Provide financial and legal oversight to ensure that the Academy’s integrity is maintained.
- Be responsible for final accountability for the Academy’s academic success, organizational viability, and faithfulness to the terms of the contract.
- Organize subcommittees that report to the board of directors.
- Recruit and orient new Board members and assess Board performance.

Principal

The Principal will be responsible for the day-to-day operations of the school. The Principal reports to the Board and is responsible for: hiring and evaluating the Academic Director, Business Manager, teachers, and other staff; directing grant and fundraising efforts; assisting the Board with its long-term strategic plan; and overseeing and managing the development of the annual school budget. The principal manages all disciplinary matters for students and staff. The principal sets the tone for the school and is responsible for achieving the school goals, following the vision, and achieving the mission.

Academic Director

The Academic Director reports to the Principal and is responsible for the development of the educational program and staff professional development plan, as well as the data collection and analysis of student assessments. The Academic Director shall also work with teachers and groups of teachers in developing and refining the Academy's curriculum. A separate Academic Director for the middle school shall be appointed when the middle school is fully functioning.

Business Manager

The Business Manager reports to the Principal and is responsible for providing financial management. The Business Manager shall work with the finance committee to ensure the financial success of the school.

Preschool Director

The Preschool Director runs and operates the preschool.

Office Manager

The office manager reports to the principal and is responsible for school property, risk, and human resource management support. The office manager shall ensure that all staff has the needed resources to successfully do their job. The Office Manager shall manage the schools documents, records, supplies, property, reporting to the district, reporting to the state, and shall work within the school budget. The office manager shall manage the office and the office staff.

COMMITTEES

The Board of Directors may organize committees from time to time for various purposes. The following are examples of currently organized committees.

Parent Advisory Board (PAB)

The PAB is a subcommittee of the board of directors and shall be the liaison between parents and the board of directors. Its directives include uniting the community and BFA, as well as answering questions on policy. Email: pab@bfacademy.org.

School Accountability Committee (SAC)

The SAC is tasked with informing, encouraging, and providing opportunities for parent and community members to be involved in the planning and evaluation of the school's instructional program and quality improvement processes. The SAC reports to the principal and participates in the District Accountability Committee. The state of Colorado requires each school to have a School Advisory Council consisting of parents

and teachers charged with advising the administration on the improvement of the school. SAC also serves as a sounding board for community concerns. All meetings are open to the public and publicized beforehand. We encourage parents and other community members to attend. Email: sac@bfacademy.org.

Science, Technology, Engineering and Math (STEM):

The STEM Committee reports to the board on science matters and is a resource to the staff on Science Expos and Science Fairs. Along with implementing the latest science curriculum, the STEM committee is responsible for bringing in speakers and sponsoring clubs for students after school, as well as participating in our science fairs and science expo. STEM seeks qualified scientists and "techie" for this committee, which initially operated as the Science committee (presently changing its role to adopt the other disciplines). Email: stem@bfacademy.org.

Parent Teacher Organization (PTO)

The PTO is an organization for parents. The PTO is separate and distinct from the Academy, but works in conjunction with the Academy. The objectives of the PTO are as follows: 1) Build a strong school spirit by working to enhance the quality of our student's education; 2) Support the school administration by serving as a volunteer resource; 3) Promote communication with the BFA community. Every parent is a member of the PTO. The PTO has a board, elected each year by parent vote, which oversees the activities of the PTO. The PTO plays a major role in fund raising and organizing parent volunteers in the classroom. Email: pto@bfacademy.org.

SECTION 5. EMPLOYMENT PRACTICES

Employment at-will is incorporated in all employment agreements, for all faculty and staff. Therefore, employees under such written contracts have no property interest in continued employment.

FACULTY MEMBER EMPLOYMENT CONTRACTS

The Academy faculty will be required to sign an employment contract annually, defining specific terms and conditions of their employment, so long as they remain employed, in the ensuing year. This contract then becomes a commitment made between the Academy and the faculty member.

ADMINISTRATION AND SUPPORT STAFF CONTRACTS

Administration and support staff employment agreements shall be for such terms and upon such conditions as the Academy's Board of Directors ("the Board") shall determine from time to time.

FINGERPRINT/BACKGROUND CHECKS

Upon hire, all Academy employees must submit to a fingerprint check that will be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation. Information obtained through this check or subsequent checks may be cause for termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY

The Academy is committed to compliance with all applicable equal employment opportunity laws, prohibiting discrimination on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, marital status, disability, or age. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

The Academy expects all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the school's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to the Principal or the President of the Board.

Violation of this policy may result in disciplinary action, including possible termination of employment.

SECTION 6. EMPLOYEE BENEFITS

HEALTH, DENTAL AND VISION INSURANCE

Bob is working on this

All Academy employees that work a minimum of 40 hours per week are eligible for health, dental and vision coverage. The Academy contributes a percentage towards the employee portion only. The Board will determine this percentage during the month of August each year. All eligible employees that decline health coverage will be required to provide proof of insurance from another carrier.

For all employees, insurance coverage will begin on the first day of the month following the first month of employment. For example, teacher contracts that begin August 1, The Academy will provide insurance coverage the beginning of September.

LIFE, SHORT-TERM AND LONG-TERM DISABILITY

Bob is working on this

All Academy employees that work a minimum of 30 hours per week, or licensed teachers who work 20 hours a week, are eligible for life, short-term and long-term disability insurance. The Academy currently pays 100% of the premium for this coverage. This coverage will be reviewed and subject to approval by the Board by August of each year.

PERA (PUBLIC EMPLOYEE RETIREMENT ASSOCIATION)

The Academy is affiliated with the Public Employee Retirement Association (“PERA”). All employees shall become members as a condition of employment with The Academy; PERA is a substitute for Social Security. More information regarding this plan may be obtained by contacting PERA.

WORKER’S COMPENSATION INSURANCE

Bob is working on this

Worker’s Compensation Insurance automatically covers all employees at the time they are hired. The Academy – Douglas County School District (“DCSD”) pays 100% of the

premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

Partial wage replacement for periods of disability

Medical care including medicine, hospital, doctor, X-rays, crutches, etc.

Rehabilitation services, if necessary

It is important that if you are injured on the job, written notice of your injury must be given to the Business Manager, office manager or Principal within 4 working days of the accident. One of them will contact the appropriate DCSD personnel who, in turn, will set up the doctor's appointment. If medical attention is needed you will be required to go to an identified DCSD Worker's Compensation Physician.

There will be no compensation payable for the first three (3) days unless the period of disability exceeds two weeks. Employees will be able to use their sick pay benefits the first three days until Worker's Comp benefits are available.

PERSONAL TIME OFF

Full time employees are granted six (6) days of personal time off (PTO) at the beginning of each academic year. These days may be used for any personal time that may include sickness, vacations, appointments, etc. PTO must be requested 24 hours in advance. PTO must be used within the academic year they are earned. Unused PTO may be accrued and saved in a disability bank for time off related to a disability, maternity leave, and/or paternity leave. At the conclusion of employment at the Academy, the Academy will reimburse \$40 for each accrued day of PTO.

SECTION 7. DESCRIPTIONS AND EVALUATIONS

JOB DESCRIPTIONS

Employees are given a job description before they start to work. A job description summarizes the employee's duties and responsibilities and gives important information about the position. Please read and study the job description carefully and discuss it with the Principal if there are any questions.

The Academy reserves the right to revise and update job descriptions from time to time, as it deems necessary and appropriate.

EMPLOYEE EVALUATIONS

Employees will be assessed in accordance with the Employee Evaluations Policy.

EMPLOYEE CONDUCT

Employees will conduct themselves in accordance with the Employee Code of Conduct Agreement signed by each employee when joining the Academy.

ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on the Academy property, or in school vehicles is

prohibited. In addition, off-duty conduct that may adversely affect the reputation or interests of the school is prohibited.

“Under the influence,” for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition that creates a risk to the safety and well being of the affected employee, students, other co-workers, the public or school property. The Academy follows all applicable Douglas County School District (“DCSD”) policies and requires all employees to agree to these terms upon hire through completion of the Drug Free Workplace Agreement signed by each employee when joining the Academy.

Violations will result in disciplinary action, including possible termination of employment.

ATTENDANCE, PUNCTUALITY, AND ABSENCES

The Academy expects that every employee will be a professional.

Employees are expected to be regular and punctual in attendance. This means being in the office, classroom, and ready to work or teach, at the starting time each day. Absenteeism and tardiness places a burden on other employees, students, and on the Academy.

If a teacher is unable to report for work for any reason, the teacher must notify the Academic Director as early as possible, but by no means later than 60 minutes before the Academy’s regular starting time.

All Employees are required to submit Staff Absence forms for approval and record keeping. Planned absences must be submitted at least 24 hours in advance.

If a staff member needs to leave school early (prior to 3:30 p.m.) or arrive to school late (after 8:00 a.m.) for an appointment, a half-day absence must be submitted.

All staff may take personal time off in accordance with the Employee Leave and Compensation Policy.

HARASSMENT

The Academy is committed to providing a work environment that is free of unlawful discrimination. In keeping with this commitment, the Academy maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that jokes, stories, cartoons, nicknames and comments about appearance may be offensive to others and may constitute harassment.

Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited under the law. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- submission to the conduct is made a condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or

- the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If you believe that you are being, or have been, harassed in any way, we would like to investigate the matter and take appropriate corrective internal action. Therefore, please report the incident or incidents to your supervisor or the Principal or the President of the Board immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged behavior occurred, will be investigated and considered. If it is appropriate, corrective action will be taken.

Violation of this law may result in disciplinary action, including possible termination of employment.

SECTION 8. DISPUTE RESOLUTION

EMPLOYEE GRIEVANCES

When an employee has an issue, concern or grievance, the employee must communicate in accordance with the Employee Communication Policy

SECTION 9. GENERAL PERSONNEL POLICIES

ACCESS TO THE ACADEMY'S PROPERTY

It is important that the Board, Principal, and staff have access at all times to space, storage areas, computers, containers or any other Academy property, as well as other records, documents, and files. As a result, the Academy reserves the right to access faculty member classrooms, computers, work stations, filing cabinets, desks, and any other property on school grounds at its complete discretion, with or without advance notice or consent. Therefore, the Academy's employees have no expectation of privacy on school grounds.

Acquisition and disposal of assets valued at more than \$1000 require approval of the Board, per the Academy's By-Laws.

A misplaced or lost building key badge must be reported to the front office immediately.

BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all preauthorized (as defined in the Fiscal Accounting and Reporting Policy, and the Expense Procedures) and approved business-related expenses, upon submission of accurate and receipted expense reports to the Academy. Employees must submit these reports within 30 calendar days to ensure proper accounting and prompt reimbursement.

CLASSROOM BUDGETS

Classroom and specials faculty are allocated a classroom budget to be used specifically for curriculum and related classroom supplies, support, or other Principal preauthorized items. **{NEED TO TALK WITH BOB AND DIANA ABOUT THIS}** It is the

responsibility of the faculty member to keep records of expenditures and reimbursements. The office maintains master records and employees are encouraged to compare balances frequently. Items purchased with this budget or any school monies are property of the Academy. Items categorized as Classroom Budget purchases do not require a Purchase Order or advance approval.

COMPUTER USAGE

The Academy supplies the software needed for the student and staff computers at the Academy. At no time should any software be installed on the Academy's computers that has not been approved in writing by the Principal or Principal's designee [e.g., Director of IT]. Unapproved software may contain viruses or have code that inhibits the functioning of the computer. Software owned by the Academy may not be loaded on a computer owned by an employee without the written permission of the Principal or the Principal's designee. Further, software owned or used by the Academy may not be duplicated (without the written permission of the Principal or the Principal's designee) and may not be given to any third parties.

The Academy reserves the right to monitor employee's use of the Academy's computers and other computers used on the Academy's network (including, but not limited to, applications, files, folders, internet communication and Academy emails) at its sole discretion, and employees have no expectations of privacy in such matters.

An employee's personal use of the Internet is permissible during planning or lunch periods, so long as such use is non-disruptive and not during instruction time, does not interfere with others' use of the Internet for curriculum purposes, and does not involve access to or transmittal of pornographic or obscene material. Further, no one may transmit any communication or material where the material or meaning of the communication would violate any applicable law or would be offensive to any recipient. Make sure the Internet has been logged-off after usage.

Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges. Employees must have a signed Computer Use Agreement on file with the Principal, acknowledging computer and internet acceptable uses at the Academy. The form shall be signed at the beginning of the school year for use that same year.

Per DCSD Policy, student photographs may not be published (electronically or otherwise) without a media waiver on file at the front office for that student.

Employees are responsible for monitoring student internet activity. While the Academy has a firewall, some sites have been unblocked for educational use. These areas can pose a risk if an employee does not closely monitor use.

INFORMATION UPDATES FOR EMPLOYEES

The primary source for staff information and updates is the Staff Portal page on the Academy website. Posters that explain state and federal law, as well as updated information about the Academy or pertinent DCSD policy and procedures will be displayed on a staff bulletin board. Each employee is responsible for checking for and reviewing such information on a regular basis.

LOST AND FOUND

Employees should not bring large sums of money, jewelry, or other valuables to work. The Academy will not be responsible for personal property that is lost, damaged, stolen, or destroyed on school property.

NORMAL BUSINESS HOURS

The Normal Business Hours for the Academy will be from 7:30 a.m. until 4:30 p.m. during the school year. The Academy's students will be in class from 8:15 a.m. until 3:30 p.m. during the school year. Doors will open at 7:50 a.m. every morning and teachers are expected to be in their classrooms by this time.

PARKING FOR EMPLOYEES

Employees park at their own risk. The Academy will not be responsible for theft or damage to any vehicles parked on or near the Academy's premises. The Academy will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

PAYROLL

All employees are paid monthly on the 25th of the month as detailed in the Academy's Payroll Procedures.

PERSONAL APPEARANCE

Your appearance is not only a reflection of you as an individual, but of the Academy as well. We expect you to take pride in your appearance and strive to achieve a positive educational and professional, business-like image when representing the school. Employees should use good judgment in accordance with the standards set forth in the Employee Dress Policy.

PERSONNEL RECORDS

It is important that the Academy always has current information about its employees. Please let the front office know immediately if there are any changes in name, address, phone number, or marital status, etc. If for some reason there is a need to change name and/or Social Security number, the employee will be asked to provide original documentation authorizing the change.

Please keep in mind that some personnel records, such as salary information, are open to the public per law.

Upon request, an employee will be allowed to review his/her personnel file and any of his/her own personnel records that have been used to determine qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to the Principal for more information.

TECHNOLOGY

The Academy requires the use of classroom-appropriate or curriculum-supported technology in the classroom and for outside research. All teachers are responsible to meet the goals set forth in the Academy's Technology Scope and Sequence for their particular grade level.

TELEPHONE USAGE

Personal cell phone usage should be limited to plan or lunch breaks.

TRANSFERS

Because Douglas County Public Schools was not involved in the interviewing and hiring approval of the Academy's employees, DCSD has no obligation to place, transfer, or promote the Academy's employees. To gain employment in another DCSD school, employees must interview with the DCSD personnel office.

WEATHER-RELATED SCHOOL CLOSURES

The Academy will follow Douglas County School District for school closures and delays. Closure information can be found at the district website or any local news source.

SECTION 10. SECTION 6. CLASSROOM PROCEDURES FOR FACULTY

ADMINISTERING MEDICATIONS TO STUDENTS

Unless specifically authorized by the Board or the Principal, no employee shall administer any medication to any student.

ATTENDANCE REPORTING

Homeroom faculty will be responsible for taking attendance in Infinite Campus during the morning homeroom period. The office will record students coming in tardy or later in the day.

CHECKING IN AND OUT

As a courtesy to the school administration and office, please inform the front office verbally when you leave the building during school hours and upon your return. If there were an emergency, it is imperative to know if anyone is missing so that rescue workers do not do unnecessary searches.

CLASSROOM ENVIRONMENT

Faculty is responsible for the entire environment in their classrooms. In every respect, rooms must be kept clean, orderly, attractive, and stimulating for a positive learning experience.

At the end of each day, faculty and their students will be responsible for generally "picking up" their room. Please see to it that all trash is picked up and chairs are stacked or placed on desks. Anything that you can do to help our custodial staff save time would be appreciated.

SECTION 11. CLASSROOM MANAGEMENT

CLASSROOM BEHAVIOR

Courtesy and Respect

Children are expected to behave respectfully to both adults and peers in words and actions. All staff is required to implement Benjamin Franklin's Thirteen Virtues and the Core Virtues programs to support this expectation.

Noise

Generally the noise level in the classrooms and the halls should be maintained at a level of respect for the others in the building. Planned activities that require livelier student interaction should be conducted with the same respect.

Raising of Hands

In most classroom situations, students are expected to raise their hands and be recognized by the faculty member in order to speak or leave their seats unless other classroom procedures or methods have been established to supersede this.

DISMISSAL

All classes will be dismissed at 3:30 p.m.

STUDENT DISCIPLINE GUIDELINES

The Student Discipline Policy is based on the principle of consistent corrective action sets the proper expectation for behavior. The policy should be followed as outlined. Further consequences can be used for habitually misbehaving students or students with other needs in consultation with the principal.

All staff members will enforce discipline as outlined in the Student Discipline Policy.

EMERGENCY PROCEDURES

Each faculty member is required to have the Academy's Emergency Management Handbook (available at the front office) in their classroom at all times. Faculty is expected to know the emergency procedure for all emergencies. Specific fire drill, storm drill, lock down and other important emergency information is included.

Fire drills will be conducted on a monthly basis. Storm drill, lock-down, and other emergency drills will be conducted on a quarterly or semester basis.

FIELD TRIPS

Teachers are required to complete a Field Trip Approval Form prior to making any arrangements for a field trip. Teachers will abide by the following guidelines for field trips:

- Field trips should be related to a specific curriculum area and/or contribute to a specific content standard.
- Teachers are responsible for coordinating fieldtrips.
- Parental permission slips and applicable student fees must be received from each student.

- Volunteer drivers must be certified by **DCSD** per **DCSD** policy.
- Submit a list of everyone going on the bus to the Office Assistant.
- Food or drink may not be consumed while on the bus.
- All staff members will abide by and enforce the **Field Trip Policy**.

FLAG DISPLAY AND RITUAL

The flag of the United States of America will be permanently displayed in each classroom. The Pledge of Allegiance will be said in the classroom each day.

GRADING SCALE

The Grading scale shall follow the Academy's Grading Policy.

HOMEWORK

Homework is a part of the program. Homework fosters good study habits and is vital for optimum development. The use of proper spelling, grammar, penmanship, and general format is expected in all written assignments. Faculty is to record on the web all assigned homework by 4:30 pm each school day. This will allow parents and students to verify their assignments in case they were absent or were confused.

Homework should reinforce material covered in the classroom. Homework assignments should be easy for students to understand with clear instructions and expectations.

Teachers are required to have homework and tests graded and entered into Infinite Campus by Monday morning of the subsequent week. Missing assignments should be noted in Infinite Campus the day the assignment or test is due so that parents and students can be aware of missing work. If a student is absent the day that an assignment or test is due, it should be noted in Infinite Campus as well.

IDENTIFICATION CARDS

You will be issued a photo identification card from the Academy at the beginning of each school year. You are required to wear your Academy ID badge at all times when on school grounds or attending school-related activities.

A misplaced or lost Academy ID badge must be reported to the front office **immediately**. A replacement badge will cost the employee \$1. If the misplaced or lost badge is found later, the badge must be immediately returned to the front office and the \$1 fee may be refunded. If Academy ID badges are habitually misplaced or lost, the replacement badge fees may be significantly increased.

LESSON PLANS AND WEEKLY PLANS

All faculty members shall be responsible for submitting weekly lesson plans as required by the Administrative. Lesson plans for the week are due in the Shared Staff Lesson Plan folder by Monday morning.

MAIL BOXES

Boxes for notes, handouts, student communication, phone messages, etc. are located in the school office. Faculty should check these boxes frequently to assure timely communications.

MAKE-UP WORK FOR STUDENTS

Parents are asked to email the faculty member prior to the end of the day to request homework for an absent student. Make up tests and quizzes should be scheduled as needed. Parents may pick up the work after 4:00 p.m. in the office. Students will have two days for every day of absence to complete make-up assignments.

MEETINGS

Staff meetings will be held weekly on a day and at a time determined by the Administration. Staff meetings include vertical and horizontal team meetings, professional development, all-staff meetings, and other purposes as required. All staff is required to attend on time.

Grade level teams are also expected to have regular weekly meetings. A member of the Administration will attend one of these meetings each month.

MESSAGES

As a rule, anyone calling the office wishing to leave a message for a faculty member will be asked to call that faculty member's voice mail. Exceptions will be made for urgent phone calls. If you are expecting a phone call from a doctor, etc., please advise the office staff and the call will be forwarded.

MONEY COLLECTION

All money collected by faculty will be handled as outlined in the Collection and Deposit Procedures.

PARENT COMMUNICATION

Regular communication is critical in the educational process. Frequent communications will take place to keep families well informed. Email is the primary form of communication between teachers and parents. If a parent meeting is necessary or a parent wishes to come visit with a teacher, such meetings should occur after the school day so that teachers are not interrupted as they prepare for their day.

The Academy expects the faculty to check their email and voicemail daily and to respond to parent emails or voicemails within 24 hours.

At the elementary level, folders will be sent home each week with completed student work; at the middle school level, student work will be passed out at various times.

Classroom faculty will write an eNewsletter on the web page for their grade to parents on a weekly basis by 4:30 pm on Fridays. Test dates, spelling lists, special events and general assignment expectations and deadlines are very helpful to our parents and their planning. It is also a good idea to share what will be taking place in the next week so that parents are fully informed. Please email parents a link to the web page to remind them to read the newsletter.

Specials faculty will send home communication on a monthly basis.

Because the eNewsletter is a powerful communication tool, appearance, warmth, and completeness are extremely important. Please include the Administration and front office in your email list to ensure they receive the reminder.

Make sure you are familiar with the Parent Communication Policy, which specifies where parents are to go with questions and concerns. Please help guide the parent to the proper channel.

PURCHASE ORDERS FOR SCHOOL PURCHASES

The Academy operates on a Board approved budget. All requests for purchases must fall into the approved budget. Requests for items not included in the approved budget must be approved by a majority vote of the Board prior to purchase, per the **Expenditures Procedure**.

SPECIAL EDUCATION AND RELATED SERVICES

The Academy is serviced by DCSD Special Services Team. The team is supervised by DCSD Elementary and Secondary Coordinators of Special Education. Staffing and evaluation is only by referral and with a signed consent of the parents of the student. Questions about these procedures should be directed to the Principal.

SUBSTITUTE FOLDER

Each faculty member shall have a folder on file in the front office including:

- Roll for each class taught
- Current seating chart for each class taught
- List of dependable students
- Disciplinary procedures for the classroom and school
- Procedures for all routines—opening of class, recess and lunch supervision schedules, attendance procedures, etc.
- Classroom rules
- Playground rules
- Daily academic schedule
- Location of plan book, faculty member manuals, grade books, etc.
- Full instruction plans for the day(s) of your absence
- Emergency lesson plans
- Emergency Procedures

UNIFORM POLICY

The purpose of the student uniform policy is to promote learning, reduce the distraction and cost of fashion, reduce disruptions and disciplinary problems, and promote school

pride. Faculty members are expected to enforce the Uniform Policy and to be an example to the students.

VISITORS IN THE CLASSROOM

Parents may wish to observe classes from time to time. Parents are requested to make an appointment in advance for observations to prevent unexpected disruptions. If arrangements are made for visitors/observers in your classroom, please notify the office of name, date, and time. All visitors should check in with the office and will be asked to wear a nametag or visitor's name badge.

VOICEMAIL

Faculty must check voice mail at least twice per day. Please respond promptly to parent phone calls in order to promote a good home/school partnership. Even though email will be our primary communication with parents, voice mail still remains an important communication tool for parents and faculty.

VOLUNTEERS IN THE CLASSROOM

Volunteers are welcome in the classroom and in the school. All presentations by the volunteers (parents and members of the public) must coincide with approved curriculum. Presentations must be approved by the Administration during the planning process. Presenters must be under the supervision of the classroom faculty member at all times.

All volunteers must comply with the Volunteer Policy.

Date Modified: x/x/xxxx
Date Approved: x/x/xxxx