

**HELEN Y. DAVIS LEADERSHIP  
ACADEMY CHARTER PUBLIC  
SCHOOL  
DORCHESTER, MA**



**2017-2018 EMPLOYEE HANDBOOK**

23 LEONARD STREET  
DORCHESTER, MA 02122  
(617) 474-7950 (PHONE) (617) 474-7957 (FAX)  
[www.davisleadershipacademy.org](http://www.davisleadershipacademy.org)

TABLE OF CONTENTS

<i>WELCOME</i>	<b>5</b>
<i>ONE SCHOOL, ONE MISSION – SEVEN CORE VALUES</i>	<b>6</b>
<i>INTRODUCTORY STATEMENT</i>	<b>6</b>
<i>DISCLAIMER OF AT-WILL EMPLOYMENT AND NON-CONTRACT</i>	<b>7</b>
<i>EMPLOYEE ACKNOWLEDGEMENT FORM</i>	<b>8</b>
<b><i>I EMPLOYMENT</i></b>	
I.1. Employee Relations	<b>9</b>
I.2. Equal Employment Opportunity	<b>9</b>
I.3. Employment At-Will	<b>9</b>
I.4. Immigration Law	<b>9</b>
I.5. Criminal Offender Record Information (CORI) Policy	<b>10</b>
I.6. Outside Employment	<b>10</b>
I.7. Nepotism/Personal Relationships in the Workplace	<b>10</b>
<b><i>II EMPLOYMENT STATUS AND RECORDS</i></b>	
II.1. Employment Classifications	<b>11</b>
II.2. Personnel Records	<b>12</b>
II.3. Access to Personnel Records	<b>12</b>
II 4. Outside Service Credit	<b>12</b>
II 5. Salary Credit for Advanced Degree(s)	<b>12</b>
II 6. Recruitment Exemption	<b>12</b>
<b><i>III PERFORMANCE REVIEWS AND PROFESSIONAL DEVELOPMENT</i></b>	
III.1. Performance Reviews	<b>13</b>
III.2. Professional Development	<b>13</b>
<b><i>IV TERMINATION OF EMPLOYMENT</i></b>	
IV.1. Termination of Employment/Job Abandonment	<b>14</b>
IV.2. Layoff	<b>14</b>
IV.3. Exit Interview	<b>14</b>
IV.4. References	<b>14</b>
IV.5. Serious Illness and Incurable Disease	<b>15</b>
IV.6. Demotion	<b>15</b>
<b><i>V ORGANIZATIONAL ACCOUNTABILITY/OPEN DOOR POLICY/GRIEVANCE PROCEDURES</i></b>	
V.1. Organizational Accountability	<b>15</b>
V.2. Open Door Policy	<b>16</b>
V.3. Grievance Procedures	<b>16</b>
V.4. Appeal to the Board	<b>17</b>
V.5. Grievance Procedures for Persons with Disabilities	<b>17</b>
V.6. Ethics and Anti-Discriminatory Policy	<b>18</b>
V.7. Employee Protection “Whistleblower” Policy	<b>18</b>
<b><i>VI EMPLOYMENT BENEFITS</i></b>	
VI.1. Public and Religious Holidays	<b>19</b>
VI.2. Religious Accommodations	<b>19</b>
VI.3. Vacation	<b>20</b>

VI.4. Sick Days	20
VI.5. Personal Days	20
VI.6. Bereavement	21
VI.7. Jury Duty	21
VI.8. Military Leave	21
VI.9. Family and Medical Leave Act (FMLA)	21
VI.10. Health Insurance	22
VI.11. Workers' Compensation	23
VI.12. Short-Term and Long-Term Disability	23
<b>VII PAYROLL/TIME KEEPING/PAYDAYS/WORK HOURS/BREAK PERIODS</b>	
VII.1. Paydays and Deductions	23
VII.2. Time Keeping	23
VII.3. Work Hours	24
VII.4. Break Periods	24
<b>VIII WORKPLACE CONDUCT</b>	
VIII.1. Guidelines	24
VIII.2. Attendance and Punctuality	25
VIII.3. Personal Appearance	26
VIII.4. Smoking	26
VIII.5. Drugs and Alcohol	26
VIII.6. Conflict of Interest	27
VIII.7. Sexual Harassment	27
VIII.8. Bullying in the Workplace	28
VIII.9. Disciplinary Policy and Procedures	29
<b>IX EXPENSE REIMBURSEMENTS/TRAVEL EXPENSES</b>	
IX.1. Expense Reimbursements	30
IX.2. Travel Expenses	30
<b>X EQUIPMENT, SOCIAL MEDIA, INTERNET, CELL PHONE, AND PHONE USE</b>	
X.1. Use of Equipment	31
X.2. Social Media Use	31
X.3. Internet Use	31
X.4. Cellphones and Personal Communication Devices	32
X.5. Use of Phone and Mail System	32
X.6. Bulletin Boards	33
<b>XI COMMUNICATION EXPECTATIONS AND RESPONSIBILITIES</b>	
XI.1. Introduction	33
XI.2. E-Mail Communication Guidelines	33
XI.3. Effective School-Home Communication	33
XI.4. General Correspondence with Home via Notices and Newsletters	33
XI.5. Parent Concerns	34
XI.6. School Community Complaint Policy	35
XI.7. Dealing with the Media (School Incidents)	36
<b>XII STUDENT SAFETY</b>	
XII.1. Bullying Prevention and Intervention Plan	36
XII.2. Accidents and Injuries to Students	36
XII.3. Mandated Reporting of Abuse and Neglect	37

<b><i>XIII SCHOOL SAFETY AND SECURITY</i></b>	
XIII.1. Introduction	<b>37</b>
XIII.2. Accidents and Injuries to Staff	<b>38</b>
XIII.3. Fire Drills	<b>38</b>
XIII.4. School Safety Procedures	<b>38</b>
XIII.5. General Safety Procedures	<b>39</b>
XIII.6. Lockdown Procedures	<b>39</b>
XIII.7. Bomb Threat	<b>40</b>
XIII.8. Missing Child	<b>41</b>
XIII.9. Natural Disasters	<b>41</b>
XIII.10. E-Mail Threats	<b>41</b>
XIII.11. Post-Management of a Crises	<b>42</b>
<b><i>XIV MISCELLANEOUS</i></b>	
XIV.1. Visitors	<b>43</b>
XIV.2. Fundraising	<b>43</b>
XIV.3. Field Trips	<b>43</b>
XIV.4. Chaperoning School Events	<b>44</b>
XIV.5. Transportation of Students	<b>44</b>
<b><i>CONCLUSION</i></b>	

#### APPENDICES

- A.) Vacation Schedule
- B.) Social Media and Internet Use Policy
- C.) Bullying Prevention and Intervention Plan
- D.) Mandated Reporting of Abuse and Neglect Guidelines
- E.) Temporary Home or Hospital Education Policy and Form
- F.) Forms
  - Request for Reimbursement
  - Request for Professional Development
  - Request for Absence
  - Employee Accident Report
  - Student Accident Report
  - CORI Request
  - Field Trip Permission/Emergency Contacts
  - Field Trip Planning Guide
  - Grievance Form
  - Incident Report
  - Travel Expense Report

## **WELCOME (HABARI GANI) TO ALL EMPLOYEES!**

On behalf of your colleagues, I welcome you to the Helen Y. Davis Leadership Academy Charter Public School (the Academy) and wish you every success.

We believe that each employee contributes directly to the growth and success of every child who enters the Academy's doors. We hope you will take pride in being a member of our team and commit to giving 100% to the teaching, guidance, and nurturing of all our students.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Please familiarize yourself with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with the Academy.

The Academy community is ready to achieve its mission through the application of quality instruction, leadership skills and strong core values. Our students need to learn about leadership in preparation for the competition and rigorous education in a rapidly changing world. We know you are ready to take on the challenge of preparing our young people for a global community. Your efforts and hard work for children will be acknowledged and rewarded by them and our school community. As educator, you already know that you "touch the future". We hope that your experience at the Academy will be challenging, enjoyable, and rewarding. Again, welcome to this wonderful journey!

Sincerely,

*Christopher Coblyn*

Christopher Coblyn  
Executive Director/Head of School

## **ONE SCHOOL, ONE MISSION**

*Our mission is to develop high-achieving students of good character who use problem solving, communication, and interpersonal skills to inspire others and to catalyze educational, economic, and political advancement within their communities and the broader nation.*

### **SEVEN CORE VALUES**

#### ***THOUGHT LEADERSHIP***

Creative problem solving, innovative thinking

#### ***PERSONAL EXCELLENCE***

Doing your best at everything you do

#### ***INTELLECTUAL CURIOSITY***

Insightful questioning, the desire to learn and know

#### ***INTEGRITY***

Trustworthiness, reliability, honesty with yourself and with others

#### ***COMPASSION***

Sympathy and empathy for others

#### ***COMMUNITY CITIZENSHIP***

Acting to improve your community

#### ***RESPECT***

Treating others as you would like to be treated

### **INTRODUCTORY STATEMENT**

This handbook is designed to acquaint employees with the Academy and provide them with information about working conditions, employee benefits, and some of the policies affecting their employment. Employees should read, understand, and comply with all provisions of the handbook. It describes many of the responsibilities employees have and outlines the programs developed by the Academy to benefit them. One of the Academy's objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Academy continues to grow, the need may arise for updates to the handbook. Consequently, the Academy reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as deemed appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

## **DISCLAIMER OF AT-WILL EMPLOYMENT AND NON-CONTRACT**

*This **EMPLOYEE HANDBOOK** and any other employment policies **ARE NOT** intended to create a contractual relationship with employees. This lack of guarantee and lack of employment contract also applies to other benefits, working conditions, and privileges of employment with the Academy. The Academy may alter or eliminate any of the policies or work rules, and may add new policies or work rules, at any time.*

*This handbook does not constitute an express or implied contract of employment. The employee may terminate his or her employment at any time. The Academy also may terminate the employee's employment at any time, with or without cause. Except as otherwise provided by law, all employment is "at-will." The Academy reserves the unilateral right to change, withdraw or add to these policies at any time.*



## EMPLOYEE ACKNOWLEDGEMENT FORM

The contents of this Employee Handbook summarize present Academy programs and policies and are intended as guidelines only. The employee should be aware that the Academy has the right to change policies, procedures and working conditions without consulting with employees and without an agreement from employees. As such, the contents of this handbook **do not constitute the terms of a contract of employment**. Nothing contained in this handbook should be construed as a guarantee of continued employment, but rather, employment with the Academy is on an **at-will basis**. This means that either the employee or the Academy may terminate the employment relationship at any time for any reason not expressly prohibited by law. Any written or oral statement to the contrary by a supervisor or other agent of the Academy is invalid and should not be relied upon by any prospective or existing employee.

I understand that I have an obligation to inform my Director of Teaching and Learning, supervisor or department head of any changes in personal information; such as name, phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns, or require further explanation.

-----  
I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook.

Employee Name \_\_\_\_\_  
Print

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_\_

**Please sign and return this page to the HR/Business Manager within five (5) days of receipt.**



## **I EMPLOYMENT**

### **I.1. Employee Relations**

The Academy believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in similar schools and school systems. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.

### **I.2. Equal Employment Opportunity**

It is the policy of this school to provide equal employment opportunities for compensation, training, promotion, transfer, and other aspects of employment for all qualified applicants and employees without regard to sex, race, color, religion, national origin, age, disability, sexual orientation, gender identity, or veteran status. Every effort is made to ensure that the school's policies regarding hiring, salary administration, promotion, and transfer are based solely on job requirements, job performance, and job-related criteria. In addition, the school's personnel policies and practices, including those relating to compensation, benefits, transfer, retention, layoffs, return from layoffs, termination, training, self-development opportunities, and recreational and social programs, are administered without discrimination on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other basis prohibited by law. The Academy pledges to develop and support an environment of equal opportunity and affirmative action in the recruitment of candidates for positions at all levels. This policy applies to all employees and applicants for employment. The Acting Interim Executive Director and/or HR/Business Manager are designated as the Equal Employment Officers at this school and are responsible for communicating and implementing this policy.

### **I.3. Employment-At-Will**

Employees have the right to terminate their employment with the Academy at any time. The Academy also retains this same right, regardless of any other oral or written documents or statements made by any representative of the Academy. The only exception is that the Acting Interim Executive Director has authority to enter into contracts of employment with certain individuals.

### **I.4. Immigration Law**

The Academy is committed to employing only United States citizens and resident aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. 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 the Academy within the past three years or if their previous I-9 is no longer retained or valid. Employees with questions or seeking more information on

immigration law issues are encouraged to contact the HR/Business Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### **I.5. Criminal Offender Record Information (CORI) Policy**

M.G.L. c. 71, § 38R requires all schools to conduct criminal background checks on current and prospective school personnel and volunteers, including those who regularly provide school related transportation to students, who may have direct and unmonitored contact with children. Where CORI checks are conducted, the Academy will be guided by the practices and procedures set forth in the Commonwealth of Massachusetts's CORI Policy.

### **I.6. Outside Employment**

An employee is allowed to do outside consulting or to engage in outside business activities provided the employee activity meets all the following criteria:

- The consulting or outside business activity, including preparation, is not on school time nor does the consulting or outside business activity in any way affect the employee's job performance at the Academy.
- If the Academy determines that an employee's outside work interferes with performance or the ability to meet requirements of the Academy as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Academy.
- Outside employment will present a conflict of interest if it has any adverse impact on the Academy.

### **I.7. Nepotism/Personal Relationships in the Workplace**

The Academy does not prohibit the hiring of more than one person from the same family; however, no family member is allowed to hold a supervisory position over another family member. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (i.e. domestic partner). The employment of individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment. In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if

there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

## **II EMPLOYMENT STATUS AND RECORDS**

### **II.1. Employment Classifications**

It is the intent of the Academy to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and the Academy. Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws, pursuant to M.G.L. c. 151, and 29 CFR §541 *et. seq.* NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Board of Trustees and Executive Director. In addition, each employee will belong to one of the following employment classifications:

**REGULAR FULL-TIME** employees are those who are regularly scheduled to work the Academy's full-time schedule. Generally, they are eligible for the Academy's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME EMPLOYEES** are those who are routinely scheduled to work fewer than 35 hours but more than 20 hours per week on behalf of the Academy. Part-time employees are not eligible for benefits, except as described elsewhere in this handbook.

**TEMPORARY** employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Academy's other benefit programs.

**PER DIEM** employees are those who routinely work either a full-time or a part-time schedule and who accept additional compensation in lieu of participation in all but legally mandated benefit programs. The Academy offers this category in limited classifications and to limited numbers of employees. Individuals participating in this program must sign waivers of their rights to participate in the benefit programs applicable to regular employees. Service in this category cannot be credited in any way toward any benefit program, even if the employee is later assigned to a benefit-eligible category. A change to or from this category can be accomplished only with the written consent of the Academy.

**CASUAL** employees are those who have established an employment relationship with the Academy but who are assigned to work on an intermittent and/or unpredictable basis. While they

receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Academy's other benefit programs.

**VOLUNTEERS ARE UNPAID** employees who perform work that benefits the school and the school's clients. Volunteers will follow the same policies and standards of behavior that paid employees are required to follow. Volunteers whose performance does not conform to the policies and standards that apply to paid employees are subject to discipline, and their volunteer services may be terminated.

## **II.2. Personnel Records**

The HR/ Business Manager or his/her designee maintains personnel files for each employee. The files include demographic information, performance reviews, disciplinary notices, memos, memos of commendation and achievement, test results, and other information concerning the Academy-employee relationship. Information in these personnel files must be kept current to ensure a smooth-running operation of the school at all times. Employees are required to inform the HR/Business Manager of any changes in demographic information, including marital status, current address, contact information, number of dependents, benefits beneficiaries and whom to notify in the event of an emergency, etc.

## **II.3. Access to Personnel Files**

Employees may ask the HR/Business Manager or his/her designee for an opportunity to review their personnel files. He/she will arrange a time for the employee to review his/her records. The Academy will have a representative present. Employees have the right to review their files during normal business hours.

## **II.4. Outside Service Credit**

The Academy grants up to five years credit for outside teaching experience. Standards to receive credit for outside experience are as follows:

- Outside experience must consist of at least 160 days of full time contracted teaching service.
- Outside experience must be from a public or private school.
- Outside service credit is restricted to full time paid teaching experience. The dates for each year worked must be clearly defined.

Teachers who would like to receive credit for outside experience should make note of the following information:

- Outside service letter must be submitted on the letterhead of the employee's former employer. The person who signs the letter must be someone who works in an official capacity (Director of Teaching and Learning, human resources director, or superintendent).
- The letter should indicate that the employee had worked in a full time teaching capacity (under contract), from September to June. The work period must have consisted of 160 days or more.
- After receiving the letter of outside experience, employees will be paid in accordance with their official credential that is in their personnel file.

- Employees will have until September 1<sup>st</sup> to submit documents and receive retroactive pay. No retroactive pay is granted after September 1<sup>st</sup>.

### **II.5. Salary Credit for Advanced Degree(s)**

Official transcripts for master’s degrees, master’s plus 30 additional credits and doctorate degrees in education must be provided at the time of hiring in order to receive salary credit. Employees will have until the close of September 1st to submit documents and receive retroactive pay. No retroactive pay is granted after September 1st.

### **II.6. Recruitment Exemption**

For the purpose of recruiting teachers into areas where there may be a shortage of teachers, the Acting Interim Executive Director may place newly hired teachers on any step of the salary scale.

## **III PERFORMANCE REVIEWS AND PROFESSIONAL DEVELOPMENT**

### **III.1. Performance Reviews**

The Academy will evaluate employees on an annual basis. New employees will usually be evaluated three times a year. Employees who have greater than one year of service will usually receive two evaluations annually.

- |   |  |   |
|---|--|---|
| 1 | <b>New employees</b>                                       | 1. 60 day evaluation<br>2. 90 day evaluation ( <i>Introductory Period</i> )<br>3. Annual ( <i>end of the year</i> ) |
| 2 | <b>Employees who have greater than one year of service</b> | 1. Mid-Year evaluation<br>2. Annual ( <i>end of the year evaluation</i> )   |

The review of work performance will be based on objective job related factors and state standards. Reviews will be conducted in a fair and equitable manner. In general these reviews will provide the following:

- Open communication between a subordinate and a supervisor
- An opportunity to discuss achievements, goals for improvement and job performance
- Information about job changes that may affect job classification
- An opportunity to discuss career goals and future objectives
- An opportunity for supervisors to recommend merit salary increases

Employees are encouraged to initiate discussions regarding performance with their supervisor.

### **III.2. Professional Development**

#### 1. Professional Development: In-Service Opportunities

The purpose of professional development (i.e., in-service) is to provide opportunities for teachers and staff to increase and enhance their own teaching skills through activities such as networking with colleagues, reflecting on their own professional practice and creating instructional and

assessment materials. The Director of Teaching and Learning is responsible for the direction, development, implementation and evaluation of all in-service activities. Interested faculty and staff members are urged to contact the Director of Teaching and Learning to discuss ways to get involved or to strengthen efforts in this area.

## 2. Individualized In-Service Plans

The purpose of an individualized in-service plan is to provide teachers and staff with the opportunity to pursue a professional passion that is not offered through the school's professional development in-service opportunities. Teachers and staff may work with the Director of Teaching and Learning on participation in external in-service programs.

## 3. Professional Leave

The Academy strongly encourages professional growth and development for all its faculty and staff members.

### Short-term professional leave:

Employees who wish to attend a conference, workshop, or class are required to submit a formal written request on the Request for Professional Development form (Appendix F). In addition to time and date of the meeting/conference, whether a substitute will be needed, and (if appropriate) the hours the substitute will be needed, requests must include an estimate of the cost, including registration fees, travel expenses, meals and accommodation (if applicable). Copies of brochures and registration forms should be included with the request. The request has to be submitted to the Director of Teaching and Learning or supervisor for approval at least two weeks in advance of the event so that substitutes can be arranged. After the event, employees can submit a Request for Reimbursement form (Appendix F) with original receipts attached for pre-approved expenses related to the professional development event to the Director of Teaching and Learning or supervisor for signature. The HR/Business Manager will then process the reimbursement form.

## **IV TERMINATION OF EMPLOYMENT**

### **IV.1. Termination of Employment /Job Abandonment**

The ending of employment at the Academy may occur in several ways, such as:

1. **Self-termination:** When an employee does not report to work for three consecutive workdays without notifying his/her supervisor, he/she is self-terminated.
2. **Resignation:** When an employee initiates his/her termination due to lack of work, a change in the workforce, unsatisfactory performance of duties of the position, or any other reason other than misconduct.
3. **Release:** When the Academy initiates termination due to a lack of work, a change in the workforce, unsatisfactory performance of the duties of a position, or any other reason other than misconduct.
4. **Discharge:** When the Academy terminates an employee for misconduct.
5. **Retirement:** When an employee terminates employment in accordance with provisions of the Academy's retirement plan.

## **IV.2. Layoff**

Should layoffs become necessary due to budgetary shortages, affected employees will be given as much advance notice as possible. This notice will be given in accordance with applicable federal and state laws.

## **IV.3. Exit Interview**

An employee leaving employment at the Academy must return any and all property owned or issued by the Academy to the employee before or at the time of the final meeting with his/her supervisor. On or before the last day of employment, the supervisor or a person designated by the Acting Interim Executive Director will conduct an exit interview with the departing employee. This provides the departing employee with an opportunity to receive and complete any appropriate benefits forms, to have any questions answered, and/or to provide information relating to the reason for separation.

## **IV.4. References**

It is the policy of the Academy not to provide general work references to any employee leaving the Academy. The Academy will only provide the dates of employment and the employee's position when a prospective employer requests any information. Please note that no information will be provided until the Academy receives the employee's signed request granting the Academy authorization to provide the dates of employment and position held to a prospective employer.

## **IV.5. Serious Illness and Incurable Disease**

The Academy recognizes the fact that employees with a life-threatening illnesses (such as heart disease, cancer, or AIDS) may want to continue their employment. The Academy will meet all legal obligations by providing a safe work environment to all employees. Employees with a life-threatening disease may continue to work for the Academy so long as they are able to meet performance standards, with or without reasonable accommodations and so long as medical evidence continues to indicate that the disease cannot be transmitted through casual workplace contact. If it is made known to the Academy that an employee has a life-threatening disease, the Academy may attempt to make reasonable accommodations to the employee's condition. Further, the Academy will take all reasonable precautions to the maximum extent possible to ensure that information about the employee's medical condition remains confidential. Any employee who discriminates against another employee because the employee has a life-threatening disease will be subject to disciplinary action, which may include termination.

## **IV.6. Demotion**

From time to time an employee may not be suitable in his or her position and may be discharged. However, instead of discharging an employee, the Academy may, in its sole discretion, take other action. For example, the Academy may determine that it is appropriate to reassign or transfer an employee, or take other action in lieu of discharge. Demotion is not usually used as a way to discipline employees. Supervisors normally use the disciplinary system for this purpose. Demotion may be used as an alternative to termination in instances in which a recently promoted employee cannot adequately perform new job duties after a sufficient trial period has elapsed. In

some instances, demotion may be used as a method to present further development of an employee's skills.

## **V ORGANIZATIONAL ACCOUNTABILITY/OPEN DOOR POLICY/GRIEVANCE PROCEDURES**

### **V.1. Organizational Accountability**

Authority and responsibility for the successful operation of the school begins with the Board of Trustees. The Board sets policies and a budget and gives authority to the Acting Interim Executive Director to administer the policies. The Board authorizes the Acting Interim Executive Director to employ a staff and to implement successfully approved policies. The Acting Interim Executive Director delegates authority and assigns responsibility through Academic Administrators who, in turn, delegate authority and assign responsibility to supervisors. Supervisors delegate authority and assign responsibility to employees on their staff. This network of authority and responsibility is the Academy's chain of accountability. Staff employees are accountable for fulfilling their duties to their supervisors. Supervisors are accountable to Administrators, who are accountable to the Executive Director. The Acting Interim Executive Director is accountable to the Board of Trustees.

No employee is to communicate with members of the Board about Academy affairs or about employment matters without authorization of the Acting Interim Executive Director or a person designated by the Executive Director. If employees have matters they believe need to be communicated to the Board, to a Board member, or to the Executive Director, they are to channel that communication through their supervisor. The exception to this procedure is if the Executive Director, an Administrator, or a Board member asks an employee for input. An employee who does not follow the chain of accountability and communicates directly with the Acting Interim Executive Director or with the Board or a Board member, in violation of this policy, may be disciplined, up to and including termination.

### **V.2. Open Door Policy**

This policy was established in an effort to ensure the utmost consideration for Academy employees. The following procedure assists administrative staff members in resolving serious work-related problems. If an employee has a personal problem relevant to a work related matter, he or she is encouraged to follow the procedure below. Employees who elect to use the procedure should use it within a reasonable time after the problem occurs. Forms are available to help facilitate the grievance process. Grievance forms can be acquired by contacting the HR/Business Manager (Appendix F).

### **V.3. Grievance Procedure**

1. First, the staff member discusses the problem with the immediate supervisor. An important part of the supervisor's responsibility is to ensure that the employee is heard and treated fairly. In most cases, a problem can be resolved amicably at this point. Both supervisor and subordinate are to behave in a respectful and professional manner at all times. A staff member who is not satisfied may present the problem in writing to the supervisor, advising that he or she is initiating

procedures outlined in the “Open Door/Grievance Policy.” The supervisor will consider the problem and respond within 10 business days, unless the supervisor believes the circumstances warrant additional investigation. In such cases, the supervisor should inform the staff member in writing of the additional time needed.

2. After considering the supervisor's response, should the staff member not feel that the problem is satisfactorily resolved, (or if the nature of the problem has prevented a discussion with the supervisor), the staff member may refer the problem in writing to the next appropriate level of management. The staff member should make arrangements and meet with the administrative manager (or his or her designee). Except in cases in which the administrative manager believes further inquiry is required, he/she will typically reply to the staff member within 10 business days of the meeting. In such cases, the administrative manager should inform the staff member in writing of the additional time needed.

3. Staff members who deem an administrative manager's response unsatisfactory may refer the matter in writing to the Problem Review Committee through the HR Consultant. The Review Committee will consist of three members, which includes the HR Consultant. The HR Consultant will serve as Chairperson of the Committee. The Acting Interim Executive Director will select two other members from the management team. If the problem involves a Review Committee member, the Acting Interim Executive Director will assign a neutral person from the school's administrative team.

4. The Review Committee typically consults with the Executive Director, Director of Teaching and Learning, staff members, and other parties involved, and typically gives a decision within 15 business days after concluding its review. The Review Committee will give the staff member a written record of decision. If an employee is not satisfied with the Review Committee's decision, he or she they may appeal to the schools' Board of Trustees. The Board of Trustees will typically give a decision within 20 days after completing its review.

Note: Performance reviews are exempt from this policy.

#### **V.4. Appeal to the Board**

If the communication and subsequent decisions at the school level are not satisfactory to the employee, or if the decision is not received within the established time frame, or if the decision is not properly implemented, the matter may be appealed to the Board of Trustees.

To proceed with the appeal to the Board of Trustees, the grievant must provide a written summary detailing the facts of his/her complaint to the Acting Interim Executive Director within five (5) calendar days after steps outlined In the Open Door /Grievance Policy have been determined to be yet unresolved, inconsistent with policy or imbalanced.

The chairperson or a designated member of the Board will preside over the grievance hearing. For the sole purpose of answering procedural questions and/or questions pertaining to school policy, the Acting Interim Executive Director or his/her designee must attend the grievance hearing, but shall not participate in the deliberations of the Board. The Board will record the minutes of the grievance hearing. At the conclusion of the hearing, the Board will issue a final decision to be delivered to the grievant in writing within a reasonable time from the date that the grievance was initiated. A reasonable time is no more than sixty (60) days for dismissals and demotions and no more than ninety (90) days for all other issues. The time limit may only be extended, if necessary, with the written consent of the grievant.

### **V.5. Grievance Procedures for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator (Coordinator). Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

### **V.6. Ethics and Anti-Discrimination Policy**

The Academy amply demonstrates its commitment to employees by responding effectively to employee concerns. The Executive Director, Administrators, Board of Trustees, Supervisors, and Employees of the Academy shall conduct all business dealings with the utmost integrity and adhere to the highest ethical standards and will not discriminate in any way with respect to age, disability, sex, race, religion, sexual orientation, gender identity, or national origin.

All hiring, promotion and compensation shall be done without regard to age, disability, sex, race, religion, sexual orientation, gender identity or national origin. The sole determining factor shall be the applicant's ability to excel in the position to be filled. All hiring, promotions and compensation decisions shall be consistent with the School's Human Resources policies.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Academy will be based on merit, qualifications, and abilities. The Academy does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or any

other characteristic protected by law. The Academy will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the HR/Business Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### **V.7. Employee Protection “Whistleblower” Policy**

If any employee reasonably believes that some policy, practice, or activity of the Academy is in violation of law, a written complaint must be filed by that employee with the Acting Interim Executive Director or the Chair of the Board.

It is the intent of the Academy to adhere to all laws and regulations that apply to the school and the underlying purpose of this policy is to support the Academy’s goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the school and provides the Academy with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees who comply with this requirement.

The Academy will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the school, or of another individual or entity with whom the Academy has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Academy will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the school that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

### **VI EMPLOYMENT BENEFITS**

#### **VI.1. Public and Religious Holidays**

The Academy will grant holiday time off to all employees on the holidays listed below:

- Bunker Hill Day New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)

- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)
- New Year's Eve (December 31)

The Academy will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

## **VI.2. Religious Accommodations**

The Academy permits religious observance and religious practices that does not offend or harass co-workers, customers or clients, and that do not create unreasonable interference with productivity or other purposes or objectives of the Academy. The Academy permits reasonable requests for dress and grooming associated with an employee's religious practices. Employees who want time away from work for religious observance may make a request for time off (Request for Absence form) and may use (paid) personal time or (paid) vacation time (for eligible employees) as payment for this time away from work. Requests for time off are usually granted unless the needs of the school require an employee's attendance.

## **VI.3. Vacation** (where applicable--refers to year-round employees only)

Employees shall be entitled to vacation days as outlined in the Vacation Schedule (Appendix A). With the approval of the Executive Director, employees may use such vacation (after it has accrued) at any time during the calendar year. Any unused vacation at the end of the academic year shall be forfeited.

- **Vacation Scheduling:**
  - i. Each year during the beginning of the school year, supervisory personnel are to consult with all eligible employees entitled to vacations, and from such consultations develop a working vacation schedule. The schedule should be shared with the HR/Business Manager and other individuals as necessary. A Request for Absence form (Appendix F) has to be filled out and submitted to the HR/Business Manager for all scheduled vacations.
  - ii. Vacations are not to be scheduled so that they carry over from the end of one calendar year into the beginning of the next.

- iii. A notification should be submitted to the HR/Business Manager in all instances where the employee is granted a vacation day that is not indicated on the vacation schedule. Likewise, if dates of a scheduled vacation are changed, a notification should be submitted that specify the new dates.
- iv. If a scheduled vacation is postponed at the Academy's request, that scheduled vacation time may be carried into the next year, and the Academy may reimburse the employee for any deposit (e.g., hotel reservation deposit) lost due to the postponement.
- v. "Key" employees may not take vacation at the same time.

**Other Uses of Vacation:**

- 1. Vacations may be used for leaves of absence, including family and medical leave.
- 2. Vacation may be used for jury duty, witness duty, military duty, and other absences required by law.

**VI. 4. Sick Days**

The Academy allows 10 paid sick days per benefits year to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

Paid sick leave can be used in minimum increments of one-half day. Eligible employees may use sick days for an absence due to their own illness or injury or that of a family member who resides in the employee's household. Employees who use sick days are required to fill out a Request for Absence form for the time missed immediately upon their return to work.

**VI.5. Personal Days**

Employees are eligible for 3 paid personal days per benefit year. Eligible employee classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

Personal days may be used at the employee's discretion for religious holidays and personal matters. Employees who would like to use a personal day(s) are required to submit at Request for Absence (Appendix F) to their supervisor as soon as possible so that substitutes can be scheduled if necessary.

**VI.6. Bereavement**

Regular full-time and part-time employees are eligible for bereavement leave with pay.

- 5 days for immediate family such as a spouse, child, and or parent
- 3 days for sibling, aunt or uncle, grandparent
- 1 day for other relatives and close friends

Employees who need a bereavement leave should submit a Request for Absence (Appendix F) to their supervisor as soon as possible so that substitutes can be scheduled if necessary.

### **VI.7. Jury Duty**

Any employee who is requested to perform service as a juror shall be given time off while serving on the jury. Verification of required service should be submitted to the HR/Business Manager along with a Request for Absence (Appendix F) form as soon as possible so that substitutes can be scheduled if necessary.

### **VI.8. Military Leave**

A military leave of absence will be granted to employees as provided by applicable law. Verification of required service should be submitted to the HR/Business Manager along with a Request for Absence (Appendix F) form as soon as possible so that substitutes can be organized if necessary.

### **VI.9. Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) of 1993 requires that eligible employees be allowed to take unpaid leave, or paid leave if applicable, for a period of up to twelve work weeks in any twelve month period (defined by 32A as the fiscal year, i.e., July 1 through June 30) for the following reasons: incapacity due to pregnancy, prenatal medical care or childbirth; to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job.

FMLA requires covered employers to provide up to 12 weeks of unpaid, or paid if applicable, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months.

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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

A publication provided by the federal government provides more information about FMLA leaves. Some specifics regarding FMLA leave at The Academy include:

- a. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee uses any FMLA leave.
- b. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If an employee needs to take an FMLA leave, he/she should contact the Director of Teaching and Learning or supervisor in writing at least 30 days in advance (except in emergency situations) of the date s/he intends to begin the leave and of the planned date of return. In addition, employees requesting to take leave because of medical need of their own or those of an eligible family member must submit written documentation from the attending physician describing the medical condition and any related work limitations. The Academy's Acting Interim Executive Director must approve all requests.

Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, the Academy will continue to provide health insurance benefits for the full period of the approved family leave. Benefit accruals, such as vacation, and sick leave, will not continue during the approved family leave period. So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the Academy with at least two weeks advance notice of the date the employee intends to return to work. When a family leaves ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to return to work on the agreed upon return date, the Academy will assume that the employee has resigned.

#### **VI.10. Health Insurance**

The Academy's health insurance plan provides employees and their dependents access to medical and dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- \* Regular full-time employees who work at least 35 hours a week

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Academy and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the HR/Business Manager for more information about health insurance benefits.

#### **VI.11. Workers' Compensation**

The Academy provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work-related injuries or illnesses

should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Neither the Academy nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Academy.

#### **VI.12. Short-Term and Long-Term Disability Insurance**

The Academy provides short-term and long-term disability insurance at no cost to employees for medical leaves of absence with pay to eligible employees who are temporarily or long-term unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

\* Regular full-time employees (who work at least 35 hours a week)

Eligible employees should make requests for medical leave with a Request for Absence form (Appendix F) to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. The HR/Business Manager will assist employees with the completion of necessary insurance forms. A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Academy. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

### **VII PAYDAYS/TIME KEEPING/WORK HOURS/BREAK PERIODS**

#### **VII.1. Paydays and Deductions**

The Academy's employees are paid semi-monthly, on the fifteenth and the last day of each month. All employees are paid by check or direct deposit on the above-mentioned paydays. If a regular payday falls on a weekend or school holiday, employees will be paid on the last business day before the holiday and/or weekend. State and Federal Taxes (including MTRS and Social Security if applicable) will be deducted from each employee's paycheck. Health and dental insurance as well as retirement plan deductions will be taken semi-monthly if applicable.

#### **VII.2. Time Keeping (Clocking In/Out)**

It is necessary for each employee to "clock in" at the start of work and "clock out" at the end of the work day in the main office when he or she leaves. The Academy uses an approved electronic tracking method. In the event that an employee fails to "clock in" or "clock out", a supervisor's approval and signature must be received prior to the submission and payment of any wages. Repeated failure to accurately log hours may result in disciplinary action. If an employee fails to register his/her time, as required, that employee's pay may be delayed.

#### **VII.4. Work Hours**

Work hours may vary depending on departmental and organizational needs. The Academy reserves the right to change work hours as needed. If work hours change, employees will be notified in advance if possible. The Academy tries to accommodate religious practices, which impact assigned working hours.

- **Overtime Hours**

Non-exempt employees are eligible for additional pay for hours over 40 worked in a given workweek. Overtime is paid in accordance with the Fair Labor Standards Act and applicable state law. The rate of overtime pay is **one and one half times** the regular rate of pay. Non-worked hours (excluding school approved holidays) do not count for actual purposes of determining overtime pay.

#### **VII.5. Break Periods**

Each workday, full-time employees are provided with one rest period of 20 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time management employees are provided with one meal period of 40 minutes in length each workday. All full-time teachers will have one meal period of 30 minutes in length each workday. All full-time support staff employees will have one meal period of 40 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

### **VIII WORKPLACE CONDUCT**

#### **VIII.1. Guidelines**

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Academy-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Academy-owned or patron-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules

- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other Academy-owned equipment
- Unauthorized disclosure of occupational "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with the Academy is at the mutual consent of the Academy and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### **VIII.2. Attendance and Punctuality**

All employees are expected to arrive on time and be ready to work each scheduled workday. Excessive absenteeism and tardiness are disruptive to the school and to co-workers and will result in disciplinary action up to and including the termination of employment. Generally, supervisors review attendance records at least weekly. Supervisors regularly review all records, not only those of employees with previous violations of the attendance policy.

Like all other policies, the following procedure is a guideline. It does not create a contract of employment for any specific amount of time. As always, employees have the right to terminate their employment at any time, with or without reason, and the Academy maintains the same right.

- **Calling In Sick/Absent**

If an employee is going to be late for or absent from work on a regularly scheduled workday, he or she is expected to call the supervisor at least 2.5 hours before the beginning of the scheduled assignment. Whenever possible, the employee should speak directly to the supervisor (*text messages and emails are unacceptable*). Employees should not leave messages related to tardiness or absence with another employee in the department. If the employee cannot reach the supervisor, he or she may speak directly with the Receptionist. Employees are expected to call in and speak with their supervisor each day when they are absent from work unless a longer absence has been approved pursuant to the school's policies on work-related injuries or leaves of absence, including the Family and Medical Leave Act (FMLA), or they are physically unable to call because of a medical emergency. Employees who fail to call in or show up for work for 3 consecutively scheduled workdays will be deemed to have voluntarily resigned their positions.

- **Sign-In Procedures**

To manage attendance effectively, the Academy uses an attendance tracking device that is automated. All employees are required to use the device to sign-in and out daily.

- **Leaving School During Work Hours**

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Director of Teaching and Learning or supervisor. Employees who leave the school during their designated lunch period must check out with the Director of Teaching and Learning or his/her designee. Employees who leave during their work hours for an approved absence must check out with the Director of Teaching and Learning or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with the Director of Teaching and Learning or their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

- **No-Fault Rules**

An employee exceeding three incidents of unauthorized absence or tardiness in any given semester will receive a verbal warning from their supervisor, with a notice of the verbal warning sent to the employee's personnel file. An absence due to illness documented by a physician's note, a work-related injury, an FMLA absence, or an American with Disabilities Act accommodation is not considered an unauthorized absence under this policy. Should an employee have more than one incident of unauthorized absence or tardiness in any 30-day period, the employee should receive a written incident report detailing the absence or tardiness and a warning that the next event could lead to termination. Copies of this report will be shared with the HR/Business Manager for appropriate counsel on disciplinary action. If, following the written warning, an employee has another incident of unauthorized absence or tardiness, the employee is subject to termination.

### **VIII.3. Personal Appearance**

Employees will wear traditional, professional clothing when their work assignments call for them to represent the Academy at outside meetings. At other times, employees may choose to dress in more casual clothing. Professional clothing is clothing traditionally worn in business settings. Examples for men include: Suits, dress shirts, ties and dress shoes kept clean and polished. Examples for women include: Dresses, skirts, slacks, blouses, and shoes that completely enclose the feet. Casual clothing is less formal than professional clothing. But casual clothing also is neat and clean. Examples of casual clothing: Cotton shirts and blouses open at the neck, and sweaters, khaki pants, slacks, jeans, and shorts (no more than two inches above the knees). At no time will employees wear clothing or groom themselves in such a way that they appear dirty, ragged, or sexually provocative. And at no time will employees wear clothing that is imprinted with illustrations or messages that are insulting or demeaning to co-workers, students, parents or supporters.

### **VIII.4. Smoking in the Workplace**

In keeping with the Academy's intent to provide a safe and healthy learning and work environment, smoking is prohibited throughout the school. The policy applies to all employees, students, patrons, and visitors.

### **VIII.5. Drugs and Alcohol in the Workplace**

In keeping with the Academy's intent to provide a safe and healthy learning and work environment, the unlawful manufacturing, distributing, using, selling, sharing, dispensing, possessing and/or using of mind-altering substances, whether controlled or uncontrolled, including alcohol is prohibited in the school, which includes representing the Academy in locations outside the school. Violation of such prohibition may result in immediate termination. Employees agree to abide by the terms of this statement as a condition of their employment.

### **VIII.6. Conflict of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Academy wishes the school to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the HR/Business Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Academy's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside groups. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the Academy as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Employees are required to complete the MA State Ethics Commission's online Conflict of Interest training annually.

### **VIII.7. Sexual Harassment**

The Academy is committed to providing a work environment free of discrimination and harassment. It is the Academy's policy that all employees have a right to work in an environment free of discrimination and harassment of a sexual nature or based on gender.

The Academy also prohibits discrimination or harassment based on age, race, color, national origin, religion, disability, sexual orientation, gender identity or any other basis protected by federal, state, or local law. The Academy prohibits harassment of its employees in any form—by supervisors, co-workers, customers, or suppliers.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to, or rejection of, such conduct is used as the basis for promotions or other employment decisions; *or*
- The conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive work environment.

- **Examples of prohibited conduct include:**

- Verbal—sexual innuendo, sexually suggestive comments, jokes of a sexual nature, unwanted sexual advances or propositions, offers of employment benefits in exchange for sexual favors, threatened or actual reprisals after a negative response to sexual advances, or graphic commentaries about a person’s body.

- Nonverbal—leering, obscene gestures, sexually suggestive objects or pictures, cartoons or posters, suggestive or insulting sounds, or suggestive or obscene notes or letters.

- Physical—unwanted physical contact of a sexual nature, including sexually suggestive or offensive touching, impeding or blocking movements, or brushing up against the body.

If employees feel they have been discriminated against or harassed in any way, it is generally best to tell that person that they find such behavior offensive, that such behavior violates this school’s policy, and that they want him or her to immediately stop.

However, if employees are uncomfortable taking this action, or if the conduct does not stop after they have warned the offending person, they should immediately contact their supervisor. If they feel they cannot seek help from their supervisor, they should contact his or her supervisor or the HR/Business Manager for assistance.

Every complaint will be investigated as promptly, thoroughly, and impartially as possible. The Academy will protect the confidentiality of complaints to the fullest extent possible consistent with a thorough investigation. If the investigation determines that discrimination or harassment has occurred, the Academy will take immediate and appropriate action.

The Academy will not retaliate nor will it tolerate retaliation against any employee for complaining about discrimination or harassment. If employees feel they have been retaliated against, they should follow the complaint procedure described previously.

It is the school’s policy to address inappropriate conduct in the workplace and take appropriate action on any discrimination or harassment issues that arise. The Academy prohibits managers and supervisors from retaliating against, or permitting others to retaliate against, any employee involved in the filing, investigation, or resolution of a discrimination claim.

Managers and supervisors who become aware of incidents of harassment or who receive harassment complaints must immediately notify the HR/Business Manager.

Managers, supervisors, and all other employees are required to cooperate fully with the investigation and resolution of all discrimination and harassment complaints.

All employees are required to attend annual, in-house sexual harassment training at the beginning of each school year.

### **VIII.8. Bullying in the Workplace**

The Academy is committed to a workplace free of threats, intimidation, violence, and bullying.

Bullying is any repeated, unreasonable behavior directed toward an employee, patron, or supporter that is intended to intimidate, creates a risk to health and safety, or results in threatened or actual harm. The following list describes activities that are expressly prohibited and is not exhaustive:

- Intimidating, threatening, or hostile statements, actions, or gestures
- Excluding someone from workplace activities, social isolation
- Falsely accusing and punishing “errors” not actually made; blaming without justification

- Verbal abuse, demeaning comments
- Direct, conditional, or veiled threats
- Being treated differently than the rest of the work group
- Intimidation
- Yelling, screaming, and other demeaning behavior
- Being given the majority of unpleasant tasks
- Public humiliation
- Hostility (glaring, clenched fists, threatening posture)

The Academy expects employees to behave in a professional manner and to treat colleagues, students, supporters, parents and vendors with dignity and respect when they are at work. If employees feel they have been bullied, they should immediately contact their supervisor. If they feel they cannot seek help from their supervisor, an appropriate course of action is mentioned elsewhere in this handbook. Complaints will be investigated and the Academy will protect the confidentiality of complaints to the extent possible. If the investigation determines that bullying has occurred, the Academy will take immediate and appropriate action. The Academy will ensure that managers and supervisors take positive steps to comply with this policy. They are required to monitor the workplace to prevent bullying, resolve bullying issues that arise, and refrain from and prevent retaliation or harassment against any employee involved in the filing, investigation, or resolution of a bullying complaint. Managers, supervisors, and all other employees are required to cooperate fully with the investigation and resolution of all bullying complaints.

### **VIII.9. Disciplinary Policy and Procedures**

The Academy is justifiably proud of its employees and the manner in which they conduct themselves. The Academy relies on individual good judgment and sense of responsibility. Employees are expected to conduct themselves in an appropriate manner and maintain a high level of job performance. It is the policy of the Academy that any conduct that, in its view, interferes with, or adversely affects the mission of the Academy is grounds for disciplinary action, ranging from verbal warnings to immediate discharge. At its sole discretion, the Academy will determine what disciplinary action is appropriate in a given situation. Depending on the nature of the employee conduct in question or performance issue, the Academy will generally utilize progressive discipline. This means that employees will be given increasingly severe penalties each time they are disciplined. The purpose of progressive discipline is to provide employees with an opportunity to correct behavior and improve performance. The Academy will determine what type of corrective action is appropriate based on the specific circumstances.

A verbal warning is a clear indication that repetition of the offense may eventually call for more serious discipline. A written warning is more serious, and it will become part of the employee's personnel file. A disciplinary layoff can last a few days to a few weeks, and during that time, the Acting Interim Executive Director or Director of Teaching and Learning and the HR/Business Manager will investigate and decide whether further discipline is appropriate or necessary. Finally, if performance and/or conduct are not corrected, termination may be appropriate. As noted, the Academy will determine what disciplinary action will be taken in any given situation, up to and including the immediate termination of employment.

Factors that may be considered in ascertaining the appropriate steps include:

- Seriousness of conduct
- Employment record
- Employee's ability to correct conduct
- Action taken with respect to similar conduct by other employees
- Effect on students, parents, other employees, and day-to-day operations
- Surrounding circumstances

In situations where employee misconduct is an issue, the school may conduct an investigation to determine what occurred and the employee's role in the situation. Employees are expected to cooperate with the investigation. When there is reason to believe that an employee has violated school policy, action will be taken that is consistent with this policy and appropriate given the specific circumstances. Like all other policies, these disciplinary procedures are guidelines and do not create a contract of employment for any specific amount of time. As always, employees have the right to terminate their employment at any time, with or without reason, and the Academy maintains the same right.

## **IX EXPENSE REIMBURSEMENTS/TRAVEL EXPENSES**

### **IX.1. Expense Reimbursements**

The Academy will reimburse employees for pre-approved, reasonable, prudent and necessary expenses incurred for business reasons. Only expenses directly related to the conduct of school business will be reimbursed. For detailed information on the Academy's reimbursement policies and a copy of the Request for Reimbursement form (Appendix F), contact the HR/Business Manager.

### **IX.2. Travel Expenses**

The Academy will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The Acting Interim Executive Director must approve all business travel in advance. Employees whose travel plans have been approved are responsible for making their own travel arrangements. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Academy. Employees are required to fill out a Request for Reimbursement form (Appendix F) and submit this form, signed by a supervisor, with original receipts attached to the HR/Business Manager. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.

- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for laundry and valet services, only on trips of five or more days

*(Personal entertainment and personal care items are not reimbursed.)*

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor by filling out an Employee Accident Report (Appendix F). With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee. When travel is completed, employees should submit completed travel expense reports within 7 days. Original receipts for all individual expenses must accompany the Request for Reimbursement form. Employees should contact the HR/Business Manager for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **X EQUIPMENT, SOCIAL MEDIA, INTERNET, CELL PHONE, AND PHONE USE**

### **X.1. Use of Equipment**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

## **X.2. Social Media Use**

The Academy recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if it interferes with the employee's work, is used to harass co-workers or others within the Academy's community, creates a hostile work environment, or harms the goodwill and reputation of the Academy among its supporters or the community at large. The Academy encourages employees to use social media within the parameters of the guidelines set forth in the Social Media and Internet Use Policy (Appendix B) and in a way that does not produce the adverse consequences mentioned above. Where no policy or guideline exists, employees are expected to use their professional judgment and take the most prudent action possible. If employees are uncertain about the appropriateness of a social media posting, they should check with their supervisor.

## **X.3. Internet Use**

The purpose of the Internet Use Policy (see Social Media and Internet Use Policy – Appendix B) is to ensure the proper use of the Academy's Internet system and make its employees and users aware of what the Academy deems as acceptable and unacceptable use of its Internet system. This policy also provides for sanctions in the event of a breach or violation of the policy terms hereunder.

## **X.4. Cell Phones and Personal Communication Devices**

The Academy recognizes that cell phones and personal communication devices have become valuable tools in managing employees' professional and personal lives. However, use of these devices in the workplace can raise a number of issues involving safety, security, and privacy. Therefore, the Academy has adopted the following rules regarding the use of personal communication devices in the workplace during working hours.

- Except in cases of emergency, employees should conduct personal business during lunch breaks and other rest periods. This includes the use of personal communication devices (including cell phones) for personal business (including personal phone conversations and text messages, personal e-mails, and use of the Internet for personal reasons). Minimal or incidental use is permitted (e.g., child confirming safe arrival at home after school).
- Employees should be considerate of their co-workers and keep ringtones and alerts on vibrate or silent while at work.
- Phone calls made during an employee's lunch break or rest period should be made away from the employee's desk or workstation to not disturb co-workers.
- When attending a meeting with parents, clients, students, or co-workers, employees should turn off or silence their cell phones and personal communication devices. Except in extraordinary circumstances (e.g., family emergency), employees may not respond to personal calls during a meeting.
- Employees are prohibited from using a device's camera to take photographs in the workplace. Phones and other devices with cameras or recording capabilities are strictly prohibited in all work areas that contain proprietary information or confidential documents. Camera phones and other devices with photographic or recording capabilities may not be brought into restrooms, locker rooms, or other private areas in the workplace.

- Making discriminatory or harassing comments to co-workers via any electronic means of communication is prohibited. This includes offensive messages, photos, or images that are sexual in nature or that are offensive to a person based on his or her race, color, religion, national origin, gender, sexual orientation, gender identity, disability, or any other characteristic protected by federal, state, or local law. The Academy’s policies on professional conduct, discrimination, and harassment apply to all electronic communications to its employees, supporters, clients, and vendors.

Violation of this policy may result in discipline, up to and including termination of employment.

### **X.5. Use of Phone and Mail System**

Employees are not to receive personal telephone calls while at work, except in emergencies. It is the responsibility of each employee to notify family, friends and others who might call, not to do so during working time in the absence of an emergency. Personal use of the telephone for long-distance calls is not permitted. Employees may be required to reimburse the Academy for any charges resulting from their personal use of the telephone. To ensure effective telephone communications, employees should always speak in a courteous and professional manner and confirm information received from the caller before hanging up. The use of Academy-paid postage for personal correspondence is not permitted.

### **X.6. Bulletin Boards**

The Academy uses bulletin boards to post information about school-approved developments and/or activities as well as employment related notices required by the law. These bulletin boards may not be used without approval from the Acting Interim Executive Director or his/her designee. No other bulletin boards are permitted on school property.

## **XI COMMUNICATION EXPECTATIONS AND RESPONSIBILITIES**

### **XI.1. Introduction**

All employees are required to know and use the Academy email system. Upon arrival at school, or as soon thereafter as work duties allow, all employees are required to check their voicemail, email and mailbox. Before leaving at the end of the day, all employees are required to check their voicemail, email, and mailbox. Note: If the nature of staff responsibilities does not allow doing items 2 and 3 above, employees must check their voicemail, email, and mailbox once per day. When leaving voicemail or email messages they may not be heard or read until the next “check” time, i.e., the beginning or end of the day.

### **XI.2. Email Communication Guidelines**

1. E-mails sent through the Academy e-mail system carry the name of the Academy. Therefore, e-mail messages should be treated as if they were being sent on Academy letterhead.
2. There is no expectation of privacy regarding any use of the Academy email system. Further, there is no assumption that email is private or confidential. All e-mails written on school

computers is the property of the Academy and is potentially subject to “open records” laws and may have to be divulged if requested by a citizen.

### **XI.3. Effective School-Home Communication**

Effective school-home communication is the key to helping students be successful. The Academy encourages positive phone calls and notes to parents/guardians—instructional staff should make an effort to “catch the students being good” and letting parents know that good behavior was noticed. A goal of one positive contact per year per student is within reach. It is helpful, though not essential, to let the Director of Teaching and Learning know when an employee had contact with a student’s parent(s)/guardian(s) for this purpose.

### **XI.4. General Correspondence with Home via Notices or Newsletters**

Home-school communication is encouraged and sometimes essential in helping Academy students succeed. Please copy the Director of Teaching and Learning on e-mails to parents, especially if the student’s progress, grades, or behavior are the issue. It is helpful for the Director of Teaching and Learning to have some background when the parent contacts him/her.

Please be sure to get the Director of Teaching and Learning’s approval of all communications intended to be sent home with students before they are copied to be sent home. Employees must also check the school calendar with the Director of Teaching and Learning prior to scheduling any events or sending notices out. The Director of Teaching and Learning should receive a final copy of all notices going home.

Keeping parents informed facilitates the smooth operation of the school and has a significant effect on student behavioral change. It is the staff’s obligation as educators to keep parents informed of student progress in all areas. In keeping with this philosophy, the following procedures will be followed:

- Parents must be notified by telephone when a student is performing or behaving poorly in the classroom. This communication should take place early enough to allow for correcting the situation prior to the end of the grading period.
- No student should be referred to the Dean of Student Support for classroom related discipline (except for emergency situations) unless the problem has been discussed with the parents prior to the referral. This means that if a student is experiencing difficulty with such things as tardiness, class attendance, or other repetitive problems, parents should be telephoned. Communicating with parents on a regular basis will enhance classroom management, provides more information about the student and his/her environment, and shows interest in him/her as an individual.

### **XI.5. Parent Concerns**

Regular communication between teachers and parents is essential to a positive understanding between the school and the home. When a parent/guardian (or a concerned citizen) wishes to speak with an employee of the Academy it is the employee’s responsibility to create an open and supportive environment that encourages the honest expression of concerns and enables staff to assist the parent/guardian in resolving any problems. While employees may feel it is desirable to request that an appointment be made for such conversations, staff should realize that such meetings are a part of the job, and being as flexible, honest, and receptive as possible whenever

meetings occur is essential for good school-home communication. In no case, however, should meetings be held during class time.

The suggested process for scheduling parent/staff meetings is as follows:

1. Employees should set an appointment with the parent(s)/guardian(s) and any other staff members involved. *Whenever practical, the student in question should be present.* Employees should inform the Director of Teaching and Learning of the appointment in case s/he has any insights or information to share prior to the meeting.

2. Staff should prepare for the meeting by taking a few minutes to create a hospitable space for the conversation. It may be necessary and helpful to have student work, copies of textbooks, progress reports, and/or other relevant information available.

3. Staff should ask parent(s)/guardian(s) if they discussed the matter thoroughly with the student and what their understanding of the situation is. Staff should listen closely and take notes for clarification and record keeping.

4. The purpose of the meeting is to come to a mutually agreeable solution. Staff might begin by asking the student and parent(s)/guardian(s) what they see as the next step(s) and work with that as a starting point. It is the staff's responsibility to facilitate the success of the meeting to the best of their ability.

5. If the parent(s)/guardian(s) are still not satisfied with the conclusions reached at this level, they may request a conference with the employee(s) and the Director of Teaching and Learning. Staff has to inform Let the Director of Teaching and Learning of such a request as soon as possible. (See School Community Complaint Policy)

On a final note, a parent/guardian with a concern is a parent who has information the Academy needs in order to make the school better. Such occasions are also opportunities to build positive relationships with people about whom the Academy community cares about. Good communication is a first step to minimize parent concerns.

#### **XI.6. School Community Complaint Policy**

If parents/guardian believe that their concern(s) has not been adequately addressed by their child's teacher, any parent/guardian or other member of the school community may file a complaint with the Academy's Director of Teaching and Learning. Complaints concerning buses, behavior, suspensions, issues concerning teachers, academics, civil rights, etc. may be filed verbally in person or by phone (617-474-7950), or in writing by mail: Director of Teaching and Learning, Helen Y. Davis Leadership Academy, 23 Leonard Street, Dorchester, MA 02122 or by e-mail to [forrest@dlacps.org](mailto:forrest@dlacps.org).

The appropriate administrator will respond to the complaining party within seven (7) days of receipt of the complaint. If the person believes that his/her complaint has not been adequately addressed by the school administrator, he/she may submit the complaint in writing to the Executive Director, Mr. Coblyn by mail: 23 Leonard Street, Dorchester, MA or by e-mail to [ccoblyn@dlacps.org](mailto:ccoblyn@dlacps.org). If the person believes that his/her complaint has not been adequately addressed by the Executive Director, he/she may submit the complaint in writing to the Academy Board of Trustees (BOT): Chair of the Board of Trustees, Helen Y. Davis Leadership Academy, 23 Leonard Street, Dorchester, MA 02122.

The Board of Trustees shall investigate the complaint and the complaining party and all school staff shall cooperate fully in the investigation. The BOT shall provide written response to the complaining party no later than thirty (30) days from the receipt of the written complaint.

Any parent/guardian, individual, or group who believe that the Academy has violated or is violating the laws and/or regulations that govern Charter Schools (M.G.L. c.71; s.89; 603 CMR 1.00) has the right to file a complaint *directly* with the Academy's Board of Trustees. Copies of M.G.L. c.71; s.89; 603 CMR 1.00 can be obtained from the Academy's Main Office. The BOT shall provide written response to the complaining party no later than thirty (30) days from the receipt of the written complaint. The BOT shall, pursuant to a complaint received under 603 CMR 1.10, or on its own initiative, conduct an investigation and review to ensure compliance with M.G.L. c.71; s.89; 603 CMR 1.00 and the specific individuals involved shall cooperate fully in the investigation and review.

A complaining party that believes the complaint has not been adequately addressed by the Academy's Board of Trustees may submit the complaint in writing to the Commissioner of Education, who shall investigate such complaint and make a written response. In the event that the Academy is found in non-compliance with M.G.L. c.71; s.89; 603 CMR 1.00, as a result of a complaint or upon investigation, the Commissioner or the Board of Education may take such action as it deems appropriate, including but not limited to suspension or revocation of the charter under 603 CMR 1.13 or referral of the matter to the District Attorney or the Officer of the Attorney General for appropriate legal action.

Any parent/guardian, individual, or group who believe that the Academy has violated or is violating any state or federal laws and/or regulations that govern special education has the right to file a complaint directly with the Department of Education.

#### **XI.7. Dealing with the Media (School Incidents)**

The Acting Interim Executive Director is the ONLY employee authorized to speak to the media on behalf of the Academy concerning a school-related incident. Employees should inform the media that they are not authorized to comment and direct them to the Executive Director. Students may be approached by the media. Employees should suggest to students that they do not comment and to refer the media to the Executive Director.

### ***XII STUDENT SAFETY***

#### **XII.1. Bullying Prevention and Intervention Plan**

Bullying is prohibited at the Academy. It will not be tolerated during the school day or during any school-sponsored activities on or off the school grounds. Bullying and intimidation violate Massachusetts' laws and school policy. Such behaviors ignore the dignity of the student, undermine the purpose of the Academy's core values, and deprive the student of a safe and caring learning environment. The Academy's Bullying Prevention and Intervention Plan

(Appendix C) applies to the Academy, including students, teachers, administrators, staff, counselors, volunteers, and consultants. It addresses bullying and retaliation and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the "Guidelines and Expectations: Code of Conduct" section of the school's Family Handbook/Student Code of Conduct.

## **XII.2. Accidents and Injuries to Students**

Teachers should be concerned at all times for the safety of their students. If a student is injured, teachers are to take whatever actions they deem reasonably necessary under the circumstances. General guidelines to assist the teacher in handling student injuries include:

- Employees at the scene should remain calm and promptly decide what needs to be done to prevent further injury.
- If the accident is serious or assistance is needed, someone should be sent to the office for help.
- First aid should only be administered if it is indicated and only if the employees present at the scene are knowledgeable. If more than minor first aid is needed and employees at the scene are not knowledgeable, they have to wait for the nurse, paramedics or other assistance.
- Normal activities should be resumed as soon as feasible.

When an accident involving injury to a student occurs, it is important that staff maintain classroom control and get the student the assistance s/he needs. A "Student Accident Report" (Appendix F) must be completed and given to the Director of Teaching and Learning within 24 hours by the classroom teacher or other supervisor on duty. If it is necessary to send the student to the office, an adult must accompany him/her. If the student cannot walk to the office, the office should be called, or, if necessary, one responsible person should be sent to the office to request help. The Director of Teaching and Learning or Acting Interim Executive Director will make phone contact with the parents/guardians the day of the injury. Employees can find more information in the Temporary Home and Hospital Education Policy and Form (Appendix D).

## **XII.3. Mandated Reporting of Abuse and Neglect**

Under Massachusetts General Laws Chapter 119, Section 51A, any public or private school teacher, educational administrator, guidance or family counselor, nurse, or social worker, as well as certain other professionals, who in his/her professional capacity believes that a child under eighteen is suffering serious physical or emotional injury resulting from abuse or neglect, must immediately report such cases to the Department of Children and Families. School personnel are mandated reporters of child abuse and neglect under the statute. The mandated reporter must make an oral report, and within 48 hours, must make a written report to the Department of Children and Families. Alternatively, the mandated reporter may notify the person in charge of the school (or his/her designee) who shall then become responsible to make the oral and written report to the Department. The statute requires that such a report contain, among other things, the names and addresses of the child and his/her parents, the child's age and sex, the nature and extent of his/her injuries, the name of the person making the report, and various other information.

Any person who is required to make such a report under the law and fails to do so is subject to a fine of not more than one thousand dollars (\$1,000). *Mandated reporters are specifically exempted from liability in any civil or criminal action by reason of such a report.* Any school

employee who knows or suspects that a child's health or welfare has been or appears to have been harmed, as a result of child abuse or neglect, has a legal responsibility and duty to report the case in accordance with these procedures. If employees have any questions regarding their responsibilities or role, they must contact their immediate supervisor for assistance. The Academy is committed to protecting its students and preventing abuse or neglect of any kind. The first step to ending abuse is to report it when staff suspects it. It is extremely important for people who care for children to know how, when and where to report incidents of abuse. Not only does the School require all staff to report incidents of abuse and/or neglect, but also Massachusetts laws mandate certain professionals (including educational staff members) to report suspected abuse or neglect. Employees should refer to the Mandated Reporting of Abuse and Neglect Guidelines for more information and appropriate procedures (Appendix E).

### **XIII SCHOOL SAFETY AND SECURITY**

#### **XIII.1. Introduction**

The Academy has a comprehensive Student and Staff Safety Plan which all staff should review. In addition to the Safety Plan, the Academy has established the following guidelines for all staff. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

#### **XIII.2. Accidents and Injuries to Staff**

All work-related accidents that involve personal injury or property damage **MUST** be reported to the Director of Teaching and Learning or Acting Interim Executive Director immediately following the accident. An Employee Accident Report form (Appendix F) must be completed and given to the Director of Teaching and Learning or the supervisor within 24 hours. A copy of the form must also be provided the HR/Business Manager. Where personal injuries are involved, reporting is not only mandatory but also very important for protecting and preserving the employee's access to worker's compensation insurance coverage. Any employee who has been involved in an accident while working (no matter how slight) should submit an Employee Accident Report for staff or visitor. If employees are unable to file a report, someone else who is knowledgeable of the incident must file the report for them within the required 24-hour timeline. The Director of Teaching and Learning will use the information from the *Employee Accident Report* to complete and send an accident report to the Academy's worker's compensation insurance carrier within three days of the injury. In cases of serious or life-threatening injury requiring immediate action and medical treatment, reporting and receipt of an authorization by the injured party may not be possible. In this situation, a person who is knowledgeable about this incident should file an accident report on behalf of the insured within the 24-hour window.

### **XIII.3. Fire Drills**

In case of fire, the main concern is for the safety of all students and employees. Fire drills are required by state law and will be conducted throughout the school year. Employees must familiarize themselves and their students with exits from all rooms that are being used, not only the primary exit, but a secondary exit in case the first exit is blocked. All teachers must locate the nearest fire alarm box and know how to use it. Also, staff needs to know where a fire extinguisher is in their work area and understand how it functions.

Teachers must accompany students and stay with them at all times; staff is legally responsible for students' safety. The following rules must be followed by all students:

- Students will leave their classrooms by the designated route in a single file formation.
- The last person out should close the door.
- Books, etc. should be left in school during fire drills.
- Students should be encouraged to walk rapidly, not to push or run, and not to talk.
- The administrative staff will check for students in their areas of the building (e.g., rest rooms, etc.). In the case of a real fire, the Director of Teaching and Learning will check with all teachers to account for all students. The Director of Teaching and Learning will meet the fire truck in front of the school and direct the fire department to the fire location.

### **XIII.4. School Safety Procedures**

While no set of guidelines can adequately address every potential situation, the following offers some general guidance in how to respond to a crisis. Lock Down drills will be conducted throughout the year. It is very important to follow the established "communication channels" to ensure the safety of everyone involved in the situation. The Acting Interim Executive Director or his/her designee serves as the chief spokesperson for the school (i.e. major decisions, and communication with the public and press).

### **XIII.5. General Safety Procedures**

1. Staff should keep calm and do not panic.
2. Those not directly involved should continue their usual activities. Crowds and excitement should be avoided. Most problems are best handled in private.
3. Staff should evaluate the situation as follows:
  - \* Is there an immediate risk or danger? If so, dial 911.
  - \* Who is best able to handle this situation? Send for them immediately.
  - \* What is the most appropriate immediate action to take?
  - \* What are secondary concerns (comforts, first aid, and reassurance)?
4. Staff should inform the Director of Teaching and Learning who will inform the Executive Director.
5. Staff should remain with students.
6. A written report including all pertinent facts and actions relating to the emergency should be submitted to the Director of Teaching and Learning as soon as possible:
  - \* Staff should keep a copy of the report they submit.
  - \* The report should include the following: the time, duration and date of the emergency, a list of names of witnesses, the condition of the physical location (i.e. "oily", "wet",

“paper strewn”, etc.), a description of the emergency situation and the condition of the persons involved in the emergency, and any relevant comments, verbatim, if possible.

7. Staff should direct outside inquiries about the emergency to the Acting Interim Executive Director or Director of Teaching and Learning.

### **XIII.6. Lock Down Procedures**

In the event of an emergency situation, a LOCK DOWN may be required to ensure the safety of the staff and students. The Academy’s main goal will be to keep everyone stationary until the situation/incident is addressed by the administration or the emergency personnel arrive. To institute a lock down, an announcement will be made which simply states that the school is in “LOCK DOWN” status and everyone must remain stationary. If the communication system is not available, a lock down directive will come from staff members. An “All Clear” message will end the Lock Down.

#### **Lock Down (Level 1/Soft Lock Down) Procedure**

1. Lock door pulling in any staff/students from the hallway.
2. Lock windows, close blinds.
3. Record names of all persons in the room. Create a list of students not present in your room but who are present at school.
4. Continue with class lessons.
5. Do not open door until the identity of the police officer or supervisor is confirmed (cell phone or intercom) or the “All Clear” is announced by the Director of Teaching and Learning or Executive Director.
6. Only call 911 if an immediate emergency exists or information on the incident is available.
7. Stay in the room until the “All Clear” is announced by the Director of Teaching and Learning or Executive Director.
8. If you are outside during a LOCK DOWN, do not attempt to enter the building. Move students to a designated area away from the building.

#### **Lockdown (Level 2)**

1. Lock door pulling in any staff/students from the hallway.
2. Move students to corner away from doors and windows.
3. Lock windows, close blinds.
4. Shut off lights.
5. Record names of all persons in the room. Create a list of students not present in your room who are present at school.
6. Remain silent; do not answer anyone at the door.
7. Do not open door until identity of the police officer is confirmed (cell phone or intercom) or the “All Clear” is sounded by the Director of Teaching and Learning.
8. Only call 911 if an immediate emergency exists or information on the offender(s) is available.
9. Stay in the room until evacuated by a police officer.
10. If an immediate threat arises, evacuate.
11. If employees and students are outside during a LOCK DOWN, they should not attempt to enter the building. Staff should move students to a designated area away from the building.

### **XIII.7. Bomb Threat**

Any bomb threat is treated as a danger to all persons in the school building. Staff members shall follow these procedures when a bomb threat is made:

1. The Receptionist or any person taking the telephone call will attempt to gain as much information as possible from the caller, i.e., the bomb's location, type, when it will explode, and the caller's name, sex, age and voice tone.
2. The main office will immediately call 911.
3. The main office will immediately advise the Executive Director, Director of Teaching and Learning or his/her designee of the situation.
4. The Director of Teaching and Learning or his/her designee will sound the fire alarm and evacuate the building.
5. Staff members should note any "strange" boxes or packages. They should not touch anything suspicious. Staff should report any such item to law enforcement after they have left the building.
6. The Director of Teaching and Learning or his/her designee shall notify the police.
7. The building Director of Teaching and Learning shall check to ensure everyone has left the building(s).
8. Staff members shall account for everyone by making a roll call check. Names of missing students or staff members will be relayed to the Director of Teaching and Learning or his/her designee.
9. Staff members shall escort the students to a predetermined waiting area that is a safe distance from the school and wait for further instructions.
10. The Director of Teaching and Learning or Acting Interim Executive Director shall assist the police, fire and public safety officials as needed.
11. After a bomb search is completed, the Director of Teaching and Learning or his/her designee and local law enforcement will determine if the building should be re-entered.
12. If the school cannot be re-entered, the students will be moved to the closest available facility that can safely house them.
13. If the decision is made to move students to an alternate location, the Director of Teaching and Learning or Acting Interim Executive Director shall so notify transportation. Buses will be used if the school is beyond walking distance or if there is inclement weather.
14. Transportation will make arrangements to have the evacuated students picked at the regular release time at the alternate site by the normal route school buses.
15. When a bomb threat is made during inclement weather, the Director of Teaching and Learning or Acting Interim Executive Director shall notify transportation to supply buses for temporary shelters. This should not delay the school's evacuation.
16. No one shall re-enter the building unless the "All Clear" is announced by the Director of Teaching and Learning or Executive Director.
17. No electronic devices shall be used to recall students into the building.

### **XIII.8. Missing Child**

1. The Director of Teaching and Learning and/or Acting Interim Executive Director should be notified immediately.
2. The Director of Teaching and Learning or Acting Interim Executive Director will notify the police (911) with following information:
  - a) child's name
  - b) address
  - c) physical and clothing descriptions
  - d) medical status, if appropriate
  - e) time last seen
3. The Director of Teaching and Learning or Acting Interim Executive Director will notify the parents/guardians of the missing child.
  - a) information regarding the situation and the steps taken
4. An Incident Report must be completed as soon as possible.

### **XIII.9. Natural Disasters**

A natural disaster includes severe weather situations, hazardous material accidents, floods, and earthquakes. The following emergency procedures should be taken:

1. The Director of Teaching and Learning or main office staff will alert staff.
2. Teachers shall step into the halls to immediately clear them by directing students to the classroom.
3. While in the room, all teachers and students are to maintain sheltered positions to the extent possible.
4. Call 911 if emergency responders are needed.
5. Render first aid, if necessary.
6. The Director of Teaching and Learning or his/her designee will direct designated "couriers" to each classroom notifying the teacher/staff of the situation.
7. Unless the situation requires evacuation, all doors will remain locked and personnel and students will remain stationary until the "All Clear" is sounded by the Director of Teaching and Learning.

### **XIII.10. E-Mail Threat**

1. When the message is received, print the message exactly as it appears on the screen. Leave the message on the computer screen.
2. Do not respond to the message sender.
3. Contact the Director of Teaching and Learning immediately, and show the message and printed copy. The Director of Teaching and Learning should contact the Acting Interim Executive Director for further instructions.
4. If there are file attachments associated with the message, do not open them.

### **XIII.11. Post-Management of a Crises**

The Director of Teaching and Learning shall:

- a. Advise the Acting Interim Executive Director whether or not to maintain normal schedules or dismiss early. This decision will depend on the extent of the crisis and may vary from class to class, or school to school. Formulate plans if school is to be dismissed early.

- b. Communicate with school counselors.
- c. Help the designated spokesperson, prepare announcements to: (1) students and teachers (2) telephone inquiries (3) parents/guardians, and (4) the media.
- d. Help the designated spokesperson, prepare a memo to all teachers giving the facts about the crisis and instructions on how to share the information with students, as well as suggestions for assisting students. This memo may also invite the staff to a meeting after school. Also, facilitate a way for the teachers to share their insights, concerns and other pertinent information.
- e. Help the designated spokesperson prepare a letter to parents/guardians. Include specific factual information about the event; information about how the school is handling the crisis, phone numbers for contact people; information about community resources, including phone numbers and titles of resource books. Some parents/guardians will need to be contacted by phone, particularly if their child's reaction is severe.
- f. Supervise pre-designated rooms for media, family, etc.

The Director of Teaching and Learning or his/her designee shall also:

- a. Support response efforts; be available for consultation.
- b. Notify feeder schools so they can prepare siblings and other students regarding the crisis.
- c. Provide direction for teachers.

Teachers shall:

- a. Provide available information to students and lead classroom discussions, when warranted, that focus on coping. Answer questions without providing unnecessary details. Recognize and honor the various religious beliefs that may help students to cope. Be understanding and receptive to students' expressions of various emotions.
- b. Be careful of TV broadcasts in the classroom. Live newscasts can be traumatizing especially if the students are still at school.
- c. Identify students who need counseling and refer them to counseling personnel.
- d. Provide activities to reduce trauma, such as artwork, music, and writing.
- e. Alter the curriculum as needed.
- f. Know how to get assistance from other professionals should the need arise.

The school nurse, after all injured students are stabilized and being provided emergency medical services care, shall:

- a. Monitor reactions of traumatized children.
- b. Inform teachers and children about physical manifestations of grief.  
Provisions for on-going opportunities to deal with the crisis may include:
  - a. Have additional support staff and outside professionals available.
  - b. Make resources available to teachers who will be dealing with students' reactions.
  - c. Provide a list of suggested readings to teachers, parents, and students.
  - d. Amend crisis response procedures as necessary.
  - e. Write thank-you notes to anyone who provided (or is still providing) support.
  - f. Be alert on crisis anniversaries and holidays. Often students will experience an "anniversary" grief reaction the following month or year on the date of the crisis, or when a similar crisis

occurs that remind them of the original crisis. Holidays are often difficult for students who have experienced loss.

g. Support and explain the hospital's visitation policy.

h. After one week, consider removing the flowers, cards, displays, etc. and get the building back to normal.

## **XIV MISCELLANEOUS**

### **XIV.1. Visitors**

Visitors and vendors are permitted in the school only under these circumstances:

- All visitors and vendors must enter the building through the main entrance. They must identify themselves to an employee working in the main office, and fill in the visitor's book with their name, the name of the person they wish to visit, and the purpose of the visit.
- Visitors who intend to visit an employee about personal business may do so only in the reception area in the main office. Employees are asked to discourage visits by family members and friends.
- No visitor is permitted outside the reception area in the main office, unless accompanied by a member of the staff.

Vendors are permitted in the workplace only for business purposes. Vendors must leave the school promptly after completing their business.

### **XIV.2. Fundraising**

It is the policy of the Academy that all fundraising activities must be approved by the Board of Trustees. Any staff member who wishes to institute any fundraising activities on behalf of the school must first submit a written proposal to the Executive Director. No fundraising activities can be commenced until official approval by the Board of Trustees.

### **XIV.3. Field Trips**

Enrichment experiences such as educational field trips for students may be requested. Please submit a formal request in writing by using the Field Trip Planning Guide (Appendix F). The request should be submitted at least one week in advance of the proposed field trip. If there is not a 5-day notice, the trip may not be approved. All students who participate in field trips will present written permission from their parent/guardian to participate. Only field trips which are pertinent to course content and which contribute directly to specific educational objectives will be approved. Approval will not be granted to trips that are simply recreational or that have not followed the established protocol for securing approval. As a courtesy to colleagues, please email staff the date, time of departure and return time of the trip. The formal request in writing should include: the date, time, location, field trip objective, mode of transportation, cost and expenses, and list of students, if there is a need for a substitute teacher, sample of the parent permission slip to be used, list of chaperones.

Before leaving on a field trip, staff must take accurate attendance of the students. Staff has to bring along the Field Trip Permission/Emergency forms completed by the student's parents as well as any other emergency supplies pertinent to the special medical needs of the students with on the field trip (inhaler, Epi-pen, etc.). Staff accompanying the field trip should leave their cell phone number with the main office in case the school needs to contact someone on the field trip. For chaperones that are not staff members, a CORI check must be conducted on them prior to the field trip. Staff can check with the main office to find out if chaperones have had a previous CORI check on file. A CORI on file should be no older than one year. If a chaperone does not have a current CORI on file with the school, he/she should be given a CORI Request form to fill out and submit to the school at least one week prior to the field trip.

Before planning a field trip, staff should reflect on the following questions:

- What educational objectives does this field trip meet for the students?
- How is this trip linked to the unit that is currently being taught?
- What instructional follow-up activities will the students do upon returning from the field trip?
- How will the field trip enhance learning more than classroom instruction on this topic or lesson?

#### **XIV.4. Chaperoning School Events**

Responsibility for supervising students at after-hours school-sponsored events is an important part of teaching. Not only does staff presence at events signal interest in the development of the total student, but staff supervision is imperative to the smooth-running of most extra-curricular activities. Chaperones are responsible for supervising students' behavior whether the event is on or off campus. A chaperone will stay with students upon return from an off-campus event until all students have procured rides home. All non-staff chaperones are required to have a current CORI on file with the school. If a chaperone does not have a current CORI on file with the school, he/she should be given a CORI Request form to fill out and submit to the school at least one week prior to the school event.

#### **XIV.5. Transportation of Students**

For liability reasons, employees are not allowed to transport students to and from school for any reason in their personal vehicles unless the student is a relative or a signed transportation agreement between the parent/guardian of the student and the Academy employee has been submitted to the HR/Business Manager.

### ***CONCLUSION***

This Employee Handbook is not intended to be a contract of employment and does not constitute one. This handbook is only a source of information and guidelines about the Academy's policies, procedures and work rules.

The Academy reserves the right to change or eliminate any policy and to add new policies. Just as an employee has the right to terminate employment at any time without advance notice to the

Academy, the Academy also reserves the right to terminate an employee at-will, at any time, with or without advance notice to the employee.