



Arrow Academy
of Excellence

CHARTER SCHOOL

Faculty/Staff Handbook

2021-2022

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Amendment:

The school provides each student the maximum opportunity to receive a quality education. NO STUDENT has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration of others. All rules and regulations are enforced (POLICY #6022). SCS employees do not administer corporal punishment; however, inappropriate behavior will have consequences. The Student Code of Conduct is SCS discipline code.



Dear Staff:

Welcome to Arrow Academy of Excellence Charter School. Our school has been designed with the future of young students in mind. Our intent is to prepare students for a life of sustainable excellence through practical, creative, and intentional methods of teaching and learning in a motivational environment of success. We are excited that you are on our team this year, bringing fresh ideas and enthusiasm.

As a K-5 learning environment, we focus heavily on the foundational skills in reading, writing, and mathematics. Instruction is guided by the Tennessee Academic Standards. Our unique small class design will launch our Arrows on a trajectory for college and career readiness. Your role is vital to the success of our Arrows.

The enclosed information is designed to serve as guidance to Arrow Academy of Excellence Charter School's processes and protocols. It also supports a culture of learning.

I am here to support you. Together, we will develop a solid K-5 foundation set in Excellence.

Educationally yours,

Dr. Bridget C. Lee, Principal
Arrow Academy of Excellence Charter School

MISSION: Arrow Academy of Excellence provides a nurturing learning environment where academic and personal excellence promote the development of literacy, numeracy, and social skills that help build a foundation for a successful future.

OUR BELIEFS

Arrow Academy of Excellence School believes that:

- There is a positive correlation between learning and attendance.
- All students can learn at higher levels through quality instruction, differentiated instruction, research-based strategies, and data driven decisions based on best practices.
- Varied methods of student assessment must be used to enhance learning skills.
- Schools have the responsibility to help students to develop and achieve proficiency in all areas and to prepare them to become life-long learners.
- Stakeholders will utilize the collaborative process for school-wide policies and procedures.
- District, state, and federal policies should always be followed by all stakeholders.

OUR VISION IS...

We envision Arrow Academy as a microcosm of an ideal city, where imagination, creativity, empathy, self-direction, and collaboration thrive among our students.

DRUG FREE ENVIRONMENT

At Arrow Academy of Excellence Charter School, it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance, and such acts will be prohibited. If violation of this policy occurs, the employee will be advised of immediate termination. The school will also make employees aware of:

The dangers of drug use

The school's policy of maintaining a drug-free workplace

That drug abuse is cause for immediate termination

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

Arrow Academy of Excellence of Charter School is an equal opportunity employer. We strive for excellence in every area of the school. It is the policy of DEA to provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership, or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors, except where otherwise provided by law.

Employment Relationship

The general statement of policy applies to all employees of Arrow Academy of Excellence Charter School. If any conflict should exist between the Employment Handbook and a written Employee Agreement between the Employer and Employee, the Employment Agreement shall prevail.

At-Will Employment

Tennessee is an "employment-at-will" state. The employment-at-will doctrine means that employment is voluntary for both employees and employers. An at-will employee can quit his/her job whenever and for whatever reason he/she wants to without consequence. This is also true for employers. They may terminate an employee for whatever reason whenever they want to without consequence. They may also alter the terms and conditions of employment for a good, bad, or no reason.

Resignation

Should it become necessary for an employee to terminate his/her employment with AAE, AAE requests the courtesy of the employee's notice of the intent to terminate employment at least 30 days prior to termination for teachers and two weeks for other employees.

Exit Interview

If an employee voluntarily leaves AAE, you may be asked to participate in an exit interview. During the exit interview, you can express yourself freely. All information will be kept confidential and will not affect any reference information we may provide to another employer.

Personnel Administration

Employee files and benefits records are considered confidential. Keeping the employee file up to date can be important regarding pay, deductions, benefits and other matters.

Employees are responsible for providing the following information required for personnel files. Promptly notify AAE of any changes:

- Full correct name, home address, telephone number, and social security number
- Copies of all academic records, credentials, degrees applicable to position
- Annual forms and certifications as required, including fingerprinting and police clearance
- Application for benefits with accurate information
- Tuberculosis test. Employees must be tested every four years by X-ray or skin test. Current TB test result must be on file in the office.
- Proof of citizenship. Federal regulations require that before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and all applicants who are hired need to present document of identity and eligibility to work in the US.
- Other forms as necessary.

Inspection of Personnel File and/or Benefits Records

Employee may inspect their own personnel file by making an appointment with the Principal, Executive Director, or Business Manager. Files will be inspected in the presence of one of the before mentioned staff. Benefit information, such as sick leave records, personal days used, or hours worked may also be reviewed. You may request and receive copies of all documents you have signed.

Employment Classifications

At the time of hire, employees are classified as full-time, part-time, or temporary, and are also told whether qualify for overtime pay. Unless otherwise stated, benefits described in this manual apply only to full-time employees. All other policies apply to all employees.

Full-time Employees

Full-time employees are those scheduled for 37.5 hours per week or more during the school year.

Part-time Employees

An employee who is scheduled to work less than a 37.5-hour week is considered a part-time employee and is not eligible for benefits.

Consultants/Independent Contractors

AAE may hire persons for completion of a specific project or to perform duties needed but do not have adequate staff. Consultants may be hired and the job assignment, work schedule and duration of the position will be determined on a case-by-case basis. Independent Contractors are performing duties for an undetermined time. Neither consultants nor independent contractors are eligible for benefits including the deductions of payroll taxes.

Exempt and Non-exempt Employees

At the time of hiring, all employees are classified as either “exempt” or “non-exempt.” By law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight hours per day or 40-hours per work week. These employees are referred to as “non-exempt” and therefore they should receive overtime pay.

Exempt employees are administrators, professional staff, technical staff, and others whose duties and responsibilities allow them to be “exempt” from the laws governing over-time pay.

Employee Evaluation

Job description and specific criteria for each position should be clearly communicated to each employee. Performance feedback is an important part of each person’s growth. Feedback will be given on an ongoing basis. New employees and employees who have a change in responsibilities may be reviewed more often. Employees who believe they do not have clear job descriptions and specific position criteria must communicate this to AAE will before scheduled evaluation.

Work Schedules

The normal workweek is a five-day period, Monday through Friday. AAE’s regular hours of operation are from 7:30 am – 3:45 pm Monday-Thursday and 7:30 am-3:30 pm on Fridays. Other employee hours are from 8:00 am to 3:30. In general, employees are informed of their working hours/schedules at the inception of their employment relationship. Working hours and schedules vary depending upon the job classification and the school’s needs. Schedule will be set for faculty meetings, professional development, and PLCs. Based on the school’s needs. In addition, AAE reserves the right to alter schedules as it may require.

Pay Practices

Payroll dates and times are scheduled according to AAE’s policy. Employees receive twenty-four (24) checks annually on the 15th and the 30th of each month.

Benefits

Health Insurance coverage offered by CIGNA

AAE offers insurance plans that include medical, dental, and vision. AAE also offers life insurance, long-term disability insurance and Employee Assistance Programs (EAP). Available benefit plans may vary and may change from time to time at AAE’s sole discretion. Affected employees will be advised of any such changes as required by applicable law.

Employees who meet the eligibility criteria below for these plans may participate in the same.

▪ **Eligibility for Insurance Coverage:**

- Any full-time salaried employee is eligible.
- **Cessation of Benefits upon Termination:** Regular insurance benefits cease on the last day of the month in which employment is terminated. Insurance benefits will be in effect during the summer months for returning employees.

Worker's Compensation Insurance

If an employee is injured on the job, medical and hospital expenses and a portion of lost salary may be payable under Worker's Compensation Insurance.

- **Reporting an injury:** Employee is responsible for reporting any job-related injury to the Office immediately. Reports that are not made immediately may not be covered.
- Employee will be asked to complete a simple form "Employer's First Report of Injury."
- The office will provide employee with information as to seek medical attention as necessary under the Worker's Compensation Plan.
- Employee will receive information about additional information your rights under Worker's Compensation Insurance.
- Employee should report any injury in a timely fashion, even minor ones not requiring immediate medical attention, so that appropriate records can be kept. Should a minor injury develop into a more severe problem employee and the school may be in a better position to make a claim.

Retirement

AAE will provide Social Security as required by law to all faculty members who do not qualify to participate in the State Teachers' Retirement System. However, as required by law, all or none of the qualified teaching faculty must be included.

Leave Policy

AAE's policy is to grant certain leaves of absence to eligible employees on a non-discriminatory basis within the parameters of its policies and applicable laws. Unless applicable law requires otherwise, the following policies will govern the noted leaves of absence. In general, AAE offers eligible employees leaves for:

- Sick Leave
 - AAE recognizes that there are times when employees have the need to take a brief period of time off due to short-term illness or injury to themselves or their legal dependents. Accordingly, AAE provides regular full-time and part-time employees a sick leave benefits after they satisfactorily complete 30 days of employment.
 - Circumstances under which sick leave may be taken: Employees may draw on their sick leave accounts under any of the following circumstances: employee illness or injury, or the illness or injury of one or more of their legal dependents (dependents as outlined). Employees must advise as soon as possible of the need to take sick leave and must provide an indication of the date upon which the employee believes that he/she

will be returning to work.

- Maximum Accrual of Sick Leave Time: Each regular, full-time employee is eligible to accrue up to ten (10) days of sick leave time each contract year. Sick leave is accrued at the rate of 1/2 day per pay period.
 - No Cash Redemption for Unused Sick Leave Time: Sick benefits are intended to assist eligible employees who must miss work due to an illness or injury. Therefore, no sick leave benefits are cashed out or paid upon resignation, retirement, or termination of employment.
 - Any person requesting sick leave must provide a doctor's excuse upon returning to work. If an excuse is provided, the day will be taken without pay.
- Family and Medical Leave
 - Family and medical leaves of absence may be available to eligible employees. The following section details when unpaid leave may be taken according to applicable laws and AAE policies. When employees have accrued sick leave, they may use such leave to continue being paid during these periods. In addition, when accrued sick leave benefits are exhausted, other benefits may be available such as:
 - Circumstances Under Which Family and Medical Leave Is Available: An eligible employee may request a family and medical leave for any of the following reasons:
 - The birth of the employee's child
 - The placement of a child with the employee in connection with an adoption or foster care
 - To care for a child, parent, domestic partner, or spouse who has a serious health condition, or
 - Due to a serious health condition that prevents the employee from performing one or more of the essential functions of his or her position.
 - Determining Eligibility for Family and Medical Leave: To be eligible for an unpaid medical leave of absence, an employee must:
 - Have completed one year of continuous service
 - Maximum Time Off for Family and Medical Leave: Subject to the conditions of this policy an eligible employee may request up to twelve (12) weeks family and medical leave during a 12-month period.
 - Requesting Family and Medical Leave: Requests for leave should be made in writing as far in advance as possible. Employees must provide proper notification as a condition of eligibility for a leave. The employee must:
 - Notify the in writing of the need for such a leave
 - Include the date the leave will begin and the anticipated duration of the leave in the notification.
 - Certification of a Health Care Provider: If an employee is requesting a leave due to a serious health condition of the employee or a family member, the employee must support the request with a certification issued by the health care provider of the individual with the serious health condition. The certification should include the following information:

- The date, if known, on which the serious health condition commenced
- The probable duration of the condition
- An estimate of the amount of time that the health care provider believes that the employee needs to care for the individual requiring the care
- A statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

If an employee requests intermittent leave for planned medical treatment, the certification should specify the dates on which such treatment is expected to be given and the duration of the treatment.

If the time estimated by the health care provided under three (3) above expires, the employee must submit a recertification if the employee desires additional leave. In addition, extensions will not be granted that cause the total period of the leave to exceed the 12-week limitation identified above.

- **Benefits During Family and Medical Leave**

An employee who is granted a family and medical leave of absence must use any sick leave benefits during the period of the leave. Any portion of a leave that occurs after all sick leave benefits have been exhausted shall be without pay. For purposes of this policy's 12-week limitation, any paid and unpaid portions of the leave of absence shall be added together whether or not they are taken consecutively.

During an employee's medical leave, no sick leave benefits will accrue.

Health insurance benefits ordinarily provided by AAE, and for which the employee is otherwise eligible, will be continued during the period of the leave if the employee elects to continue paying his or her share of the premiums for such coverage. If the employee wishes coverage to continue, the employer will continue to pay its share of the premiums for the period of the family and medical leave, up to a maximum of 12 weeks. The cost of dependent coverage normally borne by the employee will remain the sole responsibility of the employee. The employee must pay his/her share of the premiums for employee and dependent coverage by making timely payments to the employer, in care of the Business Office, at the same time as such payments would be made if they were paid via payroll deductions.

Life and disability insurance coverage that is in effect when a leave begins will be continued automatically at the employee's expense. The employee must make arrangements with the Business Office to pay the costs of such coverage.

- **Compensation During Family and Medical Leave:** If an employee has exhausted all accrued sick leave, any subsequent family and medical leave

will be unpaid. However, there are certain compensation programs that may be available to employees who are granted family and medical leave depending upon whether the employee is eligible. Specifically, employees may be eligible to apply for short-term disability.

- Return to Work: Except where the law authorizes a different result, an employee who complies with the provisions of the policy will be guaranteed reemployment upon expiration of an approved leave, provided that the total period of the leave does not exceed 12 weeks.
- Pregnancy Leave: An employee who is temporarily disabled and unable to work due to a pregnancy related condition, is eligible to take an unpaid leave of absence for the period of her disability, provided such period does not exceed four (4) months.
 - Employees requiring a pregnancy leave must notify AAE in writing of the need for such a leave at least thirty (30) days in advance of the date on which the leave is to commence where possible.
 - The required notice must specify that a need for a medical leave exists, the date such leave will begin, and the expected duration of the disability.
 - Extension of Leave Time: Requests for extensions of a leave of absence will be considered if they are received by AAE in writing before the expiration of the approved leave, are supported by proof of continued disability in the form of a certification by a health care provider, and request extensions that do not cause the total period of absence to exceed four (4) months.
- Bereavement Leave: Each regular full-time employee will be provided with three (3) paid bereavement days for family members. For purposes of this policy, family members will be defined as members of the employee's or spouse's/domestic partner's immediate family which means the employee's spouse or domestic partner or current significant other, parents, grandparents, current mother-in-law, father-in-law, sister or brother-in-law, child or grandchild, brother, sister and any other person living in the immediate household of the employee. Employees should make their requests for bereavement leave to the Principal as soon as possible.
- Jury Duty: AAE encourages its employees to participate in the judicial process from the vantage point of a juror. Regular full-time and part-time exempt and non-exempt employees will be excused from work for required court duty as a juror.

Exempt employees shall receive their full salary for any week in which they perform any work and also provide jury service. Non-exempt, regular, full-time employees will receive full pay up to 5 days while serving as a juror. However, employee must provide proof of jury service. Employees should notify the Principal immediately when they receive notice to report for jury or witness duty.

- Personal Leave: Employees may take up to two (2) days unpaid leave per year for personal business. Requests for such leave should be made two weeks in advance.
- Other Days Off: AAE will observe all federal holidays and days observed by the Shelby County School district as paid days off.

III. FACULTY RESPONSIBILITIES

Role of the Teacher

The role of the teacher is to provide for children a high-quality education, in an environment that is not only safe, but also in an atmosphere that promotes opportunities to expand their educational horizons and develop understanding and acceptance of other members of the school community.

It is the obligation of the teacher to work in concert with Arrow Academy of Excellence Charter School and to follow the guidelines and policies as set down by the charter.

The teacher will report directly to the principal. The principal will be responsible for the ongoing evaluation and monitoring of the classroom teaching.

AAE Charter School strives to meet the needs of all children regardless of their physical or developmental challenges. Under federal law, all children are entitled to “a free and appropriate education” regardless of special needs or disabilities. If a teacher feels it is necessary, he/she should inform the Principal and Student Support Team will be called together as needed based on each child’s special circumstances.

In the event a learning or physical challenge is hindering a student’s progress significantly and is documented through appropriate observation and testing, a student may qualify for participation in a formal Individualized Education Plan (IEP). The process designates a clearly identified group of professionals who along with the parents implement a specifically designed education program complete with format methods, time frames, and documentation procedures.

Students may enter school with an active IEP. In these cases, the teacher and principal together will determine the best way to provide continuity of service.

Teacher Responsibility: Curriculum

- To work with the principal and staff to develop and implement curriculum and projects that meet State standards and reflect the school philosophy and address the educational needs of the students.
- To evaluate the individual needs of the students, develop classroom practices that address those needs and reflect the curriculum.
- To provide for classroom learning opportunities that are child-centered; age appropriate and challenging for each student.
- To create a classroom environment that reflects enthusiasm for learning and the creativity of the teacher.
- To understand and teach social curriculum as designed by Arrow Academy of Excellence Charter School.
- To research and utilize the community resources available to the school and plan and organize field trips that is curriculum appropriate and expands the learning opportunities

of children.

- To assure that students are prepared for standardized testing.
- To report data from student assessments each year so that the entire faculty can reflect upon and improve its practice.
- To incorporate activities related to recognized days as noted in the calendar.

Teacher Responsibilities: Communication

- To maintain regular communication with all parents. This communication may take the form of newsletters, emails, phone calls, and special notes home.
- To regularly schedule parent conferences held at least two times during the school year.
- To communicate to students and parents the classroom expectations regarding academic performance, conduct, and classroom interaction with other students and the teacher.
- To work with the parents in the development of short and long-term goals for students.
- To communicate with fellow teachers, respect differences, and learn from one another.
- To communicate professionally and regularly with the Principal, addressing any concerns directly to him/her.

Teacher Responsibilities: Classroom and School

- To create a classroom environment that establishes clear, consistent expectations for students.
- To create opportunities for students to learn proper classroom decorum through modeling, affirmation, language and role playing.
- To treat all students with respect, dignity and to, by example, show the students how individuals learn to get along with others.
- To allow students the opportunity to learn how to solve their problems independently with appropriate level of interaction from the teacher.
- To maintain the same expectations out of the classroom as in the classroom.
- To be active in the supervision of students, both in the classroom and throughout the school.

Teacher Responsibilities: Additional

- To work with the Principal in the preparation and execution of safety procedures: fire, earthquake, and other potential disaster situations.
- To work with staff in the maintenance of a clean, healthy environment.
- To encourage parent participation in the classroom, volunteering, sharing particular talents, and sharing learning opportunities outside the classroom.
- To attend all scheduled faculty meetings and in-services.
- To develop, in consultation with the Principal, goals and objectives for each school year.
- To meet regularly with the Principal to review and evaluate these goals and objectives.
- To receive evaluations from the Principal.

- To maintain an open classroom, understanding that the school has many visitors and that classrooms reflect who we are and what we do.
- To participate in general parent meetings and special evening presentations sponsored by the school.
- To exemplify the best ideals of the teaching profession.
- To work to improve the academic achievement of each and every student.

Mandated Reporting of Suspected Child Abuse

ALL AAE employees are considered mandated reporters of child abuse and neglect to Child Protective Services (CPS). According to Tennessee law, all persons (including doctors, mental health professionals, child care providers, dentists, family members and friends) must report suspected cases of child abuse or neglect. Failure to report child abuse or neglect is a violation of the law. **If you believe a child has been abused or neglected call 877-237-0004 to report it or <https://reportabuse.state.tn.us>.**

- **Possible Indicators of Abuse and Neglect:**
 - He / She child has repeated injuries that are not properly treated or adequately explained.
 - The child begins acting in unusual ways ranging from disruptive & aggressive to passive & withdrawn.
 - The child acts in the role of parent toward their brothers and sisters or even toward their own parents.
 - The child may have disturbed sleep (nightmares, bed wetting, fear of sleeping alone, needing nightlight).
 - The child loses his/her appetite, overeats, or may report being hungry.
 - There is a sudden drop in school grades or participation in activities.
 - The child may act in stylized ways, such as sexual behavior that is not normal for his/her age group
 - The child may report abusive or neglectful acts.
- **Here's the information you'll be asked to provide if you call to report child abuse:**
 - Nature of the harm or specific incident(s) that precipitated the report.
 - Specific allegation(s), date(s) and descriptions(s) of the injuries or dangers.
 - Identities of alleged perpetrator(s) and their relationships to the victim.
 - Witnesses to the incident(s) and how to reach those witnesses.
 - Details of any physical evidence available.
 - Perpetrator's current access to the child Present condition of the child (alone, in need of medical attention, etc.).
 - The location of the child and directions to get there.
 - Any statements from the child's Parents' or perpetrator's explanation of the alleged child victim's condition or the incident.
 - Parent's current emotional, physical or mental state, especially feelings about the child and reactions to the report.
 - How the reporter came to know the information and the reporter's thoughts about the likelihood of further harm to the child.

IV. GENERAL POLICIES AND PROCEDURES

AM/PM Procedures

- AM Procedure: Teachers should be ready and available to greet students at 7:30 am in the cafeteria and move to classrooms for breakfast.
- Teacher assistants will do breakfast duty. A schedule will be given.
- Morning announcements and recognitions will be made shortly after breakfast at 8:15.
- PM Procedure: At the end of the school day, the teacher must ensure children remaining at school at 3:30 pm are properly supervised. Teacher **WILL NOT** leave children unattended. Make sure the adult you leave them with knows whether you contacted a family member.

Attendance

- Attendance is taken by the classroom teacher. Attendance forms will be picked up and entered in the system by the secretary.

Schedules

Schedules are designed to maximize instruction. All schedules must be adhered to daily. Any modification of the schedule must be **approved by the administrator**. Teachers should pay special attention to getting their students to and from restroom breaks, support classes, and lunch on time. Daily schedules will be posted outside of each classroom.

Daily supervision of students

It is the teacher's professional and legal responsibility to be sure that students are always supervised. Students will be under the supervision of school personnel or persons appointed by authorized school personnel during school and school-sponsored events, including **structured** play periods and lunch periods, as well as during the school day and during extracurricular activities. Teachers must escort and supervise students orderly to and from lunch, restrooms, and assemblies and follow departure and arrival routines. If a teacher must leave the classroom for an emergency, that teacher should notify the office and ask another adult (neighboring teacher, teacher assistant, support staff) to cover the class while he/she is absent from the classroom.

Students are not to be in the break room at all.

Care of Children in Case of Injury or Illness

First Aid supplies are kept in the school office, and the teacher may administer minor first aid. Depending on the nature of the illness/injury, a child should be accompanied to the office by a teacher or another adult or child for additional care as necessary. **Teacher may not administer medication, prescribed or over the counter, to students.**

Employee Dress Code

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. We believe that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. Therefore, employees shall dress as professionals daily, in businesslike attire in order to set a good example for students, co-employees, and the general public. Therefore, the following dress code will apply to all teachers, counselors, aides, secretaries, and administrators. **It is to be applied for all the days students are present, and for parent-teacher conferences.**

- Acceptable attire:
 - Clothing that maintains a professional and appropriate appearance
 - Clothing that is neat, clean, and in good repair.

- Teachers should take a professional attitude toward their personal appearance and are expected to dress in an appropriate fashion. This means that **apparel such as**
 - **Trendy or form fitting jeans, jeans with rips or tears**
 - **Warm-up suits (including silk, knit and/or nylon warm-ups)**
 - **Leggings**
 - **Short skirts/dresses** (shorter than 4 inches above the knee)
 - **Spaghetti strap tops or dresses**, no sleeveless less than two (2) inches, unless covered by a jacket or a top
 - No graphic T-shirts
 - No flip flops
 - **Caps/hats worn indoors (unless for a medical reason)**
 - **Revealing tops and short sets are not appropriate**
 - **No denim (jeans) or sweat pants** should be worn except on special days designated by an administrator (field trips, and non-school days only) **Spirit Day will be designated on Fridays.** On Spirit Day, we encourage adults to wear our school colors, school shirts or sweatshirts, and jeans or khakis.
 - No showing of skin between shirts and pants/skirts
 - Visible tattoos shall not be obscene, vulgar, profane, representative of drug/alcohol use or gang affiliation, or distractive to the educational environment.
 - School principal/director discretion on questionable clothing

Your appearance has great influence on students. Let us all strive to send a message that reflects our personal and professional pride.

School staff members who do not, in the judgment of the principal, reasonably conform to this dress code shall receive a notice from their Principal/Director. Repeated violations or refusal to comply with the directions of the Principal/Director by an employee could result in disciplinary action up to and including termination.

All staff will wear their school issued ID badges daily.

Professionalism

Adults should model the same speaking tone and problem-solving skills that we want our students to use. Students must be treated with respect at all times. **It should not be necessary for any adult to yell in class and/or hallways.** Using appropriate and effective procedures in the classroom will make this possible. Students should be called by their first name. They should never be humiliated or ridiculed or the subject of sarcasm. Neither teachers nor teacher assistants should grab a student by the arm, hand, ear, shirt, jacket, blouse, or any other piece of apparel. Our aim is to de-escalate incidents by using our own calm reasoning rather than emotional reactions.

Since AAE personnel serve as role models for students and adults of the community, our behavior should reflect respect for everyone. This includes positive support for co-workers in conduct and conversation, maintenance of neat, accurate records, and adherence to school rules.

Conversations about student behavior or academic work are to be shared only with that student's parents, the principal, or another teacher or staff member who is working with that student.

Communication problems between faculty members, parents, board members and staff should be resolved directly with the persons involved and as soon as they occur. When issues occur that appear to be irresolvable, an appointment should be scheduled with the Principal/Executive Director.

To maintain a professional atmosphere, teachers customarily refer to each other by Mr., Mrs., Ms., Miss, or Dr., rather than first names in the presence of students, parents, and other customers.

It is extremely important that every teacher maintains good rapport with parents by making every effort to communicate effectively and by responding promptly and accurately to their questions and concerns. Ex: Respond to notes on the same day that they are received. If you cannot answer a question, refer it to the administration.

Faculty Meetings

All teachers are expected to punctually attend faculty meetings and Professional Learning Community (PLC) meetings. Remember, it is imperative that you attend faculty meetings. Faculty meetings and PLCs will begin promptly at the scheduled time unless otherwise stated.

As much as possible all or part of faculty meeting will be devoted to professional development in the form of book studies, mini-lessons, seminars, and/or discussions centered on raising achievement and improving instruction.

Field Trips

Classroom teachers are responsible for making their own field trip arrangements. Field trips are encouraged as part of the school curriculum. All out-of-class activities, however, must be directly related to curriculum being studied. Teachers should notify the principal for approval prior to any notice being sent out to parents. See principal for approved field trip transportation. Personal vehicles are not approved. All funds required must be received and receipted by the due dates set at the time parents are notified.

Copies of emergency treatment and notification signed by parents must be on file in the office for every student on the trip. Each student must have a permission form signed by the parent/guardian prior to leaving AAE.

Fund Raising

No request for funds should go to parents or to other members of the community unless first cleared through the principal. Any funds or gifts-in-kind which come into the school, solicited or unsolicited should be reported to the Principal. As a common courtesy, any contributor or money, gifts-in-kind, or special gifts to teachers should receive a thank-you note from both the school and the teacher.

Everyone is expected to participate (attend, sell tickets, promote) fundraising events hosted by Arrow Academy of Excellence School Board.

Expense Reimbursement

To be reimbursed for all authorized expenses, you must submit an expense report accompanied by original receipts and approved by the principal. Please submit your expense report as you incur authorized reimbursable expenses. There is usually two-week turnaround period from submission of check request to receipt of the reimbursement check.

Homework

At AAE, homework is introduced at the kindergarten level and continues as a part of the school curriculum for the remaining years. These assignments are designed to promote self-discipline, practice/reinforce classroom work, and develop good study habits. Homework should be authentic and meaningful, developmentally appropriate and tied directly to the unit of study. The amount and length of homework will increase as a student progresses through the grades as developmentally appropriate. Homework should not be graded.

Relationships with Parents

- Maintaining a professional relationship with parents is critical to your success. Involving parents in your instructional program strengthens your program and is encouraged, but this involvement must not interfere with instruction. A parent cannot substitute for you in the classroom.
- Remember, you are the ambassador of goodwill for the school. It is your responsibility to sell the parents on our school philosophy and teaching strategies. Should parents have concerns that you cannot resolve, you should refer this situation to an administrator.
- Although we welcome parents to our school, we cannot allow parents to “drop in” anytime. Parents must make an appointment to conference with you and must sign-in in the office to visit your class. Too much instructional time is lost otherwise.

Personal Phone Calls

Our telephones are a vital tool in communicating with parents, community resources, and to conduct official AAE business. Please keep your personal phone calls to a minimum – they must not interfere with your work or prevent access to your classroom.

Cell phones use, including texting, will only be allowed to make personal calls on their cell phones before or after school, during their duty-free lunch period, or during their preparation period or in case of emergency. **No phone during staff and parent meetings.**

Personal Use of School Property: copiers, fax machine, phones, laptops

To use AAE equipment for personal benefit, during or after works hours, you must have written authorization from the Principal. As an employee of AAE, you accept full responsibility for any and all liabilities for injuries or losses that may occur. You are responsible for returning the equipment in good condition and agree that you will pay for any damages that occur while using the equipment for personal projects. Employees must have written authorization from the Principal before removing equipment from the school premises.

The copy machine and fax machine are for school-related use only. No laptops should be used during instructional time unless it for direct instruction. You are not to use a laptop to post/visit on social media sites, shop, or look-up information not directly related to your job. This will be monitored closely. TAs are not to use their personal laptops during instructional time.

Safety Rules

Safety is everybody’s business. Safety is of prime importance in protecting you and our children. Please report all injuries to the office immediately, even if minor. Below are some general safety rules:

- Avoid overloading electrical outlets with too many machines
- Use flammable items, such as cleaning fluids, with caution
- Keep all sharp objects, including adult-size large pointed scissors, away from student use.
- Ask for assistance when lifting heavy objects or moving heavy furniture

- Keep cabinet doors and file and desk drawers closed when not in use
- Keep your work area clean and orderly, and aisles clear
- Stack materials only to safe heights
- Watch out for the safety of other employees and student

Security

Maintaining the security of AAE is every employee's responsibility. Develop habits that ensure security. Below are general measures you should follow:

Always keep cash properly secured

Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them should the need arise.

When you leave the AAE premises, make sure that all entrances are properly locked and secured, and alarmed if necessary.

Children of employees

- At no time should school employees interrupt a class or corner a teacher to discuss or try to resolve their child(ren)'s problem. Conferences should be scheduled in the same manner as that established for parents outside the school. Children are not to leave their classes to go to their parent's classroom or other work area during the day.
- Early entry into the building with the parent is a privilege, not to be abused. Therefore, children of school employees are to remain in an assigned area. The teachers' lounge is off limits to all children at all times. Children cannot be left alone before or after school and attending staff meetings is not appropriate. The safety and welfare of our children is extremely important. If a teacher is working late after school, his/her child will need to remain with the parent in the classroom.

Special Education

Federal and state laws require all public-school districts, which include charter schools, to provide a "free and appropriate education for all children with disabilities." Both federal and state legislation mandate timelines for referral, assessment, certification, placement, and provisions of appropriate services to all students with exceptional needs. If a student has a disability, classroom modifications should be instituted, and school wide resources should be utilized. Parents should be contacted and involved in the evaluation and remedial process. If a student is not responding to these changes, that student should be referred to the Resource Specialist for school wide action.

Substitute Teachers

If it is necessary to have a substitute, arrangements must be made through the principal. It is expected that teachers have available in their classrooms a substitute folder with detailed lesson plans, schedule, how students go home, any special health alerts, and emergency procedures. Notification must be made as soon as the absence is expected, and no later than 5:00 am on the day of the absence. This allows time for arrangements to be made to secure a substitute. If a notification is made after 5:00 am and a sub cannot be secured, the employee will be expected to report to work.

V. Harassment Policy

AAE is committed to providing a workplace that is free of unlawful discrimination. In keeping with this commitment, AAE maintains a strict policy against unlawful harassment of any form including, sexual harassment and harassment based on race, ancestry, color, national origin, religion, marital status orientation, disability, age or any other characteristic protected by applicable state or federal law. This policy applies to all AAE employees, including supervisory and non-supervisory employees. Moreover, this policy prohibits unlawful harassment in any form, including verbal, written, physical, and visual harassment. Retaliation of any kind against individuals who file valid complaints or who assist in an employer investigation is also prohibited. All such unlawful harassment will not be tolerated. Employees who violate this policy are subject to discipline up to and including the possibility of immediate termination of employment.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of employment or other employment benefits provided by the district.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, or other benefits provided by the district; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
 - Examples of Prohibited Conduct: The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances:
 - Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions
 - Repeated unwelcome solicitation of sexual activity or sexual contact
 - Unwelcome, inappropriate sexual touching
 - Demands for sexual favors accompanied by implied or overt promised of preferential treatment or threats with regard to an individual's employment status.
- Complaint Resolution Procedures
 - *Reporting*: Any employee with reason to believe that he or she has been or is

being subjected to any form of sexual harassment should report the matter immediately. Under no circumstances will an employee be required to present the complaint to the person who is the subject of the complaint.

- *Informal Complaint:* An employee may choose to submit a sexual harassment complaint to a supervisor for investigation and resolution at the departmental or local level without resorting to formal complaint procedures. If the supervisor is the subject of the complaint, the complaint may be submitted to the Principal for resolution. If the complaint is not resolved informally to the satisfaction of the complaining employee, the employee must contact the designated alternate official to initiate formal complaint procedures.

- Formal Complaint Procedure

- *Persons Responsible for Receiving and Investigating Formal Complaints:* The Principal is responsible for receiving and investigating formal complaints regarding sexual harassment. The Human Resource Manager is an additional official to which formal complaints can be reported. If the Principal or the subject of the complaint is unavailable, the alternate should be contacted regarding the formal complaint.
- *Complaint Form, Contents:* Formal complaints should be made in writing, signed by the complainant, and fully described the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should be memorialized by the Principal or designated alternate official.
- *Investigation:* The Principal will promptly investigate the complaint, review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The complainant will be informed of any action that is taken as a result of the investigation.
- *Review by the Board:* A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Principal take additional or different action or present the complaint to the Board for its review and action.

- Confidentiality

- To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.

- Retaliation Prohibited

- No retaliation or adverse action may be imposed as a result of a good faith complaint or report of sexual harassment. False accusations that are made in bad faith or for improper reasons may result in disciplinary action.

Penalties for Violations

- Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

VI. RECORDS

Confidential Information

AAE's employees are responsible for maintaining the confidentiality of sensitive information obtained during the course of their employment with AAE (AAE Information). AAE Information includes, but may not be limited to personnel files and information, student files and information, family files and information, computer records, financial data, and procedure descriptions. No employee may use or disclose any AAE Information to any third party unless the disclosure is either a regular reporting requirement of the employee's job position or unless the disclosure is approved. Moreover, in the case of student and family information, parent/guardian consent may also be required prior to disclosure. The obligation to maintain the confidence of such AAE Information survives the employment relationship. Accordingly, employees who depart from AAE may not reveal confidential AAE Information after their departure.

Employees who have any questions regarding this policy in the course of their work should ask the Principal for clarification.

All student records are kept in the school office. These folders are not to be removed from the office. Information in a student's cumulative folders and records is available to the child's parents and administrators only. Procedures for parents who wish to access records are detailed in AAE's Parent/Student Handbook. Teachers or staff should refer all requests relating to records of student information to the Principal or Office staff.

Acknowledgement of Receipt of Handbook

I, _____ (print name)
acknowledge receipt of Arrow Academy of Excellence Charter School's Employee Handbook. I
agree and understand the policies set forth in this handbook and agree to abide thereby for the
duration of my employment with AAE.

Employee Signature

Date

