

**Bridge Academy**  
K-8  
Hamtramck, MI  
www.bridge-academy.org  
313.887.8100

**Central Academy**  
Pre-K-12  
Ann Arbor, MI  
www.centralacademy.net  
734.822-1100

**Bridge & Central  
Academies of Ohio**  
Grades K-8  
Toledo, Ohio  
www.ohiobridgeacademy.net  
419.475.6620

**Frontier International  
Academy**  
Grades 6-12  
Hamtramck, MI  
www.frontier-academy.net  
313.887.7500

**Riverside Academy East**  
Grades K-5  
Dearborn, MI  
www.riverside-  
academy.net  
313.586-0200

**Riverside Academy West**  
Grades 6-12  
Dearborn, MI  
www.riverside-  
academy.net  
313.945-6504

**Victory Academy**  
Grades K-6  
Ypsilanti, MI  
www.victoryacademy.org  
734.485.9100

**Riverside Academy Early  
Childhood Center**  
Pre-K  
Dearborn Heights, MI  
www.riverside-  
academy.net  
313.730-9035

# GLOBAL EDUCATIONAL EXCELLENCE

Providing Quality Charter School  
Management Services for over a  
Decade.



## *2008-2009 Employee Handbook*

### GLOBAL EDUCATIONAL EXCELLENCE ACADEMIES

*Creating Academic Excellence, Positive  
Character, an Understanding of Cultures, and  
Compassion for Others.*



[www.gee-edu.com](http://www.gee-edu.com)



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*Employment with Global Educational Excellence at any school site is on an at-will basis, meaning that no employee is guaranteed a definite period of employment and may be terminated at any time regardless of the date, method of payment, wages, or salary. The terms and conditions of employment with Global Educational Excellence may be changed with or without cause, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, hours, and location of work. However, the terms and conditions cannot be changed except through a written agreement between the GEE Human Resources Director and the employee.*

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## **A. Introduction to Global Educational Excellence**

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Charter public schools, or public school academies as they are known in Michigan, are independent public schools that operate under a performance contract with an institute of higher education. This contract is known as a charter. The authorizing institution oversees all aspects of Academy functioning.

Fundamentally, charter public schools are:

- ❖ Public schools governed by publicly nominated officials;
- ❖ Tuition Free – Academies are prohibited from charging tuition;
- ❖ Open to all – if over-enrolled, an official random selection drawing is conducted;
- ❖ Required to employ certified, highly-qualified teachers;
- ❖ Required to administer State standardized tests; and
- ❖ Subject to the same health and safety codes as all other public schools.

Global Educational Excellence was founded in 1998 to offer the highest quality educational services to public school academies throughout the State of Michigan. Its founders, Mohamad Issa and Dr. Said Issa, have had extensive experience in the management and leadership of schools. Mohamad Issa has worked with start-up schools for over ten years, providing business and management expertise to enable schools to maximize resources. Dr. Said Issa's medical training has given him a special perspective on the growth and development of children, a perspective that he has shared in his years as a founding board member of Central Academy. Together, they formed GEE as a vehicle for developing nurturing educational environments where all children are offered quality educational opportunities.

**Board of Directors of the Academy:** Board members are individuals from the community who are nominated and approved by the charter school authorizer. The Board holds monthly meetings during which important Academy business is conducted. These meetings are open to the public and Academy staff and students are encouraged to attend the monthly Board meetings.

**Global Educational Excellence:** As the Educational Service Provider (ESP) for the Academy, GEE manages financial information, human resources, and the development and implementation of curriculum. Other services include supervision of the maintenance of the school's physical facility and environment, grant writing, and management of all record-keeping associated with the operation of the Academy. GEE enforces the statutes of the State of Michigan, rules of the State Department of Education, the Charter Contract, and the policies of the Academy Board. With the guidance of the Academy Board of Directors, GEE recruits and engages personnel, including teachers and administrators, who are best suited to the school and

community. All Academy staff members are the employees of the Educational Service Provider.

**Leader of the Academy:** The School Leader/Principal oversees the daily school functions and interacts with students, staff, parents, Board members, and the community to facilitate the educational objectives of the Academy. The School Leader is the supervisor of all Academy staff members.

**Staff of the Academy:** The Academy staff includes teachers, paraprofessionals, administrative staff and assistants, student coordinator, social workers, psychologists, cafeteria staff, and facilities maintenance employees. Every member of the Academy staff plays a vital role in establishing a positive learning environment.

**Public Participation at Board Meetings:** The public (including Academy staff) is encouraged to attend School Board meetings and has the right to comment on educational issues and to express themselves on Academy matters. To permit fair and orderly public expression, the Board provides a period for public participation at every regular meeting of the Board, subject to rules established to govern such participation in Board meetings. The presiding officer of each Board meeting shall inform the public of the rules of the Board for public conduct.

Proposed Board Meeting minutes are available for public inspection within eight (8) business days after the meeting to which the minutes refer. Approved minutes are available for public inspection within five (5) business days after the meeting at which the minutes are approved. The official minutes are kept for public inspection in the office of the Academy, in GEE's office, and on the school's website.

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**B. Contact Information**

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**Global Educational Excellence**

341 East Huron, Ann Arbor MI 48104

734-662-7050 Phone 734-662-7756 Fax

Operator - Extension 0

Board Compliance Department - Extension 205

Purchasing/facilities/marketing/safety/nutrition- Extension 209

Accounts Payable/Receivable Department - Extension 207

Payroll and Budgeting Department - Extension 202

Benefits Department - Extension 208

Human Resources Department - Extension 210

Curriculum Department - Extension 206

Technology Department - Extension 211

Title IX, Grants and Early Childhood Department - Extension 212

Staff email addresses are generally the last name and then first initial of the employee@[academy extension]

**Bridge Academy** Pre-K through 8<sup>th</sup> Grade www.bridge-academy.org  
9600 Buffalo Street, Hamtramck, MI 48212  
313-887-8100 Phone 313-887-8101 Fax

**Central Academy** Pre-K through 12<sup>th</sup> grade www.centralacademy.net  
2459 South Industrial Highway, Ann Arbor, MI 48104  
734-822-1100 phone 734-822-1101 Fax

**Frontier International Academy** Middle/High School 5<sup>th</sup> through 12<sup>th</sup> grade  
www.frontier-academy.net  
2619 Florian Street, Hamtramck, MI 48212  
313-887-7500 Phone 313-887-7501 Fax

**Riverside Academy East** Elementary Campus www.riverside-academy.net  
7124 Miller Road, Dearborn, MI 48126  
313-586-0200 Phone 313-586-0201 Fax

**Riverside Academy Early Childhood Center Pre-Kingergarten only**  
www.riverside-academy.net  
23713 Joy Road, Dearborn Heights, MI 48127  
313-730-9035 Phone 313-730-9045 Fax

**Riverside Academy West** Middle/High school campus 6<sup>th</sup> through 12<sup>th</sup> grade  
www.riverside-academy.net  
6409 Schaefer Road, Dearborn, MI 48126  
313-945-6504 Phone 313-945-1976 Fax

**Victory Academy** Elementary K through 6<sup>th</sup> grade www.victoryacademy.org  
855 Jefferson, Ypsilanti, MI 48197  
734-485-9100 Phone 734-485-9102 Fax

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**C. Equal Employment Opportunity Statements**

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It is the policy and practice of GEE to provide equal employment opportunities. Programs will be administered without regard to race, religion, physical or mental challenges, gender, national origin, ancestry, age, weight, height, marital status, or any other legally protected characteristic. This policy is carried out in all of GEE's employment practices, including recruitment, hiring, promotions, transfers, compensation, benefits, training, and disciplinary action.

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**W. Acknowledgment of Receipt**

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I confirm that I have received a copy of the *GEE Employee Handbook*.

I understand that this Handbook is designed to acquaint me with the current personnel policies and procedures that govern my employment with GEE and that this Handbook is not intended to be a complete rendition of policies or job descriptions regarding Academy Staff.

I understand that this *Handbook* is an extension of the Academy's adopted Board Policies and Procedures and the Academy's Administrative Guidelines which I can review at any time in the Academy office.

I understand that GEE and the Academy Board of Directors reserves the right to interpret, modify, or eliminate any of these policies, procedures, or benefits at any time.

I also understand that this Employee Handbook is not a contract or an offer between the Academy or GEE and any employee.

I understand that this *Employee Handbook* is GEE property. As a recipient of it, I understand that I am responsible for knowing its contents and any updates that may follow and for safeguarding it.

I understand that this Employee Handbook supersedes any and all prior Employee Handbooks and any other written lists of the practices and policies of GEE besides the current Board Policies and Procedures and Administrative Guidelines.

\_\_\_\_\_  
Employee Name (Printed)

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

\_\_\_\_\_  
Date

*\*\*This acknowledgment should be returned to the school leader and will be kept in the Employee's personnel file upon signature by the employee.*

Please Detach along line and return signed Acknowledgement to your School

MDE - Michigan Department of Education  
 MEAP - Michigan Educational Assessment Program  
 MEDS - Migrant Education Database System  
 MEIS - Michigan Education Information System  
 MEGS - Michigan Electronic Grant System  
 MHSAA - Michigan High School Athletic Association  
 MI-CIS - Michigan Compliance Information System  
 MIOSHA - Michigan Occupational Safety Health Act  
 MRO - Medical Review Officer  
 MSDS - Material Safety Data Sheets  
 MSP - Michigan State Police  
 MTTEC - Michigan Test for Teacher Educator Certification

SRSD - Single Record Student Database

**U**

UIC - Unique Identification Code  
 USADOL - United States of America Department of Labor

**W**

WISD - Washtenaw Intermediate School District  
 Wayne-RESA - Wayne Regional Educational Service Agency

**N**

NCLB - No Child Left Behind (federal legislation of 2001)  
 NCPA - National Child Protection Act  
 NCSI - National Charter Schools Institute

**O**

OCR - Office of Civil Rights  
 OMA - Open Meetings Act  
 OSI - Office of School Improvement

**P**

PSA - Public School Academy

**R**

REP - Registry of Educational Personnel  
 RFP - Request for Proposal

**S**

SCM - School Code Master  
 SID - School Infrastructure Database

The Americans with Disabilities Act (ADA) ensures that employers provide equal opportunities for qualified individuals who may have a physical or mental disability but can still perform the essential functions of the job. This may require a reasonable accommodation that does not provide an “undue hardship” on GEE. Global Educational Excellence does not discriminate against any individual with physical or mental challenges with regard to any employment practice. Global Educational Excellence will provide reasonable accommodations to those employees protected by the ADA. *(See the School Leader or contact GEE’s Human Resources Department for any questions or complaints in regard to equal employment opportunities.)*

**At-Will Statement:** Employment with Global Educational Excellence is on an at-will basis, meaning that no employee is guaranteed a definite period of employment and may be terminated at any time regardless of the date, method of payment, wages or salary. The terms and conditions of employment with Global Educational Excellence may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, hours, and location of work. However, the terms and conditions cannot be changed except through a written agreement between the GEE Human Resources Director and the employee.

**Harassment of Students and Staff:** Pursuant to Title IX of the Education Amendments of 1972, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” It is a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties, subject to supervision and control of the school board, to harass or discriminate against a student based upon their gender.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s or staff member’s educational, physical or emotional well-being or the performance of their school or work responsibilities. This would include harassment based on any of the legally protected characteristics such as gender, race, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students or staff members. This would include such activities as stalking, bullying, name-calling, taunting, teasing, intimidation, hazing, and other disruptive behaviors.

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally making false harassment reports to get someone in trouble is also prohibited. Retaliation and intentionally making false

reports will result in disciplinary action. *(Please see the Board Policy Manual for more detailed information on all policies, including the harassment, hazing and bullying policies.)*

**Sexual Harassment:** GEE is committed to providing employees with an environment free of any form of sexual harassment. GEE policy expressly forbids any conduct which has the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. With regard to sexual harassment, this specifically includes:

- ❖ Any conduct which threatens or insinuates, explicitly or implicitly, that an applicant’s or employee’s submission to or rejection of sexual advances, requests for sexual favors, or the like, will be used as a basis for any employment decision or will otherwise, in any way, adversely affect the employment or employment opportunities of any individual.
- ❖ Abusive or degrading language and physical conduct and physical contact of an offensive sexual nature, including unwanted sexual advances, requests, suggestions, threats, or demands for sexual favors, related verbal abuse of a sexual nature, graphic comments about an individual’s body, sexually degrading comments or jokes, unnecessary touching, or the display of sexually suggestive objects or materials.

*Sexual Harassment may include, but is not limited to:*

- ❖ Verbal harassment or abuse;
- ❖ Pressure for sexual activity;
- ❖ Repeated remarks with sexual or demeaning implications;
- ❖ Unwelcome touching;
- ❖ Sexual jokes, posters, cartoons, etc.
- ❖ Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, safety, job, or performance of public duties.

**Note:** Any administrator, teacher, coach, or other GEE employee or Academy staff member, or Academy volunteer, who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State law and will be subject to discipline in accordance with law.

Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic. The harassment of a student, staff member, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden.

## Acronym Glossary

The following acronyms are used in the Academy Employee Handbook as well as in documents and/or communications with Academy Staff, parents, students, and the public.

### A

- ACH - Automatic Clearing House
- ADA - American Disabilities Act of 1990
- AED - Automatic External Defibrillator
- AEP - Alternative Education Program
- ARO - Academy Records Officer
- AYP - Adequate Yearly Progress

### B

- BOD - Board of Directors

### C

- CDL - Commercial Drivers License
- CPA - Certified Public Accountant
- CPR - Coronary Pulmonary Resuscitation

### D

- DHS - Department of Human Services (formerly FIA and DSS)
- DOE - Federal Department of Education
- DRO - District Records Officer

### E

- ECE - Early Childhood Education
- EEOC - Equal Employment Opportunity Commission
- EMS - Emergency Medical Services
- EPA - Environmental Protection Agency
- ESL - English as a Second Language
- ESP - Educational Service Provider

### F

- FAPE - Free and Appropriate Public Education
- FERPA - Federal Education Rights and Privacy Act
- FMLA - Family and Medical Leave Act
- FLSA - Fair Labor Standards Act
- FOIA - Freedom of Information Act

### G

- GED - General Education Diploma
- GPA - Grade Point Average

### H

- HIPPA - Health Insurance Portability, Privacy and Accountability Act

### I

- IDEA - Individuals with Disabilities Education Act
- IEP - Individualized Education Plan
- IEPT - Individualized Education Planning Team
- IIS - Indentix Identification Services
- ISD - Intermediate School District
- IPM - Integrated Pest Management

### L

- LEA - Local Education Agency
- LEP - Limited English Proficiency
- LRE - Least Restrictive Environment

### M

- MAPSA - Michigan Association of Public School Academies
- MCL - Michigan Compiled Laws
- MCLA - Michigan Compiled Laws Annotated
- MDCH - Michigan Department of Community Health
- MDCIS - Michigan Department of Consumer and Industry Services

test has state or national norms by which to judge the level of each student's achievement.

**Student:** A person who is officially enrolled in the Academy.

**Test:** Questions, problems, or activity directions designed to determine what students have learned in the way of attitudes, facts, concepts, principles, and/or skills. A test may also be used to determine how much or how well students can apply what they have learned.

**Treasurer:** The chief financial officer of the Academy Board of Directors.

**Vice-President:** The Vice-President of the Academy Board of Directors.

**Voting:** A vote at a meeting of the Board of Directors. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes.

Any Academy Staff Member that believes s/he has been or is the victim of harassment, or has been witness to any harassment, should immediately report the situation to the School Leader, who is the Title IX compliance officer. If the complaint is about the School Leader, may report it directly to GEE at 734-662-7050. Every staff member is required to report any situation that they believe to be harassment of a student. Reports may be made to those identified above. *(Staff members should familiarize themselves with the procedures for reporting abuse which are located in the Administrative Guidelines Manual in the school office.)*

Complaints will be promptly and appropriately investigated in accordance with Administrative Guidelines. The investigation will be handled as confidentially as possible under the circumstances. The need to interview the witnesses and the offending individual(s), however, does not allow for total confidentiality in this process. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action.

GEE will take appropriate remedial action which may include up to discharge for its employees, short-term or long-term suspension for students, and exclusion for parents, guests, volunteers, and contractors. This policy is not intended to create legal rights or obligations beyond those established by Federal, State, or local law. *(Please see the Board Policy Manual for the complete text of this and any policy.)*

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## **D. Compensation and Benefits**

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**Salaried Staff:** The normal workweek is the equivalent of at least 40 hours for salaried, full-time staff. Salaried employees will not be paid for hours worked beyond 40 hours per week. Salaried employees cannot make up missing hours by staying beyond school hours, working on weekend or vacation time, or by taking work home.

**Hourly Staff:** The workweek for hourly staff can fluctuate based on the assessed needs for the employee's position. Hourly staff shall receive a half-hour (1/2) unpaid lunch break if the employee is scheduled to work more than four (4) hours in a work day. Hourly employees who are scheduled to work between 2.5 to 4 hours in a work day shall receive a 15 minute paid rest break. Employees who plan to work additional hours beyond their assigned maximum allowance are required to get pre-approval from the School Leader. Information regarding the Fair Labor Standards Act may be found on the U.S. Department of Labor's website at [www.dol.gov](http://www.dol.gov).

**Payday:** Employees will be paid bi-weekly on Fridays during the time they are working. Employees are required to have direct deposit set up for receiving their paychecks.

**Holiday Pay:** For salaried employees who get paid during holiday breaks, the employee is required to work the full school day before the break and the full school day after the break in order to be eligible for the holiday pay. If an employee cannot work either of the two days as listed above, the employee is required to get prior approval from GEE or they may not be paid for the holiday.

**Salary Adjustments:** Salary and compensation are reviewed each year and adjusted based on the school budget as set by the school board. Salaries may be increased, frozen, or decreased based on the budget and board approval. If teaching staff earn a Master's Degree, their transcripts are to be received by GEE before January 1st for a salary adjustment for the current academic year. For salary adjustments for the following academic year, transcripts should be received by GEE by June 15th.

**Staff Attendance and Leave:** If a staff member knows he/she will be absent, he should inform the school leader as soon as possible prior to the date of the expected absence. Full-time employees are eligible for six (6) sick days and two (2) personal days per school year and are taken in hourly increments. Employees who have used all of their leave time are required to get prior approval from the school leader for additional absences. Employees should be aware that excessive absences may be cause for dismissal. *\*Sick days are intended to be used for personal illness or to care for an ill dependent.*

Employees absent for more than three consecutive days due to illness are required to provide GEE with a written report from a licensed physician certifying the illness before they can return to work. Employees may choose to carry over unused sick days to the next year, up to a cumulative limit of twenty (20) days, or the employee may choose to be reimbursed for any unused sick days. Employees who have not used all of their sick days by the end of the year will be compensated \$70.00 per day, based on an eight-hour work day and prorated for employees whose regular workday is less than eight hours.

**Drug-Free Workplace:**

**Policy:** The School Board and GEE believe that quality education is not possible in an environment affected by drugs. GEE and the Board seek to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance. The manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the Academy's staff shall not be permitted at any time while on Academy property or while involved in any Academy-related activity or event. However, staff members may possess or use a controlled substance obtained for a therapeutic purpose under the direction of a licensed physician, provided such use is in accord with the physician's written prescription.

**Meeting:** Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

**Mission:** The stated purpose or intent of a school or school system. A mission statement provides reasons for the school's existence.

**Parent:** The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise and a copy of such order is on file with the Academy.

**Plan:** An intentional series of actions designed to accomplish an objective or goal. A plan usually lists the objective or goal first, and then describes needed resources, appropriate actions, and timelines, potential problems, and procedures for monitoring progress.

**Policy:** A general, written statement by the governing Board that defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations. A copy of the Board Policies Manual is in the school office.

**President:** The President of the Academy Board of Directors. In addition to other duties, the President has the authority to sign, execute, and acknowledge, on behalf of the Board, all deeds, mortgages, bonds, contracts, leases, reports, and all other Board-approved documents.

**Promotion:** The advancement of a student from one level of learning to a higher level of learning, usually by assignment to a higher group, grade, program, or course.

**Relative:** The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household, as defined in the policy covering this subject.

**Retention:** Having a student remain at his/her current level for an additional semester or school year.

**School:** The Public School Academy. Also called Charter School or Academy.

**School Leader:** The administrator (Also called the principal) who is responsible for the daily operations of the Academy and implementing policies of the Board and Educational Service Provider. Throughout these policies this administrator will be referred to as School Leader.

**Section 504:** The section of the Rehabilitation Act of 1973 that includes requirements for employment and education of disabled persons. Section 504 is enforced by the Office of Civil Rights.

**Shall:** This word is used when an action by the Board or its designee is required. The words "will" or "must" also signify a required action.

**Standardized Test:** A test containing questions and/or problems designed by educators outside of the district rather than by the students' teachers. A standardized

**Board Operating Policy:** Rules adopted by the Board of Directors for its own governance.

**Charter Contract:** The executive act taken by an authorizing body that evidences the authorization of a public school academy and establishes, subject to the constitutional powers of the state board and applicable law, the written instrument executed by an authorizing body conferring certain rights, franchises, privileges, and obligations on a public school academy.

**Curriculum:** All the planned activities (formal and informal, individual and group, in and outside of the classroom) necessary to accomplish the educational goals of the School.

**Due Process:** Procedural due process normally requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Procedural due process may require right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

**Educational Service Provider:** The Company that manages and provides the services as outlined in its contract with the School Board. Unless specified, all functions not identified in the ESP Agreement are the responsibility of the Board. The ESP is responsible to the Board and works through its employees to carry out the policies of the Board of Directors. He is named as the Chief Administrative Officer by the Board every year. GEE is the ESP for this Academy.

**Full Board:** Authorized number of voting members entitled to govern the Academy. The size of the School Board is established by the Charter Authorizer.

**Goal:** An intention or expectation, stated or written, that requires several tasks to produce the desired result. Most goals involve the accomplishment of two or more related objectives.

**I.D.E.A.:** The Federal law that defines how states and local school systems will provide education for disabled children. I.D.E.A. (Individuals with Disabilities Act) usually referred to as special education or "special ed." This law is enforced by the Department of Education (DOE).

**IEP:** The acronym for Individualized Education Plan. An IEP is required for every student who is classified as eligible for special education by Federal and State criteria.

**Management:** The process of organizing and maintaining needed resources (people, things, time, and money) and ensuring they are utilized appropriately for their intended purpose.

**May:** This word is used when an action by the Board or its designee is permitted but not required.

**Requests for Assistance:** The Board and GEE recognize alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of staff members, GEE will extend the same careful consideration and offer of assistance that is presently extended to staff members having any other illness to a staff member having an illness or other problem relating to the use of alcohol or other drugs. No staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance, as long as the request for assistance is made prior to any incidents for which the employee may be disciplined. Staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

**Violations:** The School Leader or GEE shall promptly notify the Board in writing of any staff member who violates this policy. The written notification shall include the date and description of the violation and the action(s) GEE and/or the school leader has taken or will take in response to the violation.

**Bereavement Days:** Employees are allowed two bereavement days in addition to the sick/vacation days for the death of an immediate family member. An immediate family member is a spouse, parent, grandparent, child, or other person residing in the employee's household.

**Health/Dental Insurance:** GEE offers its full-time employees health insurance and a dental plan. Qualified employees are employees whose offer letter states that they are eligible for benefits. Employees will be eligible for these benefits depending on their terms of employment on the following dates:

- ❖ 12 month employees on September 1,
- ❖ 11 month employees on October 1,
- ❖ 10 month employees on November 1

Any staff member eligible for insurance benefits who is hired between the 2nd day of the month and the end of the month will have their benefits start 60 days after the first of the following month. Qualifying employees who elect not to enroll in GEE's Health and Dental plan will be reimbursed \$1,000 at the end of the school year if they work the entire year. If a married couple works for GEE, the one who does not enroll in the medical coverage does not qualify for reimbursement under this policy.

**Childbirth:** Employees recovering from childbirth shall be entitled to pay for medical leave for two weeks in addition to accrued paid leave. When a married couple is employed by GEE, the spouses of those recovering from childbirth shall be entitled to two days of paid leave. In addition, an employee may elect to use accrued paid leave or apply for unpaid FMLA leave.

**FMLA Leave:** Employees are entitled to twelve (12) weeks of unpaid leave for family and medical reasons based on approval from GEE. GEE's policy is to comply with any applicable provisions of the Family and Medical Leave Act of 1993 (FMLA). For more detailed information on FMLA eligibility, administration, and procedures, employees should contact the GEE benefits department. GEE provides military leave, reemployment, and other rights safeguarded Under the USERRA Act. *(Please see the BP Manual for details.)*

**Non-FMLA Leave:** An unpaid leaves of absence may be granted by GEE at its sole discretion and with the approval of the Board of Directors. Leaves of absence will be considered if a written request is submitted to GEE stating the type of leave requested, its commencement date, and its anticipated duration. Employees on leave may not engage in full-time employment anywhere during the term of the leave. If it is discovered that they did take another full-time job during the term of the leave granted by GEE, that fact could be considered grounds for dismissal.

**Worker's Compensation Insurance:** All employees are covered under the provisions of GEE's worker's compensation insurance policy, as governed by the laws of the State of Michigan, in all cases of accident or injury received while at work. Any injury, no matter the magnitude, is required to be reported to the Academy Leader and GEE within 24 hours of the incident. If not reported, GEE claims no responsibility for expenses that may be incurred.

An incident report is required to be taken to the physician by the employee for the physician's completion. An employee that is away from work for seven (7) consecutive days (not counting the first day of injury) is considered to be on a leave of absence. Under Michigan law, the first seven days of injury are not covered and the employee will be paid to the extent of sick days available to the employee. After seven days the employee will be paid a portion of their wages. Employees with available sick time may supplement the worker's compensation benefits from their sick and/or personal days to maintain their salary.

**Employee Savings Plan - 401k:** Employees with one year of service and 1000 hours or more of employment with GEE will be eligible for participation in GEE's 401k program. The allowable contribution limit is set by the government and may change from year to year. GEE will match up to 3% of the employee's contribution. This means that if an employee contributes less than 3%, GEE, will match no more than the amount contributed. If an employee contributes more than three percent (3%) of his income to his retirement, GEE will only match three percent (3%) of the contribution.

**Mileage Reimbursement:** Any staff member required to drive his/her own automobile for business purposes of GEE or the Academy will be reimbursed at the current IRS rate upon the submission of a properly prepared expense voucher for business travel

## 5. Arson - Permanent Expulsion

A student who commits arson in a school building or on school grounds shall be expelled permanently. [MCL 380.1311(2)]

## 6. Pupil Criminal Sexual Conduct - Permanent Expulsion

If a pupil commits criminal sexual conduct in a school building or on school grounds, the School Board shall expel the pupil from the school permanently.

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## T. Student Assessment

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**Assessment:** The Academy requires a combination of student assessments that include traditional classroom tests, individual assessments of journals, portfolios, and classroom projects, as well as state and national standardized tests including MEAP, MME, ACT, Terra Nova, Michigan Literacy Proficiency Program, Scantron, and English Language Proficiency Assessment. It is very important that teachers follow the testing procedures carefully. The Academy has an Assessment Coordinator who will review all procedures before tests are administered.

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## U. Glossary of Educational Terms

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The following terms may appear in the GEE Employee Handbook and in official documents and communications with Academy staff, parents, students, and the general public. Whenever the following terms are used in relation to the Academy, they shall have the meaning set forth below.

**Academy:** The Public Charter School Academy.

**Administrative Guideline:** A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation. A copy is kept in the office.

**Assessment:** The comparison made between what should have been accomplished and what has been actually accomplished. Concerning student learning, assessments make comparisons between what has been learned and what should have been learned.

**Authorizer or Authorizing Body:** The Revised School Code designates the governing boards of four different types of public educational entities as authorizing bodies (school boards, intermediate school boards, community college boards, governing boards of state public universities), empowering them to issue contracts for the creation of public school academies subject to certain limitations.

**Board:** The appointed Board of Directors of the Academy.

unacceptable or inappropriate use of this resource, including continuous monitoring in computer labs, classrooms, or media centers.

**Hallway Monitoring and Passes:** Students leaving the classroom are required to have a teacher-issued hall pass. The hall pass is in the planner that each student is issued at the beginning of the school year. The teacher must sign the planner when the student leaves and returns to class.

**School-Wide Assemblies & Special Programs:** Teachers shall escort and stay with their classes during assemblies and special programs and supervise students in the hallways between classes. After school, teachers will help to ensure all students leave the building quickly and efficiently. The halls should be cleared within fifteen (15) minutes of dismissal.

**Homework Policy:** Teachers are responsible for monitoring all student homework assignments. If an assignment is not turned in, the teacher shall give the student a warning. If overdue homework continues (beyond 2 missing assignments) to be a problem, the student's parent/guardian should be notified by phone.

**Student Expulsions Required by State Law:** State law requires the School Board or its designee to suspend or expel a student from the school district under the following circumstances:

**1. Physical Assault Against Another Student – Suspension up to 180 Days**

A student enrolled in grade 6 or above who commits a physical assault at school against another student shall be suspended or expelled from the school district for up to 180 school days. [MCL 380.1310(1)]

**2. Physical Assault Against a School Employee, Volunteer or Contractor – Permanent Expulsion**

A student enrolled in grade 6 or above who commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board shall be permanently expelled. [MCL 380.1311a(1)]

**3. Bomb Threat – Suspension or Expulsion**

A student enrolled in grade 6 or above who makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, shall be suspended or expelled for a period of time as determined at the discretion of the school board or its designee. [MCL 380.1311a(2)]

**4. Possession of a Dangerous Weapon on School Property – Permanent Expulsion**

A student who possesses a dangerous weapon in a weapon-free school zone shall be permanently expelled from the school district. [MCL 380.1311(2)]

expense. To assist with budgeting, expense vouchers should be submitted monthly. All forms are available in the Academy offices.

**Jury Duty:** Employees serving jury duty will continue to be paid their regular wages so long as the employee endorses the jury duty stipend over to GEE.

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## E. Grievances

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An employee's written grievance concerning job issues should be brought to the School Leader within one week of the occurrence. The grievance should state the concerns underlying the said grievance. The School Leader will meet with all parties involved in the grievance within seven days of the notice. If the problem cannot be resolved within seven days of the meeting, the grievance can be appealed to GEE. If the grievance is not resolved by appeal to GEE, the grievance can be appealed to the Board of Directors of the Academy. If the grievance is against the school leader, the employee may file the written grievance with the GEE Human Resources department after attempting to resolve the dispute between the parties.

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## F. Teacher Evaluations / Personnel Files

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**Early Employment Conference:** Each new teacher will meet with GEE and/or the School Leader within 60 days of employment to discuss performance expectations, set personal goals, and address any concerns, comments, or questions about the program or job.

**Evaluation Process:** The evaluation process is used to identify teacher strengths and skills needing development. It consists of scheduled and unscheduled observations, assessment of the teachers' progress toward meeting personal teaching goals, and feedback from the School Leader. Teachers will have an opportunity to strengthen any identified weaknesses through personal research, mentoring, or professional development. Teachers will receive a written evaluation at least twice a year (mid-year and year-end). After a staff member has reviewed and acknowledged the evaluation by his signature, the written evaluation will be placed in the staff member's personnel file. The signature constitutes acknowledgment that the evaluation has been received and does not indicate acceptance of the statements or comments contained therein. Staff Members may add additional comments to their files.

GEE must protect students and staff members from employees who are unable to perform essential job functions with or without accommodation. To do so, GEE may require employees to submit to a physical examination in order to determine the physical and/or mental capacity to perform assigned duties. In addition, staff members may be placed on un-requested leave of absence when the staff member is unable to

perform assigned duties considering any legally required accommodation in conformance with state and federal statute. Bus drivers are required to undergo the appropriate examinations to obtain and keep their CDL license and must submit to random drug and alcohol testing by GEE or its agents. *(For detailed policies regarding Bus Driver's rights and responsibilities, please see the BP Manual.)*

**Personnel Records:** It is a mandatory policy of GEE to maintain personnel records for employees to document employment-related decisions and comply with government recordkeeping and reporting requirements. Employees are responsible for making sure their personnel records are up-to-date and should notify the Human Resources department of any changes in at least the following:

- ❖ Name;
- ❖ Address;
- ❖ Telephone Number;
- ❖ Marital status (for benefits and tax withholding purposes);
- ❖ Number of dependents (for benefits and tax withholding purposes);
- ❖ Address and telephone number of dependents and spouse or former spouse (for insurance purposes);
- ❖ Beneficiary designations for any insurance; and
- ❖ Persons to be notified in case of an emergency.

Employees may inspect their own personnel record and may copy but not remove documents from the file. Request(s) by employees to inspect their personnel file should be directed to GEE and a review meeting will be scheduled at a mutually convenient time. All file inspections will be done in the presence of a GEE employee.

**Employment Verification and Other Human Resource/Finance Requests:** For any requests made to the Human Resources/Finance Department of GEE, please allow three days for processing.

**Employee Record Confidentiality:** In accordance with the F. Gramm-Leach-Bliley Act of 2001, no personal employee information will be released to a third party without written consent from the employee.

**Protective Orders:** Members of the staff who have obtained a protective order should supply a copy of the order to the School Leader. Other parties may also be informed if it is deemed necessary for the safety of the Academy personnel, at the discretion of the School Leader.

conference. Progress reports will be given out at each mid-quarter. Please consult the school calendar for exact dates of scheduled conferences, report cards, and progress reports. For Kindergarten, report cards go home at the end of each semester. Pre-K teachers have two conferences each year with parents.

**Student Records Policy:** Family Educational Rights and Privacy Act (FERPA) defines educational records as records containing information (in any medium, such as paper, electronic, microfilm, etc.) that directly relate to a student and are maintained by an educational institution or by a party acting for the institution. Therefore, students' records are generally considered confidential and you should not save any student record on any removable media such as floppy disk, USB flash drive, CD, or external hard drive. Anything you believe should be kept past the end of the school year should be given to the administrative staff of the academy for filing in the student's permanent record file. *(See the BP Manual or Admin. Guidelines for more details on what constitutes a student record.)*

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## S. Student Management

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**Student Supervision:** All employees are responsible for the welfare of students and for following the Student/Family Code of Conduct. Teachers and paraprofessionals shall not leave students unsupervised at any time. Elementary teachers are required to accompany their students during recess and dismissal. Paraprofessionals cannot perform recess duty without the presence of the classroom teacher. Teachers and/or paraprofessionals may be assigned to lunchroom duty from time to time.

**Corporal Punishment Policy:** In accordance with state law, Corporal punishment shall not be permitted. If any staff member deliberately inflicts or causes to be inflicted physical pain as a means of discipline of a student, s/he may be subject to discipline and possibly criminal assault charges. The prohibition applies as well to volunteers and those with whom the Academy contracts for services.

**Reporting Abuse or Neglect:** If a staff member suspects a student is a victim of abuse or neglect, the staff member is required by law to notify school administration immediately.

**Student Computer Monitoring:** GEE policy states that all students are required to have a signed acceptable use policy form on file before they are allowed to use the Internet independently. Staff members need to exercise sound judgment and responsibility when giving students assignments using the Internet as a resource, and students should have specific information objectives and/or search strategies formulated before accessing the Internet. Students using the Internet should be supervised to prevent

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## Q. Professional Development

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**Professional Development:** Employees may request to attend locally-held conferences or workshops or to visit other schools located in Michigan. Approval of the requests depends on the budget and the goals of the School Improvement Plan.

**Friday Afternoon:** At the conclusion of the half day of instruction on Fridays, teachers and the administrative team are required to attend three hours of professional development at their school, as set by the Charter Contract. This professional development is an integral part of the school's mission. This time is to be spent either meeting in grade level/content area teams, mapping the curriculum, or participating in school-wide training conducted by a school staff member or GEE team member. There may also be special opportunities for an outside trainer to train during this professional development period. Staff members are required to sign out if they leave during this period and time will be deducted from sick/personal time.

**Grade-Level Team Meetings:** GEE understands that the most successful learning occurs when teachers find solutions together. Therefore, one Friday a month is designated for Grade-Level Team Meetings. When a Grade-Level Team Meeting is scheduled for a Friday afternoon, teachers are required to meet for the three hours to discuss an agenda set by either a teacher or an administrator. At the conclusion of the meeting, a written log of discussion topics and decisions shall be provided to the Academic Services Coordinator to be included in the School Improvement Plan.

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## R. Student Academic Progress Reporting

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**Student Progress:** Student progress is communicated to parents throughout the academic year in the form of report cards, progress reports, parent-teacher conferences, student-tailored weekly progress reports, or informal parental conferences (in-person or over-the-phone). Please note that all student reports are to be signed by the parent and returned within 2-3 days acknowledging that the parents have seen the student's report and discussed his/her progress during the quarter. If a student's grade falls below a "C" in any subject, a teacher should place a call to the parent/guardian by the end of the week in which it happens.

**Progress Reports and Report Cards:** An academic year is divided into four (4) marking periods or quarters. The first two (2) quarters make up the first semester and the remaining two quarters make up the second semester. For 1st through 12th grades, report cards are issued and mailed to the homes of the students after every quarter. Teachers will conduct parent/teacher conferences twice a year. Teachers are encouraged to have telephone conferences with parents who do not attend the

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## G. Renewal / Resignation of Employment

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Since the relationship between GEE and its employees is one of employment at will, either GEE or the employee can terminate the relationship with or without notice or with or without just cause. This relationship can only be modified by an agreement in writing between GEE and the employee. There are varying degrees of seriousness which pertain to performance and/or infractions of policies and there are certain instances where conduct and/or performance is of such a serious nature that immediate termination, without prior warning or consultation, may be a justified course of action.

**Termination:** GEE is responsible for suspension and termination of employees. Employees and those under individual contract to work regularly and continuously in the schools, whether part-time or full-time, may not continue employment with the Academy if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under MCL 28.722. Individuals convicted of a non-listed felony may not continue to work unless both GEE and the Board give written approval. Such conviction(s) may subject professional staff to discharge or demotion. The State Board of Education will be notified of the report of conviction(s) as required by law.

**Renewal:** After the conclusion of the school year, GEE will mail letters regarding teaching/staffing assignments for the upcoming school year. These letters will be mailed to the home address on file at the GEE office.

**Resignation:** If an employee chooses to resign, a customary professional courtesy of a two-week notice would be appreciated by GEE. Pay will include work through the day of departure. Any accrued sick or vacation time will not be compensated and health benefits will cease at the end of the month of termination. COBRA insurance is available after a resignation or termination. The health care reimbursement will not be available to any employee who leaves prior to the end of the school year. For information on COBRA benefits, please call the GEE Benefits Department.

**COBRA Insurance:** COBRA, an employee-paid health insurance continuance option, will be offered in case of employee termination or resignation. COBRA information will be sent to the resigning or terminating employee.

**Unemployment:** The Michigan Employment Securities Act states that if a worker files for unemployment benefits and has worked in any job for a school, benefits will not be payable based on the lack of work at the school during a school holiday or recess period, or the summer period between school years, if the worker has reasonable assurance (offer letter) from the school of a similar job being held for him following the period of unemployment.

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## H. Staff Conduct

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An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, GEE expects all professional and support staff members to maintain high standards in their working relationships and in the performance of their professional duties to:

- ❖ recognize the basic dignities of all individuals with whom they interact in the performance of duties;
- ❖ represent accurately their qualifications;
- ❖ exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- ❖ seek and apply the knowledge and skills appropriate to assigned responsibilities;
- ❖ keep in confidence any legally-confidential information they may become aware of;
- ❖ ensure that their actions or those of another on their behalf are not made with the specific intent of advancing private economic interests;
- ❖ avoid accepting gifts valued over \$5.00 or anything of value offered by another for the purpose of influencing judgment; and
- ❖ refrain from using position or public property, or permitting another person to use an employee's position or public property, for partisan political or religious purposes. This will in no way limit constitutionally or legally-protected rights as a citizen.
- ❖ Refrain from using any tobacco substance on academy premises, in all academy buildings and vehicles, and at any academy-related event.

In keeping with the ethical responsibilities of the Academy staff, GEE requires that staff not engage in any romantic or sexual relationship of any kind with students of the Academy, regardless of their age, unless the staff member and student are legally married to each other. Professional staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

The rules governing staff conduct are intended to promote the orderly and efficient operation of the Academy as well as to protect the rights of all staff members. The following conduct is prohibited and will not be tolerated by the Academy or GEE. This list is for illustration purposes only and is not to be considered complete. Other types of conduct that may jeopardize the personal safety, security, or welfare of the Academy or its employees may also be prohibited. (*See the BP Manual for entire Weapons Policy.*)

- ❖ Consuming, possessing, reporting to work under the influence of, working under the influence of, or distributing “controlled substances” or alcoholic beverages or other narcotics. Bus drivers are subject to random drug and alcohol testing and searches.

container and labeled with the date if a prescription, the student's name, and the exact dosage, will be administered.

Before any non-prescribed medication or treatment may be administered, the Board requires the prior written consent of the parent. Staff members are to administer medication or treatment in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the Academy's policies and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician. All medication shall be kept in a locked storage case in the Academy office.

Employees are permitted to administer any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed all necessary training.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma (or before exercise to prevent onset of asthma symptoms) while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with GEE's Administrative Guidelines if all of the following conditions are met:

- ❖ There is written approval from the student's physician or other health care provider and the student's parent/guardian (if student is under (18) eighteen) to possess and use the inhaler;
- ❖ The building administrator has received a copy of the written approvals from the physician and the parent/guardian;
- ❖ There is a written emergency care plan on file at the student's school. This care plan must be prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs, including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis are allowed to self-possess and administer the medication if they meet the conditions stated above.

injury/accident report form will be completed and forwarded to the parent and a copy of this form will be maintained in the Academy office and student's school records. The staff member in charge at the time of an accident will submit an accident report on all student accidents. Staff should administer first aid within the limits of their knowledge of recommended practices. All staff should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

**On the Job Injury:** Any employee who is injured while performing his/her duties at the academy must report the injury to the school office immediately and follow the directions of the administrative staff for filing the appropriate report and obtaining medical care. If the injury is an emergency that requires immediate attention, the report should be made at the academy office as soon as possible after receiving care.

**Contact with Bodily Fluids:** All staff should be aware of the risks involved when exposed to and dealing with body fluids. GEE and the Board wish to protect all staff and students from risks associated with exposure to blood-borne pathogens and other infectious materials which may spread viruses. Any staff member who may come into contact with such substances may receive a Hepatitis B vaccine within ten (10) days of the start of the school year. Blood-borne pathogen training is to be completed by all staff at the beginning of the school year. Any employee who has contact with such materials must immediately report to the school office to enable school administration to ensure there is hazard evaluation and follow-up. Contaminant clean-up kits are provided and should be used by anyone who must clean up any body fluid substance. Procedures to follow are inside the kits or in the Administrative Guidelines Manual.

**Use of Medications by Students:** The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines, including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the parent shall provide the written prescription from the child's physician accompanied by the written authorization of the parent. Both are required to also authorize any self-medication by the student. Only medication in its original

- ❖ Theft of any property of the Academy or the property of any other GEE employee or Academy student.
- ❖ Deliberate destruction of any property of the Academy or the property of any employee or student.
- ❖ Unauthorized use of property, equipment, or facilities of the Academy.
- ❖ Unauthorized use of telephones for personal use during work hours.
- ❖ Use or possession of another employee's personal equipment or possessions without the employee's consent.
- ❖ Removal of any property or records from the premises of the Academy without the permission of the School Leader or GEE.
- ❖ Insubordination or refusal to obey, or willful failure to carry out verbal or written instructions of supervisory personnel.
- ❖ Provoking a fight or fighting during work hours with anyone or at any time on the property of the Academy.
- ❖ Carrying firearms or any other dangerous weapons at any time on Academy premises. Staff members are prohibited from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the academy. (*See BP Manual for full Weapons Policy.*)
- ❖ Engaging in criminal conduct, whether or not related to job performance.
- ❖ Falsifying records or revealing confidential information to unauthorized persons.
- ❖ Unlawful harassment of any kind.
- ❖ Failure to observe working schedule, including lunch and rest periods.
- ❖ Abuse of paid sick leave.
- ❖ Abuse of paid emergency leave.
- ❖ Failure to provide a physician's certificate when requested or required to do so.
- ❖ Tobacco usage on school premises, in school vehicles, or in any buildings operated by the school.

GEE has been authorized to install video surveillance equipment, metal detectors and other security devices in and around the school and facilities which would assist in the detection of guns and dangerous weapons in Academy buildings and on academy property. Security Procedures are detailed in the Administrative Guidelines Manual.

Whenever it becomes necessary to discipline a member of the staff, the ESP/School Leader has been authorized by the Board of Directors to use Due Process Procedures, which can include un-requested leaves of absence.

**Reporting:** When appropriate, complaints under this policy may be reported to the local law enforcement agencies by administrative representatives. All reports or complaints under this policy will be investigated and include confidentiality where appropriate.

Once an investigation is complete, a recommendation on how to handle the complaint will be submitted to GEE for disposition. Behaviors prohibited under criminal law shall be reported to proper authorities and to the School Board.

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## I. Daily Responsibilities

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**Sign-In and Out:** A staff sign-in/out sheet will be located in the school office and all staff members are required to sign in and out whenever they enter or leave during the school day. It is vital for all staff to sign the time sheet in order to ensure proper compensation.

**Salaried:** Salaried teaching staff shall arrive at the Academy a minimum of a half-hour before the beginning of the school day and shall remain at the school for a minimum of a half-hour after school has adjourned for the day.

**Hourly:** Hourly staff members are expected to arrive at the school a minimum of five minutes before the beginning of their shift and to stay at the school until the end of their scheduled shift.

**Prep Time:** The purpose of the planning and preparation period is to allow teachers "time to engage in parent-teacher conferences, grading homework, and planning and preparation. During this time staff members shall not leave the campus unless given express permission by the school leader.

**Cell Phone Use:** Personal cell phone use is not allowed on school property during work hours unless on an approved break in a location where no children are present.

**Dress Code:** All employees of Global Educational Excellence serve as role models for the students and as representatives of the Academy. Consistent with these roles, all employees shall dress professionally and appropriately relative to their specific job duties and responsibilities. Business casual dress is required of all staff members at all times. Physical education teachers and coaches should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities

Shorts, sleeveless tank tops or low neckline shirts, jeans, or mini-skirts (defined by GEE as above the knee when sitting) are not acceptable attire. Slippers and flip-flops are not appropriate footwear. Shirts are required to fall below the beltline unless tucked in. "Casual-dress days" may be approved by the School Leader.

**Visitor Policy:** All visitors that enter the school property require the School Leader's approval and are required to sign in at the front desk in the office. No children under five (5) years of age will be allowed to visit classrooms or to be left unattended

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## N. Fundraising / Money Collection

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**Fundraising:** All fundraising efforts are to be approved by the school administration. During the fundraising period all monies collected are required to be stored in the school safe and the proper forms completed.

**Money Collection:** All monies collected from students for field trips or other events are required to be stored in the school safe and the proper forms completed. Field tips can only be paid for through the GEE finance department, by check or other methods. An employee cannot use money in their possession given by the student/student's family to purchase anything.

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## O. Inventory

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**Classroom Inventory:** Each teacher/staff member is required to take inventory of all items in their room/office at the beginning of the year and at the end of the year. When taking class library-book inventory, you should count the books that have been purchased with Academy funds. Any personal contribution to classroom libraries should not be counted. When textbooks are issued to students, please ensure that the book numbers are recorded according to who has been assigned each book. It is imperative that an accurate inventory be kept so the students not returning books can be held accountable. Teachers are required to keep a record of which books were given to students at what time, and the teacher and student must both sign in acknowledgement.

Facilities, Food & Nutrition, and Administrative staff members shall follow the directions provided to them by their immediate supervisors for taking inventory.

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## P. Emergency Procedures & Medications

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**Emergency Procedures:** The Board of Directors has determined that Academy staff members have certain responsibilities in case of accidents that occur in school. Responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. Staff will also receive instruction on the observance of students for other medical conditions.

**Student Accidents and Injuries:** In case of an accident or injury to a student, the parents/guardians will be notified immediately by the Academy office staff. An

- Intentionally damaging computers, computer systems, or computer networks
- Using others' passwords
- Indiscriminate personal use – Purchases, personal emailing, or “instant messaging”
- Downloading software without permission of school administration or a network technician
- Other behaviors in violation of Academy policy, state statutes, or federal laws

**Staff Website/Social Sites:** Staff members who maintain their own social websites such as (but not limited to) FaceBook and MySpace are advised that inappropriate material that is posted on that site, should it come to the attention of the school administration and/or GEE, may be considered grounds for termination.

**Teacher Computer and Network Use:** Staff members should save their files over the school secure network. Teachers are the primary users of the computers on their desk and are responsible for all materials on their computer. Communication over networks is not considered private. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity. GEE reserves the right to access any and all information on Academy-owned computers. Network supervisors may examine communications at any time in order to ascertain compliance with acceptable use.

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## M. School Purchasing

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GEE and the Academy Board recognize that the purchasing of necessary supplies, equipment, and services represents a significant expenditure of public funds. The Board, through the adoption of the budget and within specified limitations, extends authority to authorized personnel to purchase materials, supplies, equipment, and services on behalf of the Board and Academy. All items that are to be purchased are required to fall within the framework of budget limitations and the approved educational goals and programs of the Academy.

All requests are to be placed on the EZ Paper Trail online request management system and are not to be ordered until final approval by the administration and/or GEE. Approval will be based on current budget and the goals of the School Improvement Plan. Classroom items that are curriculum/academic achievement related have a higher likelihood of being approved. Items such as stickers, candy, and other incidentals are not part of the budget and will not be approved. Only in emergency situations where the safety and welfare of the students/staff is at risk can purchases be made without prior approval. **If a staff member orders or purchases an item prior to final approval through the EZ Paper Trail system, that staff member is responsible for the item cost and any other costs associated with the item and may not be reimbursed for the purchase.**

anywhere on school property. Any employees who see visitors without ID badges should direct the visitor to the school's front office. If the visitor refuses to comply, their presence should be reported to the school leader at once.

**Workplace Safety:** All members of the staff are responsible for maintaining a safe work environment and participating in investigations as necessary. Reasonable action will be taken to ensure that persons involved in an investigation, or in providing information during an investigation, do not suffer any form of retaliation because of their good-faith participation. Steps to avoid retaliation may include placing a party to the investigation on administrative leave or other reasonable action. Additional steps may be taken to address workplace safety issues.

It is the desire of GEE and the School Board to create and maintain an environment free from disruptive, threatening, and violent behavior. Inappropriate or intimidating behavior within the workplace will not be tolerated. (*See examples below*). GEE will respond appropriately to every reported incident of disruptive, threatening, or violent behavior. (*See the BP Manual for detailed information.*)

The Facilities director is the toxic hazard preparedness officer and is responsible for determining hazards from any toxic materials and for labeling such materials and obtaining MSDS sheets for staff to review.

### Examples of inappropriate behavior of staff members include but are not limited to:

- ❖ Behavior that distracts, interferes with, or prevents normal work functions or activities. This behavior includes but is not limited to yelling, using profanity or vulgarity, verbally abusing others, making inappropriate demands for time and attention, making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot) or refusing a reasonable request for identification.
- ❖ Behavior that includes physical actions, short of actual contact/injury (e.g., moving closer aggressively).
- ❖ Oral or written threats to a person or property, whether delivered in person, over the telephone, or through other means of communication.
- ❖ Behavior that includes physical assault, with or without weapons.
- ❖ Behavior that a reasonable person would interpret as being violent, (e.g., throwing things, pounding on a desk or door, or destroying property).
- ❖ Specific threats to inflict physical harm.
- ❖ Behavior(s) which creates stressful or traumatic incidents that interfere with an individual's or group's ability to effectively function in the educational/work environment.

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## J. Lesson Plans

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Lesson plans are to be done electronically per the requirements of the School Leader.

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## K. Works for Hire/Copyright Policy

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**Work for Hire:** Due to the responsibility that the Academy Board has for the education of the students in the Academy's schools, the Academy Board (through its CAO Global Educational Excellence) has the right to the materials that teachers produce as part of their job. These materials are deemed "works for hire" under the federal Copyright Act of 1976 and unless the parties agree otherwise in writing, GEE has the license to freely use the materials. In deciding whether particular materials are "works for hire" created in the scope of employment, GEE will consider these factors:

- ❖ Did the employee's job duties include creating the materials?
- ❖ Did the employee create the materials on the job or with the employer's equipment?
- ❖ Did the employee create the materials to "aid" or "serve" the employer?

**Copyright Policy:** GEE and the School Board acknowledge that federal law states that it is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Penalties may be imposed for unauthorized copying of audiovisual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

GEE and the School Board encourage academy staff members to share learning by making proper use of supplementary materials. Copyright and the notion of intellectual property were written into the Constitution of the United States to promote learning and the useful arts and were designed to be supportive of the work of educators. It is the responsibility of the employees of GEE to abide by the copying procedures and obey the requirements as set by law. Copyright requirements should not be violated in order for employees to perform their duties.

### Examples of acceptable practices include:

- Copying a single copy of a chapter from a book
- Copying an article from a periodical or newspaper
- Copying a short story, short essay, or short poem, even if it is contained in a collection
- Copying a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

### Examples of unacceptable practices include:

- Anthologies or collections may not be made from clips/excerpts
- The work may not be transferred to another medium such as video or DVD/disk.

- Videos may not be shown as a reward at school
- Admission for videos shown at school may not be charged
- Videos may not be used as entertainment on school grounds or at a school-sanctioned event unless licensing has been purchased. (Ex, after-school daycare programs, fieldtrips on buses, etc.)
- Teachers may not tune in and watch videos on video distribution systems without face-to-face teaching occurring.

### The following are unacceptable uses of computer software:

- Downloading, uploading, and making software available for downloading or transmitting software files without the permission of the copyright owner.
- Purchasing a single-user copy of software and installing it on multiple machines or making additional copies.
- Installing CD dependent programs on more than one computer.
- Sharing out a copyrighted CD or program from a server on a network.

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## L. Internet / Computer Policy

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**Use of Electronic Mail/Internet:** There should be no expectation of privacy for any messages sent by e-mail. Messages that have been deleted may still be accessible on a computer hard drive if the space has not been occupied by other messages. Any messages may be subject to disclosure under the Freedom of Information Act unless an exemption would apply. Personal information on Academy computers is subject to inspection by authorities or others with the proper credentials/authorizations. *In other words, any information on your school computer is open to scrutiny under the Freedom of Information Act. Communications in your personal email or other accounts can be searched if it is used for Academy business at all.* Teachers are required to use the Academy email account set up for them for school-related communications. All Academy staff members should check their school email daily for messages. Administrative staff members should attempt to keep their email open throughout the school day in order to receive messages from GEE in a timely manner. Internet services are available to all staff members for the purposes of instruction, curriculum support, and professional communication. Staff members are expected to conduct themselves ethically and be mindful of all applicable laws and regulations regarding Internet use.

### Unacceptable use includes but is not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene, harassing, or insulting language
- Violating copyright laws or fair use practices
- Trespassing in others' folders, documents, or files
- Using the network for commercial or political purposes
- Using the network to access inappropriate materials