



RYAN BANKS
ACADEMY

Where potential is realized.

FACULTY & STAFF HANDBOOK 2021-22

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INTRODUCTION

Disclaimer

This Faculty Handbook is designed as a reference for employees of Ryan Banks Academy (RBA). It is not meant to be an exclusive and exhaustive statement of the rights, benefits, duties, or obligations of school employees, but rather is intended to serve as a guide only. The school reserves the right unilaterally to amend, eliminate or add to these policies at any time, with or without advance notice. It will be reviewed annually at a minimum with staff.

Employment at RBA is “at will” and may be terminated by either you or the school at any time, with or without notice and with or without cause. This Handbook does not change the at-will nature of employment at RBA. It is not a contract, express or implied and does not create any contractual rights.

Mission Statement

Fighting educational inequality through personalized and immersive learning experiences.

Vision Statement

A world without educational inequities where all young scholars have the opportunity to flourish.

Core Values

Disrupt the Status Quo	Addressing the shortfalls of urban education in America today by engaging our scholars differently and equipping them to behave, think, and work in an increasingly competitive and global world.
Honor Different Ways of Learning	Prepare scholars for their adult years by understanding and honoring the dynamics of learning; recognizing that, for scholars, schooling must be a time of curiosity, exploration, and inquiry that emphasizes ‘mastery’ of subject matter not just memorization.
Champion Social-Emotional Wellness	Develop the self-awareness, self-discipline, and interpersonal skills that are vital to excel in school, work, and life. By teaching emotional regulation skills, practicing self-awareness, and maintaining healthy relationships, our scholars are positioned to excel in all areas of life.
Create a Nurturing, Safe Environment	Create a culturally responsive 24/7 boarding school that provides safety, stability, and structure and assures scholars that their cultural, emotional, and intellectual needs are both supported and essential.
Build an Engaged Community	Activate individuals and groups who share our passion for equal access to quality education through increased school choice within their communities.
Make a Positive Impact on Society	Cultivate leaders who will fight to ensure that educational inequities are eradicated in our nation.



EMPLOYMENT OVERVIEW

Equal Employment Opportunity

Ryan Banks Academy (RBA) is an equal employment opportunity employer. RBA follows all federal and state laws against discrimination and promotes diversity, equity, and inclusion. RBA does not discriminate against employees or job applicants because of race, religion, color, sex, sexual orientation, age, national origin, mental or physical disability, veteran status, ethnic information or any other characteristic protected by law.

This policy extends to all aspects of the complement relationship, including but not limited to recruiting, interviewing, job assignments, training, compensation, benefits, discipline, use of facilities, participating in school-sponsored activities, termination, and all other terms, conditions, and privileges of employment.

All full-time employees (teachers and administrative staff) must have a bachelor's degree, at a minimum. If licenses are required, they will be detailed in the job description.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the CEEO or the Board Chair.

Anti-Discrimination and Anti-Harassment Policy

RBA strictly prohibits discrimination and harassment directed toward any employee, scholar or other person with whom RBA has a professional or business relationship. Any form of discrimination or harassment related to an individual's protected status is a violation of this policy and will result in discipline, up to and including termination. Harassment training will be conducted yearly for all employees.

RBA is committed to maintaining a professional work environment that is free from unlawful discrimination and harassment, including, but not limited to sexual harassment, whether in the office or in other work-related settings. RBA prohibits discrimination and harassment of one employee by another employee, supervisor or manager, or a third party based on an individual's protected status.

Harassment is any offensive action directed at a person's protected status. Some examples of prohibited conduct directed at a person's protected status include, but are not limited to:

- Offensive verbal conduct, such as foul language, jokes, slurs, derogatory comments, or lyrics.
- Unwelcome sexual advances, such as requests for sexual favors, unwanted touching, or other verbal or physical conduct of a sexual nature.
- Offensive visual conduct, such as posting or circulating offensive written or visual material, including pictures, cartoons, drawings, photographs, emails, videotape, internet programs, or websites.
- Offensive physical conduct, such as touching, staring, or blocking movements; or
- Any other threatening or intimidating acts related to an individual's protected status or his or her reporting a violation of this policy.



Any person found to be in violation of this policy shall be subject to disciplinary action, up to and including termination of employment.

All sexual advances (overt or otherwise) between staff and scholars are prohibited, on or off the grounds, regardless of the scholar's age. Romantic or sexual relationships between scholars and employees, or scholars and adult family members of employees, are strictly prohibited and will lead to the employee's dismissal.

Anyone in violation of RBA's policy regarding harassment (including sexual harassment) or unlawful discrimination will be subject to disciplinary, up to and including termination.

Complaint and Reporting Procedure

If an employee experiences or witnesses sexual or other unlawful harassment or discrimination in the workplace, he or she must report it immediately to his/her supervisor. If the incident involves your supervisor is not resolved satisfactorily, the reporting chain is as follows:

1. Senior Level Administrator
2. CEEO
3. Board Chair

All allegations of unlawful harassment or discrimination will be promptly and thoroughly investigated. All complaints or reports will be kept confidential, to the extent possible. RBA is committed, and may be required by law, to take action if it learns of potential harassment or discrimination, even if the aggrieved employee or scholar does not wish to formally file a complaint.

The employee complaining of or reporting unlawful harassment or discrimination is expected to also file an incident report with the School.

It is a violation of RBA's policy to retaliate against an RBA community member for making a good-faith complaint of harassment or for participating in the investigation of a complaint. This prohibition on retaliation extends to individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses or investigators. If a community member believes he or she has been retaliated against for making or assisting in the investigation of a complaint or report, contact the Senior Level Administrator, CEEO, or Board Chair immediately. Any community member who becomes aware of retaliatory conduct must immediately advise the Senior Level Administrator, CEEO, or Board Chair so the conduct can be investigated in a timely and confidential manner. Anyone who is found after appropriate investigation to have engaged in a violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Employment Eligibility Verification Policy

In accordance with federal law, the School only employs individuals who are legally authorized to work in the United States. Furthermore, the School does not continue to employ any individual whose legal right to work in the United States has been terminated.

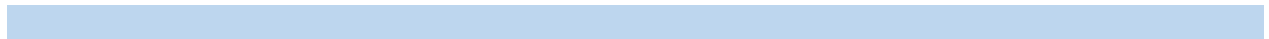
Each new employee, as condition of employment, must complete the Employment Eligibility Verification Form I-9 and present proper documentation establishing identity and employment eligibility. Once contingent employment offer has been made, the employee will have three business days to provide the documentation required by law. Failure to provide the required



documentation will result in the contingent offer of employment being withdrawn by the School. RBA reserves the right to withdraw an offer of employment if eligibility information (i.e., prior employment, academic credentials, licenses, etc.) cannot be verified.

All new employees must pass state and federal criminal fingerprint background checks, as well as Statewide Sex Offender Database and Statewide Murder and Violent Offender Against Youth Database checks. This also applies to all volunteers who work with directly scholars (i.e. student teachers), but does not apply to those who attend events that other members of the public attend (i.e. fundraisers, campus visits, etc.). RBA reserves the right to withdraw an offer of employment or refuse volunteer work if there are concerns with a background check.

All new employees must have evidence of physical fitness and be free of communicable diseases, attested to by a physician. They must also show proof of COVID-19 vaccination.





EMPLOYMENT CLASSIFICATIONS

An employee is a person employed by Ryan Banks Academy (RBA) to perform services in exchange for remuneration. Independent contractors are not employed by RBA and are not employees. Persons who are not employees of RBA cannot participate in any employee benefits plans that may be sponsored or provided by RBA.

Employees are classified as follows:

- **Non-Exempt Employees:** Non-exempt employees are entitled to overtime for hours worked over 40 hours per week. Non-exempt employees must accurately and completely record all time worked. Employees will be compensated for all time worked as required by federal, district, state, or local law as applicable. Non-exempt employees are required to submit timesheets for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.
- **Exempt Employees:** Exempt employees are paid a fixed salary regardless of the number of hours worked and who, by virtue of their job duties, are not entitled to overtime compensation.

Employees are also classified with one of the following statuses:

- **Full-Time Employee** is an employee who has successfully completed the 3-month probationary period, whose position has no termination date, and who is regularly scheduled to work 35 or more hours per week. Full-time employees may be either non-exempt (hourly) or exempt (salaried) employees and are eligible to participate in employee benefits plans provided or sponsored by RBA. Full-time employees are expected to be available for School matters (assemblies, meetings, orientation, etc.) from the hours of 7:30am-4:30pm.
- **Part-Time Employee** is an employee who has successfully completed the 3-month probationary period, whose position has no termination date, and who is scheduled to work 10 or more hours, but less than 35 hours per week. Regular part-time employees may be either non-exempt (hourly) or exempt (salaried) employees. Part-time employees are not eligible to participate in any employee benefits plans that may be provided or sponsored by the School. Part-time employees will work with their supervisors and determine their expected time of availability, recognizing that certain events may require them to be available outside of their normally expected hours.

The School typically will notify each employee in the spring whether the school will offer employment for the following school year. Each letter of agreement will specify responsibilities for the next academic year. The letter of agreement will set forth general and specific expectations about faculty meetings attendance and other responsibilities. The letter of agreement must be returned to the CEEO within 14 days from the date offered.

New Employee Orientation: New employees will review the following topics:

- RBA Governance structure
- RBA Policy making procedure
- RBA facility asbestos report
- Mandated reporter training (within 3 months of hire, and every 3 years following)
- Sexual Harassment training (required every year following)



- Civil Rights Training (required every year annually)
- Grant Administration training (including National School Lunch Program “NSLP”)
- Ethics and Standards of Conduct training, which includes process for reporting fraud
- The following medical training may be required if a scholar is enrolled with the following:
asthma, diabetes, seizures



PAYROLL INFORMATION

Ryan Banks Academy (RBA) employees are paid bi-weekly on each corresponding Friday. If you are salaried, your first paycheck will be paid on the first pay date following the start of employment through to that pay date. All employees are strongly encouraged to be paid through RBA's direct deposit program. Employees that elect not to participate in direct deposit may be issued a check for wages due each payday. Employees interested in participating in direct deposit should complete the direct deposit form.

Compensation

The CEEO is the person authorized by the Board of Directors to set the salary or the hourly wage for all employees of the school. The Board of Directors may authorize funds for salary and hourly wage adjustments in any given year, but there is no guarantee that annual adjustments will be awarded to employees.

Payroll Deductions

The School is required to withhold for federal and state taxes. In addition, the School is required to withhold for Social Security and Medicare taxes, commonly known as FICA. The School will also withhold other amounts as directed by an employee. These amounts are voluntary. Typically, these voluntary deductions cover an employee's share of premiums for health insurance, an employee's contribution to a retirement plan, childcare expenses, etc.

ABSENCES and LEAVES

All employees are expected to work their full scheduled workday, unless otherwise authorized by their supervisor. The work each employee does is important to the School. The School must be able to depend upon employees to report to work regularly and on time.

Leaving Campus During the School Day

If an employee leaves campus at any time before the close of the school day, the employee must check out with his/her supervisor and must check in upon returning. This will enable the School to quickly account for all employees in the event of an emergency.

Absences

An employee who will be absent or late due to a non-planned event must notify their supervisor by 7:00am the morning of the absence. The supervisor will record the employee's absence, so that the employee is accounted for in the event of an emergency. The request for a planned absence must be submitted at least two weeks in advance to your supervisor. The School reserves the right to disapprove a planned absence request that is deemed to compromise the classroom experience of a scholar or otherwise be materially detrimental to the School.

Prolonged Absence

An employee who is frequently absent or tardy and/or absent without notifying his or her supervisor according to protocol may result in progressive discipline, up to and including termination. Except under extraordinary circumstances, an employee who is absent without proper notice for three (3) consecutive working days will be considered to have resigned from his or her position. After three (3) days' absence with proper notice, you may be required to provide



documentation from your physician to support an injury- or illness-related absence, and to ensure that you may safely return to work.

Absences for Medical Appointments

Whenever possible, employees are asked to make medical and dental appointments outside of regular working hours.

Emergency Closing (etc. Snow Day)

Employees will follow the CEEO's decision for delayed opening, early release, or cancellation due to weather conditions. Notification of these closings will be via broadcast messaging via phone, texting, our website, and various news channels.

Personal Days / Vacation

Ten personal days are granted to full time staff (non-teaching) and five to part time staff (non-teaching). All time off must be scheduled with the employee's supervisor, and in a manner consistent with the positions' work schedule. Employee vacation days will typically follow the vacation periods built into the School's academic calendar. Personal days are not paid out when an employee leaves RBA, nor are they rolled over into the next school year.

All full-time faculty members are entitled to all scholar vacation days in accordance with the Academic Calendar. These days are not considered earned and accrued vacation days under RBA policy because RBA is considered closed.

At the start of annual contract, faculty shall receive five (5) paid vacation days for personal use, which are subject to a "use it or lose it" policy. An employee must use these vacation days by June 30th or else they will not carry over into the next year and will not be included as part of any final compensation.

Sick Leave

At the start of the annual contract, faculty shall receive (5) paid sick days to be used in the event of personal illness or to support an immediate or extended family member with his/her own illness, provide travel to the family member's medical appointment or offer the family member comfort care, including any "step" relationships and foster, adopted or youth in care relationships. If an employee requires more than five (5) sick days, he/she may use his/her vacation days for these purposes. Sick days are subject to a "use it or lose it" policy; unused sick days shall not carry over into the next year. Unused sick days are not included in final compensation.

Sick leave shall not be considered a privilege that an employee may use at his or her discretion. It shall be allowed in the case of necessity and actual illness or disability of the employee, or because of illness in the employee's immediate family. In the event of illness, the employee will contact their supervisor no later than 7:00am. When the employee has been out sick for more than three (3) consecutive days, he/she is required to submit documentation from a health care provider certifying the medical necessity for the absence and the expected date of return to work.



Sick leave may be used for illness or injury of the employee and their immediate family (an employee's spouse, domestic partner, civil union partner, parent, stepparent, parent-in-law, sibling, brother-in-law, sister-in-law, child, stepchild, son-in-law, daughter-in-law, grandparent, grandchild, or any other relatives residing in the employee's home) and may also be used for doctor/dentist appointments when it is not possible to schedule them during non-working hours. Sick time used for health care providers appointments, which are not medically urgent, must be scheduled in advance and approved by the supervisor.

Bereavement Leave

All employees are eligible for three (3) days of paid bereavement leave due to the death of an employee's immediate family member. An employee that needs to take time off under this policy should notify the supervisor as soon as practicable. For the purposes of this policy, immediate family members include an employee's spouse, domestic partner, civil union partner, parent, stepparent, parent-in-law, sibling, brother-in-law, sister-in-law, child, stepchild, son-in-law, daughter-in-law, grandparent, grandchild, or any other relatives residing in the employee's home.

Military Leave

An employee who is called for National Guard or military reserve training or who enlists or is called to active duty in the United States armed services will be granted unpaid leave of absence and reinstatement to the position or a comparable position once he/she returns. This is in accordance with applicable law. The employee is requested to give the School as much notice of such absence as is possible.

Jury Duty

Ryan Banks Academy encourages employees to fulfill their duties related to jury service. All full-time, part-time, and temporary employees are entitled to a maximum of five (5) days of paid time off for jury duty leave. If jury duty service exceeds five (5) days, full- and part-time employees are entitled to unpaid time off for the additional days spent serving on a jury. In addition, exempt employees may be provided with paid leave when necessary to comply with district and federal wage and hour laws. An employee requesting jury duty leave shall provide their supervisor with a copy of the jury summons and applicable documents showing the length of jury service performed.

Maternity or Paternity Leave

Employees that have worked at the School for at least three months are entitled to up to eight weeks of unpaid leave for the purpose of giving birth or adoption a child under the age of eighteen (or under the age of twenty-three if the child is mentally or physically disabled). To be entitled to this leave, the employee must give 30-day notice in advance of the expected departure dates and must inform his or her supervisor whether he or she intends to return to work.



STANDARDS OF CONDUCT

Dress Code

Ryan Banks Academy maintains an environment of professional attire. Staff must wear attire that demonstrates a commitment to serving as role models for our scholars. RBA is preparing scholars for college and careers, and as such, our staff must be exemplars of professionalism. Attire should be appropriate for the work-related activities in which the employee is engaged. When in doubt, staff should confer with their direct supervisor concerning their clothing. Offenses of the dress code may result in progressive discipline, up to and including termination.

Examples of acceptable attire:

Collared shirts/polo shirts
Khakis/slacks
Dress jeans
Sport coats
Dress T-shirts
Skirts/dresses
RBA clothing

Examples of unacceptable attire:

Hats
Ripped clothing
Athletic T-shirts
Spaghetti straps
Sweatpants
Leggings/yoga pants
Flip-flops/slides
Shorts

Any employee that requires a reasonable accommodation for reasons based on religion, disability, or other grounds protected by federal, district, state, or local laws should contact their supervisor. Reasonable accommodation will be granted unless it would cause an undue hardship on RBA. Nothing in this policy is intended to restrict communications or actions protected or required by federal, district, state, or local law.

Ethical Conduct

Ryan Banks Academy expects its employees to act in the best interest of the School and to adhere to the highest ethical standards in all areas. Employees should neither conduct business that is unethical in any way, nor should they influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

Prohibited Conduct

Deficiencies in job performance include, but are not limited to the following:

- Failure of an employee to meet performance standards set by the CEEEO.
- Completing tasks in a timely and competent manner
- Maintaining a satisfactory work attendance record



Misconduct includes but is not limited to employee misbehavior on the job, refusal to do work reasonably expected, wrongful use of the School's property, conviction of a felony, illegal harassment, or substance abuse while on the job. It is not possible to list all the forms of misconduct, but the following are examples of misconduct that may result in disciplinary action:

- Being under the influence of drugs or alcohol while on campus
- Deliberate destruction or removal of School property
- Willful disregard for the safety or comfort of scholars, other employees or anyone else with whom the employee interacts.
- Excessive tardiness or absences
- Insubordination
- Violations of School safety and security rules
- Creating or contributing to unsafe or unsanitary conditions on campus
- Failure to report a work-related accident or illness.
- Failure to notify a supervisor when the employee will be late to work or absent.
- Walking off the job without notice
- Battery

The School has the right, in its sole discretion, to impose corrective action if an employee engages in any prohibited conduct. However, nothing in this policy should be construed to prohibit any employee from engaging in concerted activity as protected by law.

Ethical Conduct Toward Scholars and Their Families

Employees may not:

- Reveal confidential information concerning scholars or their families unless disclosure serves lawful professional purposes or is required by the law.
- Knowingly treat a scholar or their family in a manner that adversely affects the scholar's learning or physical or mental health.
- Deliberately or knowingly misrepresent facts regarding a scholar or their family.
- Exclude a scholar from participation in a program, deny benefits to a scholar, or grant an advantage to a scholar because of race, color, sex, sexual orientation, disability, national origin, religion, genetic information or any other protected characteristic, including a relationship with the family of the scholar.
- Engage in physical mistreatment of a scholar.
- Solicit or engage in sexual conduct or a romantic relationship with a scholar.
- Furnish alcohol or illegal/unauthorized drugs to any scholar or knowingly allow any scholar to consume alcohol or illegal/unauthorized drugs in the presence of an employee.

To avoid the semblance of impropriety, faculty is asked to consider the following behavior:

- *Act in a way that you would be comfortable with everyone knowing about.*
- *Avoid being alone with a child or leave doors and windows open. Make sure parents or co-workers know what you are doing, and they feel free to drop in.*

Gift Acceptance

Employees may not accept gifts or entertainment exceeding \$500 in value or loans on a personal basis from scholars or their families, suppliers, vendors, or others who have a professional or business relationship with the School.



HEALTH, SAFETY & SECURITY

As a School, we must act in the best interests of all children. There are certain requirements placed upon each of us individually and upon the whole school. All employees are expected to be aware of these requirements and to act accordingly should a situation or condition arise that falls within the scope of these requirements. If an employee is not sure how to respond she or he should contact their supervisor or the CEEO immediately.

Workplace Safety

The School is committed to providing a safe work environment. All employees are expected to obey all safety rules and use caution in work activities. All potentially hazardous or unsafe circumstances should be reported to the CEEO.

If there is any doubt about the seriousness of the unsafe event, accident, condition, or injury, employees should call 911 immediately. In the event of fires, the School should be evacuated at once. An employee should call 911 only after she or he and any others have safely exited from the building.

If an employee violates the School's safety standards, causes a hazardous or dangerous situation, or fails to report or, where appropriate, remedy such situations, the employee may be subject to disciplinary action, up to and including termination of employment.

Violence and Weapons

The School believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our school. Employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, Mace, etc. to school grounds (which includes the school, facility where a school related activity is held, conveyance to another facility for a school-related activity, and within 1000ft of the school) Threats, violence or fighting will not be tolerated. You are expected to immediately report to your supervisor any violation of the policy. Any employee found threatening another employee, fighting, and/or carrying weapons to school grounds will be subject to disciplinary action, up to and including termination of employment.

- The CEEO is required to notify local law enforcement of firearms or drug incidents on school grounds. Illinois State Police must also be notified via SIRS in IWAS.
- The CEEO is required to notify local law enforcement immediately of any written complaints involving battery. *Illinois State Police must also be notified within 3 days via SIRS in IWAS.*

Alcohol and Drug-Free Workplace

The School will not tolerate drug use at RBA. The use, possession, distribution, or sale of controlled substances such as drugs / alcohol or being under the influence of such alcohol or controlled substances is strictly prohibited while on school grounds. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. Employees found to be in violation of this policy will be subject to discipline, up to and including termination.



RBA reserves the right to require an employee to submit to drug testing in accordance with applicable law if RBA reasonably suspects the employee is under the influence of drugs or alcohol while on school grounds or engaged in School related activities.

Employees are required to report incidents of drug use to the CEEO. The CEEO is required to immediately notify police of verified drug incidents on school grounds.

Smoke-Free Workplace

RBA is a smoke-free workplace. RBA prohibits and will not tolerate smoking, vaping, or the use of any tobacco products on school grounds. Employees found to be in violation of this policy will be subject to discipline, up to and including termination.

Reporting

If the incident involves school personnel battery, drugs, or firearms, the CEEO shall notify local law enforcement officials immediately. The Illinois State Police will be notified within 3 days by reporting through the School Incident Reporting System (SIRS) in IWAS. If a scholar is in possession of a firearm, the CEEO will notify local law enforcement, the Illinois State police, and notify the scholar's parent or guardian.

Personal Injury on the Job

For all personal injuries, please contact your supervisor immediately. If the injury is serious, please call 911 to request transport to the nearest hospital. Work-related injuries are covered under our Worker's Compensation Insurance. We are required to notify our insurance provider that an accident or work-related illness has occurred. Prompt notification by an employee protects both the employee's and the School's rights under the policy. All accidents must be reported to the CEEO by the end of that business day. Failure to do so may result in the accident not being covered by our Worker's Compensation Insurance.

Accidents

Employees are required to report any accidents involving employees or scholars to the CEEO.

Support Services

Faculty evaluates scholars' needs for support services such as counseling and social work when they believe consideration is needed, such as when there are changes within the student body or stresses within the surrounding community. This includes consideration of additional staffing to support scholars, as needed.

Mandated Child Abuse and Neglect Policy

All School employees are required to report any case of suspected physical, sexual, or emotional abuse or neglect of a child immediately to the CEEO. The School is obligated to make a report immediately to the Department of Children and Family Services. The employee is protected from any lawsuits for taking such action in good faith. Conversely, the failure to report suspected child abuse or neglect as required is a crime. All employees are required to train on this matter every three years.



PERFORMANCE EVALUATIONS

Evaluations

Employees who provide or assist with instruction (includes teachers and aides): A designated evaluator will make regular visits to each classroom at least twice a quarter. A record of these visits and summary of the impressions will be stored electronically on the Network for Educator Effectiveness (NEE) platform and shared with the employee. The designated evaluator normally will meet with the teacher **quarterly** to evaluate the employees progress toward attainment of each goal and objective and adherence to this Faculty handbook. Faculty may request additional evaluation support, such as opportunities for promotion, as needed.

Other Employees: The CEEO will evaluate all other employees yearly.

All evaluations will include assessments of proficiency and competence. They will be written and discussed with the person being evaluated. A copy of each written evaluation will be maintained in the employee's personal record.

Corrective Action / Performance Improvement Plan

It is essential that all employees accept personal responsibility for maintain high standards of conduct and job performance, including observation of the School's policies and procedures.

In addressing deficiencies in job performance or misconduct, the School strives to be fair and consistent in its treatment of employees. Many factors are taken into consideration if it becomes necessary to discipline an employee, including the nature and seriousness of the offense, the employee's past record, the impact on the School, and any mitigating or aggravating circumstances.

In general, discipline is applied in progressive steps as follows:

1. Verbal counseling
2. Written counseling, including a written plan signed by the evaluator and person being evaluated. The written plan will include activities to get performance back to an acceptable level, along with due dates.
3. Final written warning and/or disciplinary probation
4. Transfer, Demotion, or Termination of employment

Although disciplinary steps usually will be progressive, the School, in its sole discretion, may deviate from the process outlines in this policy. The School's assessment of the nature, circumstances, and seriousness of the offenses determine if the School will follow the progressive step sequence above. These corrective measures will not apply in the event of an offense that warrants immediate termination of employment or in other circumstances when the School, in its sole discretion, determines that corrective measures would be inappropriate.

Resignation

Employees are to submit their resignations in writing to their immediate supervisor. This includes decisions not to accept a contract for the following year.



Upon receiving the notice of resignation, the CEEO or designee may schedule an exit interview with the outgoing employee.