



# Employee Policy Manual

2011/2012 Employee Manual is subject to final approval

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## **HANDBOOK INTRODUCTION**

This Handbook contains information regarding many of the personnel policies that are often used by employees at LEAD Charter Schools DBA Leading Edge Academy. However, it is only a guide to policy and is in no way inclusive of all policies. Since all policies are subject to revision by the Governing Board at any time during the school year, refer to the Leading Edge Academy Policies and Procedure Manual maintained at each site for additional and up to date information.

Leading Edge Academy complies with all Federal, State and Local non-discrimination laws, including but not limited to, race, color, national origin, religion, creed, veteran status or disability and does not deny benefits of services, programs or activities or discriminate in employment on any protected basis. Leading Edge Academy also prohibits sexual harassment in the workplace. Inquires or complaints regarding compliance with any policy should be directed to the District Office.

## **LEADING EDGE ACADEMY**

### **MISSION STATEMENT**

We will train a generation for excellence using a back-to-basics approach in an environment where positive character traits are expected and modeled, through fostering parental partnering in the education process.

### **CAMPUSES**

#### **LEADING EDGE ACADEMY @ GILBERT**

##### **GILBERT EARLY COLLEGE**

(located at Life Community Church)

415 N. Gilbert Rd., #102 - Gilbert, AZ 85234

480.545.8011

#### **LEADING EDGE ACADEMY @ MOUNTIAN VIEW**

(located at Mountain View Family Church)

4815 W. Hunt Highway - Queen Creek, AZ 85142

480.655.6787

#### **LEADING EDGE ACADEMY @ SAN TAN**

7377 W. Hunt Highway - Queen Creek, AZ 85142

480.882.1631

#### **LEADING EDGE ACADEMY @ EAST MESA**

(located at Skyline Fellowship Church)

10115 East University Drive - Mesa, AZ 85207

480.984.5645

#### **LEADING EDGE ACADEMY @ MARICOPA**

18700 N. Porter Road - Maricopa, AZ 85138

480.520.7800

#### **LEADING EDGE PREP – VISTA CAMPUS**

(located at Heritage Free Will Baptist Church)

919 E Guadalupe Rd

Gilbert, AZ 85234

480.984.6311

#### **LEADING EDGE ACADEMY @ HERITAGE**

(located at Heritage Free Will Baptist Church)

919 E Guadalupe Rd

Gilbert, AZ 85234

480.545.6646

#### **DISTRICT OFFICE**

459 N. Gilbert Rd, #A140

Gilbert, AZ 85234

480.633.0414

## GENERAL STAFF INFORMATION

### COMPILATION AND MAINTENANCE OF STUDENT RECORDS

Pursuant to A.R.S. 15-521 (2), each teacher shall “keep a school register, which the governing board shall carefully preserve as one of the records of the school.” At Leading Edge Academy, teachers are required to compile and maintain these records through a paperless attendance system called SchoolMaster (or a similar type database).

Attendance shall be taken for each student, and maintained at all levels, in order for the Arizona Department of Education to be able to examine the school’s average daily attendance. Each teacher shall take attendance twice daily (morning and afternoon), or at the beginning of each period, and indicate whether the student is either absent or present. According to state law, Leading Edge Academy must maintain a sufficient audit trail of attendance documentation to be able to validate the accuracy of the attendance information reported to the Arizona Department of Education.

Teacher attendance shall be taken and maintained by the Campus Operations Assistant. Teacher attendance shall be recorded daily and forwarded to the Payroll Department on a weekly basis.

### ABSENCE/PERSONAL DAY GUIDELINES

- On campus hours for full- time teachers is Monday-Thursday 7:30AM – 3:30PM and Fridays 7:30AM – 3:00 PM. or as directed by campus Principal. Other employees’ hours are as determined by campus Principal.
- Regular full-time teachers are assigned 190 work days per year, usually 180 instructional school days and 10 professional development and/or work days. A calendar of the days will be approved and provided each school year.
- Hourly employees schedule and hours are assigned by the campus Principal or their assigned Director.
- If teachers need to leave campus for any reason including during break times, they must sign out at the office.
- All hourly personnel must keep an accurate timesheet **daily**.
- Teachers who will be absent because of illness or a family emergency must notify their site Principal as soon as possible so a substitute may be secured, if necessary. Teachers should put the substitute’s name on the PTO Form that is turned in upon return.
- The Principal will arrange for a substitute from the Approved Substitute list only.

### DRESS CODE

It is the expectation of Leading Edge Academy that all staff members model proper dress and attire for our students. All employees must dress professionally and modestly keeping in mind that our students wear uniforms and/or have a dress code. It is with this purpose that the following policies have been established:

- Shirts must cover the waistband or be tucked in to the waistband of pants/skirt with no midriff or lower back exposed at any time. Shirts or blouses should not have low necklines or low backs, no underclothing may show. Spaghetti strap, tank tops, and strapless tops are not allowed, unless worn under a shirt or sweater that is not removed.
- Shorts are not permitted for staff members.
- Extremely tight pants that restrict movement are not permitted. Absolutely no underclothing may show. Denim jeans or denim capris may be worn only on Fridays.

- The bottom hem of dresses or skirts must come to mid thigh when in a seated position. Spaghetti strap or sundress style dresses are not permitted.
- Shoes: Sandals and slides are allowed. Flip-flops, house slippers or any foot covering that does not appear to be safe is not allowed.
- Jewelry: Pierced jewelry may be seen only in the earlobes. Ear jewelry (cuffs, earrings, etc.) may be worn only on the earlobe, no other visible pierced jewelry is allowed. Earrings and all other jewelry should be moderate in size and in amount so as not to be a distraction.
- Tattoos should be covered at all times.
- Hair should not be a distraction to others; appropriate grooming and hygiene standards must be met. Hair should be neat and clean. Streaking, tipping and other hair coloring treatments and styles may be considered out of dress code if administration deems them distracting to learning. Exceptions may be made for plays, parties, or spirit days.
- Make-up should be modest and not be a distraction to learning.
- Friday is casual dress day. Jeans and denim capris are allowed.

## **CONDUCT**

### **Conduct with Students**

All Leading Edge Academy employees are expected to conduct themselves in a professional and appropriate manner at all times. Relationships between staff and students that include “dating,” “courtship,” or “romantic involvement” are strictly prohibited.

### **Drug & Alcohol Use**

Leading Edge Academy is dedicated to maintaining a safe educational environment. Thus, Leading Edge Academy has implemented a drug and alcohol free work environment policy.

It is the policy of Leading Edge Academy that all positions are deemed “Safety-Sensitive Positions”, as the safety and health of children are involved. In accordance with House Bill 2541 and ARS §23-493, the employer does not have to tolerate lower job performance due to use of prescription drugs.

No employee shall report to work while under the influence of drugs and/or alcohol. The use, sale, transfer or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on Leading Edge Academy property is prohibited. This includes the misuse of prescription drugs, including medical marijuana, or any mood altering substances while on Leading Edge Academy property, Leading Edge Academy paid time (i.e. conferences, training sessions), or in circumstances the school believes will adversely affect Leading Edge Academy’s operation or safety.

If there is a good faith of abuse or impairment, Leading Edge Academy can and will take immediate action, up to and including drug testing, suspension of the employee, with or without pay, termination of employment, or other adverse employment actions. “Impairment” means symptoms that a prospective employee or employee while working may be under the influence of drugs or alcohol that may decrease or lessen the employee’s performance of the duties or tasks of the employee’s job position, including symptoms of the employee’s speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, irrational or

unusual behavior, negligence or carelessness in operating equipment, disregard for the safety of the employee or others, involvement in an accident that results in serious damage to property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol. Violations of this policy may lead to disciplinary action, up to and including termination of employment and/or notification of law enforcement authorities. The transferring, offering, selling or arranging for sale of any alcohol, narcotic, hallucinogen, stimulant, sedative, drug or prescription drug or any other mood altering substance while on Leading Edge Academy property or Leading Edge Academy's time will lead to immediate termination.

### **Smoking**

In keeping with Leading Edge Academy's intent to provide a safe and healthy work environment and in compliance with federal, state, and local laws, smoking is prohibited on any Leading Edge Academy property and while working in any capacity for the school or with any student of Leading Edge Academy. This policy applies equally to all employees and visitors.

### **Weapons**

Weapons are prohibited on school grounds. Weapon means a firearm, knife, destructive device, and/or a dangerous weapon. Any employee who is aware that a student or employee is carrying a weapon must report the infraction to their supervisor immediately.

### **EMPLOYEE EVALUATION**

The purpose of the employee formal evaluation is to improve job performance. Teachers shall be formally evaluated two times per year usually mid-October and late April. Evaluations must be signed by both the employee's supervisor and the employee. The employee's signature indicates that the evaluation was reviewed with the employee. Evaluations shall be based on job descriptions and made with the objective of providing the employee with positive feedback and to assist employee in improving their work skills. This evaluation will also be a percentage of the Performance Evaluation System used in awarding the Teachers Prop 301-1012 bonuses.

### **DISMISSAL**

Any employee may be dismissed at any time subject to provisions of the law. Dismissal of personnel shall occur by recommendation of the immediate supervisor and/or the District Office, subject to approval by the Executive or Operations Director.

Cause for immediate termination shall include, but are not limited to, continued poor work or performance, dishonesty, negligence, unsafe work practices, insubordination, failure or inability to perform assigned duties, immoral conduct, irregular attendance, consumption of alcoholic beverages or illegal substances while on duty, abusing students in any form physical or otherwise, coming to work in an altered condition; and such other reasons deemed sufficient by the authorizing Governing Board.

### **RESIGNATION NOTICE**

Employees intending to resign from Leading Edge Academy are asked to let their supervisor with as much advance notification as possible. Employees who resign are required to provide a written

letter of resignation. Submitting this letter two weeks in advance is considered acceptable. The letter should include the intended resignation date and be submitted to the District Office.

## **TUITION REIMBURSEMENT**

Leading Edge Academy will reimburse eligible employees for tuition expenses (not including fees, books or supplies) paid to accredited schools, colleges and universities, as set forth in this policy. The purpose of the Tuition Reimbursement Policy is to provide opportunities for employees to improve their skills through career development.

### **Maximum Reimbursement\***

Tuition reimbursement is offered for up to six credits per semester and a maximum of 15 credits a year.

Leading Edge Academy will reimburse employees at the conclusion of a successfully completed course, pursuant to the following schedule:

- For an "A" grade, Leading Edge Academy will reimburse 100% of the tuition cost;
- For a "B" grade, Leading Edge Academy will reimburse 100% of the tuition cost;
- For a "C" grade, Leading Edge Academy will reimburse 75% of the tuition cost;

No reimbursements will be made for grades lower than a "C" grade;

Leading Edge Academy will not reimburse employees for courses in which the employee can receive a grade of only "PASS" or "FAIL," unless no other grade option is available for the course.

Reimbursement rates are not affected by grades that are accompanied by a plus sign (+) or a minus sign (-). Thus, for example, an eligible employee who receives a "B+" will be reimbursed at 100%. Likewise, an eligible employee who receives a "C-" will be reimbursed at 75%. Numerical equivalents of a letter grade may be accepted in lieu of a letter grade, provided Leading Edge Academy receives — what it considers in its sole discretion to be — adequate assurances from the accredited institution that the numerical grade is equivalent to a letter grade.

**Currently, tuition for undergraduate courses will be reimbursed up to a maximum of \$1,200 per school year. Graduate courses will be reimbursed up to a maximum of \$1,200 per school year.** Tuition reimbursement rates for successive years will be set annually by the Board and located at each campus office.

### **Eligibility**

To be eligible for tuition reimbursement an employee must:

- Be a full-time employee;
- Must receive pre-approval as described below;
- Be on the payroll when the course is completed;
- Must continue to work in the same or similar capacity for at least one year at Leading Edge Academy.
  - If an employee resigns from Leading Edge Academy, any reimbursed tuition will be deducted from their final paycheck.
  - If Leading Edge Academy does not continue to offer employment for a one year period or legally terminates employee at no fault or choice of employee, the employee will not be liable to pay back cost of tuition (unless Board determines employee deliberately got terminated to avoid this).

### **Courses and Programs Eligible for Reimbursement**

Certificate, Associates, Bachelors and Masters Degree programs will be reimbursed if they are business or job related. All courses, required and elective, which are related to an employee's work or which lead to a business-related or job-related degree may be eligible for reimbursement. Leading Edge Academy will determine, in its sole discretion, whether a degree program or course is business or job related.

### **Pre-Approval of Tuition Reimbursement**

Employees must obtain pre-approval for tuition reimbursement under this policy. To do so, employees must complete and return Tuition Reimbursement Request form. This form must be approved and signed by the campus Principal. If and when the course is pre-approved, this form will also serve as a payment request form at the conclusion of the course.

### **Reimbursement upon Completion of Course**

Upon completion of the pre-approved course, the employee must submit a copy of the Tuition Reimbursement Request form to the Accounting Department, along with an official transcript of grades and proof of payment. Again, the campus Principal must approve this request. Proof of payment is established by a receipt from the school.

#### **\*Maximum Reimbursement Exceptions:**

On occasion, there are specific grants, state and federal monies, available to be used specifically for Tuition Reimbursement. Currently this may include reimbursement for the 15 hours of ELL training and Title I/II monies available for teachers, not yet, but close to being NCLB Highly Qualified due to lack of college classes. If request meets those criteria and as the funds are available, additional amounts may also be available.

## **PURCHASING POLICY**

To purchase materials or supplies the following procedures **MUST** be followed:

1. Teacher requests needed materials or supplies to Principal using "Supply Request Form."
2. If Principal approves the order, the Principal will forward the Supply Request Form to the Campus Operations Assistant.
3. Campus Operations Assistant then receives a Purchase Order (if necessary) from the Accounting Assistant.
4. Campus Operations Assistant will make the order for the teacher and ensure that the materials and supplies arrive and are distributed accordingly.
5. Campus Operations Assistant will forward all order information to the District Accounting Assistant.

**Any purchase made without an approved purchase order becomes the financial responsibility of the person making the purchase.**

## **REIMBURSEMENT POLICY**

To be reimbursed for materials or supplies the follow procedures **MUST** be followed:

1. Complete a Check Requisition Form or Petty Cash Request (Petty Cash requests are those reimbursements totaling \$50 or less).
2. Submit the completed form, with all pertinent invoices, receipts, and approved purchase order attached (requests without documentation will not be processed) to Campus Principal for approval. **Reimbursements will only be made for expenses incurred within the previous three months.**
3. Campus Principal reviews the Requisition Form or Petty Cash Request, signs and dates the form, and then sends the form to the Campus Operations Assistant.

4. Campus Operations Assistant reviews and verifies that Check Requests or Petty Cash Request match receipts and that totals are correct and approved by the Principal.
5. Campus Operations Assistant assigns an account and class, then signs and dates the Requisition Form or Petty Cash Request.
6. Requisition Form is submitted to the Accounting Assistant for processing or Petty Cash Request is processed by the Campus Operations Assistant.
7. Complete Check Requisitions turned in to the Campus Operations Assistant with proper documentation will be processed by the next available payroll date. All employee reimbursements will be direct deposited into their designated bank account on the same dates as payroll (the 7<sup>th</sup> or 22<sup>nd</sup> of each month).

## **ORDERING SUPPLIES**

Basic classroom supplies shall be ordered bi-weekly by the Campus Operations Assistant. Supply Request Forms are due to the Campus Operations Assistant at least one day prior to the order date. As this date may vary by campus, please see your Campus Operations Assistant to find out the exact ordering days for your campus. Since supplies will only be ordered bi-weekly, please plan ahead for any special classroom projects.

## **FINANCIAL CONTROLS**

### ***Weekly Deposits Procedures***

Receptionist at each campus receives monies from various sources.

1. Upon receipt either from the teachers, parents or the mail, Receptionist shall collect and document what has been received.
  - All monies/checks must have a receipt ticket issued or a class list showing the source of the funds. (i.e. student name, date, amount) If a class list is submitted, the teacher should sign and date the list.
  - All collected monies must be deposited ***weekly***. No exceptions. This includes monies that teachers have received for field trips or various projects, these may ***not*** be left in the classroom, and they must be turned in to the Receptionist to be deposited in a timely manner.
2. The Receptionist totals the monies received, runs a register tape, initials and dates the register tape, and then turns the monies and tape into the campus Operations Assistant to be deposited.
3. The Receptionist sends or faxes the deposit total to the Accounting Assistant.

Campus Operations Assistant shall prepare the weekly deposit and Income Sheet Report.

1. Upon receipt of the deposit monies from the Receptionist, the Campus Operations Assistant prepares the Income Sheet Report. The Income Sheet Report will identify the date, person submitting the money, description of what payment is for, the assigned account, the assigned class and amount.
2. The Campus Operations Assistant shall deposit the monies at least once a week, or more often as needed.
3. After the deposit is made the Campus Operations Assistant will send the verified deposit ticket, the Income Sheet report, and any other documentation to the Accounting Assistant. The Campus Operations Assistant will keep a copy for their records.

## PERSONNEL REQUIREMENTS/INFORMATION

### PAYROLL INFORMATION

Pay periods are the 1<sup>st</sup>-15<sup>th</sup> and the 16<sup>th</sup> - 31<sup>st</sup> of each month. Paychecks will be issued the 7<sup>th</sup> (for the 16<sup>th</sup> – month end pay period) and the 22<sup>nd</sup> (for the 1<sup>st</sup> – 15<sup>th</sup> pay period) of each month.

**Hourly employees** must turn in their completed timesheets to their supervisor by the next business day following the end of the pay period. Your timesheet is the record of the time you have worked each pay period. Your pay is based upon your timesheet.

- You should record your time worked each and every day.
- All time should be rounded up or down to the nearest quarter hour and converted to decimal places.
- Hourly employees are required to take a 30 minute lunch break for full days. **A lunch break of 30 minutes must be taken and will be automatically recorded for each day after six hours of work if one is not recorded on the time sheet.** This applies to all hourly employees, even those who may have two different assignments during the day (i.e. Teacher Aide in the morning and custodian in afternoon or office assistant in the morning and teacher in the afternoon) and during conferences/trainings.
- You are required to sign your timesheet at the end of each pay period.
- Your timesheet must be signed and approved by your supervisor who will check your timesheet to make sure it is accurate.
- Overtime: Nonexempt employees are entitled to overtime pay under specific provisional federal and state wage and hour laws. However, Leading Edge Academy policy is to not ask or authorize overtime hours except in rare and/or emergency situations by the appropriate supervisor. Any overtime must be specifically approved in advance.

All employees are required to have direct deposit of their paychecks.

### PAYROLL ADVANCE

Eligible employees may request a Payroll Advance if the need arises. It is Leading Edge Academy policy to grant no more than **one** emergency payroll advance per school year. The payroll advance shall be requested using the Payroll Advance Request Form which is available through Human Resources. It is up to the discretion of Leading Edge Academy to grant or deny the Payroll Advance Request.

### PERSONAL TIME OFF (PTO)

Eligible full-time regular, exempt employees have five (5) approved personal days per school year based on accrual. Teachers and administrative employees must give as much notice as possible when planning to take a personal day and complete a Personal Time Off (PTO) form.

Full-time eligible teachers unused PTO days shall be remunerated at the end of the school year at the rate of \$100 per unused PTO day. This amount shall be included in the final pay.

Trading of PTO days between employees is not permitted. If extenuating circumstances exist and an employee has cooperation from other employees to use PTO days from said other employee(s), a petition must be presented to the school board for permission to use another employees PTO days. The School Board will either grant or deny the request.

Regular, non-exempt (usually hourly) employees who average 20-25 hours per week have thirteen (13) PTO days (pro-rated to hours worked) per school year based on actual hours worked.

Eight PTO days must be used while school is closed. These days are generally: Labor Day, Veteran's Day, Thanksgiving, Christmas Day, New Years Day, Civil Rights Day, Presidents Day, and Spring Holiday. All days are subject to calendar approval and changes, as needed. The other five (5) PTO days are to be used as either personal days, vacation days, or as sick time as needed. All hourly employees should use their PTO time in its entirety before the end of the school year as this time will not be paid out at the end of the year.

**Exception:** Year-round hourly employees (usually Campus Operations personnel) will receive two (2) additional PTO days: Memorial Day and Independence Day. Year-round hourly employees must use PTO time before the end of the fiscal year (June 30th).

Teachers and administrative employees must give as much notice as possible when planning to take a personal day and complete a Personal Time Off (PTO) form. Teachers who will be absent because of illness or a family emergency must notify their site Principal as soon as possible so a substitute may be secured, if necessary.

### **CHILD ABUSE REPORTING**

Arizona law requires school personnel, in addition to parents and a number of other professionals, to report suspected child abuse to the police or to Child Protective Services (1-888-SOS-CHILD) whenever there is a reasonable belief that a child has been abused, regardless of who the perpetrator is. School personnel are any individual who works for Leading Edge Academy. A "reasonable belief" is when there are facts that cause an employee to form the suspicion that a child is or has been the victim of abuse.

Employees are required to make a report "immediately" once it is believed that a child has been the victim of abuse. Employees must inform a supervisor of suspected abuse; however, this does not relieve the employee of the duty to report the abuse to the appropriate authorities. Failure to report suspected child abuse can result in criminal and civil penalties.

Abuse can be inflicted on a child by a parent, relative, another adult, a school employee, and even another child. If you believe the perpetrator is the child's parent or guardian, report suspected child abuse to Child Protective Services (1-888-SOS-CHILD). All other reports should be made to the police. If you suspect that an adult is being abused (e.g., an 18 year-old student or an adult student on an IEP), report the suspected abuse to Adult Protective Services (1-877-SOS-ADULT). Follow up with a written report with any relevant information within seventy-two (72) hours of the initial report.

### **FINGERPRINT CLEARANCE REQUIREMENT**

All teachers and aides must have a valid Fingerprint Clearance Card before they can begin work at Leading Edge Academy. Administrative and other employees must clear a state background check before they can begin work at Leading Edge Academy. In addition, all employees must agree in writing to a criminal background check to determine if they have been convicted of certain criminal or drug offenses.

If an employee is arrested or charged for any of the crimes in A.R.S. § 41-1758.03(B) in Arizona or any other place, the charter school employee must notify the school. The crimes in A.R.S. § 41-1758.03 (B) are listed below.

A person is guilty of unprofessional conduct if they are employed by a charter school or are an applicant for employment with a charter school, are arrested for or charged with an offense listed in A.R.S. § 41-1758.03 (B) and do not immediately report the arrest or charge to their supervisor or potential employer.

The employee who fails to report the arrest or charge of any non-appealable offense listed in A.R.S. § 41-1758.03(B) will be immediately dismissed from employment with the charter school or immediately excluded from potential employment.

An employee of a charter school who is convicted of a nonappealable offense in A.R.S. §41-1758.03(B) or an offense that amounts to unprofessional conduct under A.R.S. 15-550 to do the following: 1) surrender any certificates issued by ADE; 2) notify their employer or potential employer of the conviction; 3) notify DPS of the conviction; and 4) surrender their Fingerprint Clearance Card.

A person who is subject to registration as a sex offender in this state or any other jurisdiction or who is awaiting trial on or who has been convicted of committing or attempting, soliciting, facilitating or conspiring to commit one or more of the following offenses in this state or the same or similar offenses in another state or jurisdiction is precluded from receiving a fingerprint clearance card:

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.
7. Commercial sexual exploitation of a minor.
8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section 13-3212.
10. Child abuse.
11. Abuse of a vulnerable adult.
12. Sexual conduct with a minor.
13. Molestation of a child.
14. Molestation of a vulnerable adult.
15. A dangerous crime against children as defined in section 13-705.
16. Exploitation of minors involving drug offenses.
17. Taking a child for the purposes of prostitution as prescribed in section 13-3206.
18. Neglect or abuse of a vulnerable adult.
19. Sex trafficking.
20. Sexual abuse.
21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.
22. Furnishing harmful items to minors as prescribed in section 13-3506.
23. Furnishing harmful items to minors by internet activity as prescribed in section 13-3506.01.
24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section 13-3512.
25. Luring a minor for sexual exploitation.
26. Enticement of persons for purposes of prostitution.
27. Procurement by false pretenses of person for purposes of prostitution.
28. Procuring or placing persons in a house of prostitution.
29. Receiving earnings of a prostitute.
30. Causing one's spouse to become a prostitute.

31. Detention of persons in a house of prostitution for debt.
32. Keeping or residing in a house of prostitution or employment in prostitution.
33. Pandering.
34. Transporting persons for the purpose of prostitution, polygamy and concubinage.
35. Portraying adult as a minor as prescribed in section 13-3555.
36. Admitting minors to public displays of sexual conduct as prescribed in section 13-3558.

### **PERSONAL DATA CHANGE/DOCUMENT REQUESTS**

It is the employee's responsibility to notify the District Office of any changes in employment information. It is essential that timely information such as a change of address or phone number, birth of a child, change of dependents or change in marital status be reported.

Request for documents: Any document requests from Human Resources will be subject to a two business day turnaround. Please make any documentation requests in writing and submit to the District Office.

### **WORKERS COMPENSATION**

If an accident happens while on duty, employees are protected under the Worker's Compensation of Arizona. Leading Edge Academy will not duplicate any payment from Worker's Compensation.

### **INSURANCE**

Health Insurance: LEAD Charter School offers a group health insurance plan to you and your eligible dependents. The cost of this program is shared by you and LEAD Charter Schools. You are eligible to participate in the group health plan if you are appointed to work an average schedule of 25 hours a week or more and are a regular employee. A "regular employee" consists of all employees that are not independent contractors, temporary or seasonal employees.

Eligible dependants include your lawful spouse and unmarried children from date of birth to 26 years of age. An unmarried child, who is a full-time student at an accredited college or university, may be insured through the age of 26.

Life Insurance: Employees are eligible to receive a \$20,000 Life Insurance Policy, good for as long as they are employed at Leading Edge Academy. LEAD Charter Schools incurs the total cost as a benefit to employees.

Dental Insurance: Full-time employees and eligible hourly employees shall have the option of Vision and Dental Insurance. Employees shall pay the entire amount of Vision, Dental and any other additional insurance.

Flexible Spending Account: LEAD Charter School offers its regular employees a flexible spending accounts plan that allows the use of pre-tax dollars to pay for eligible health care expenses which are not covered by insurance. The annual deposit maximum is currently set at \$2,000 for 2011 calendar year and subsequent years until changed. Any monies remaining in the account after final expenses for the year have been submitted will be forfeited.

This is intended only as a reference to the health insurance coverage, and does not supersede any agreements which define the group health program. Specific questions and details relating to the plan may be obtained in the Human Resources Department.

## **LEAVES OF ABSENCE**

**Jury Duty:** Leading Edge Academy, as an employer, shall not request that an employee be excused from jury duty or be granted a deferment from jury duty, except in cases of genuine emergency. An employee, however, may request exemption from jury duty for compelling personal reasons on his or her own initiative. Court leave for jury duty shall be granted to an eligible employee for absence during the employee's regularly scheduled hours, including regularly scheduled overtime, to perform jury duty. An eligible employee who is under proper summons from a court to serve on a jury shall be granted court leave *without pay* for the entire period of such service. The period of court leave extends from the date on which the employee is required to report to the court until the time he/she is discharged by the court. For an employee to be granted court leave for jury duty, he or she must submit a subpoena which requires attendance in court.

**Family Illness:** Family illness is available in the event of illness in the eligible employee's immediate family or other dependents living in the same domicile as the employee. These days will be deducted from the employees accumulated Personal Days (PTO).

**Bereavement Leave:** With approval, an eligible employee may be absent for up to five (5) days with full pay taken from employees PTO (provided the employee has the accumulated personal days) on each occasion of death of a relative or family member. Additionally, five (5) days unpaid may be granted for bereavement, upon approval of the employee's site Principal. For purposes of this policy, relative or family member includes: spouse, child, mother, father, sister, brother, sister-in-law, brother-in-law, grandparents, spouse's grandparents, grandchild, spouse's grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, and step-child.

## **CAMPUS SAFETY**

### **HARRASSMENT**

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, sex, national origin, age, disability, or pregnancy. Harassment may include various conduct relating to an individual's protected class such as: epithets, slurs, negative stereotyping, threats, intimidation, hostile acts, unwelcome jokes, or hostile written or graphic material in the workplace.

Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, such as uninvited touch or sexually-related comments, when (1) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the person involved; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

No employee may be required to submit to sexual advances in order to retain or improve his or her job. No one has the right to make the work environment intolerable because of unwanted touching, insults, unwelcome jokes, etc.

If you feel you or another employee is being subjected to harassment by any employee, customer, vendor, or supplier, you must report it at once to your supervisor and/or the Director of Leading Edge Academy. If the complaint involves someone in the employee's direct line of supervision, then the employee must immediately inform another supervisor or the Director of the complaint. Sexual harassment can occur between members of opposite sexes or between members of the same sex. Each incident of harassment will be investigated according to its own unique circumstances. To the extent possible, investigations will be conducted in confidence; however, please be advised that Leading Edge Academy is required by law to conduct a thorough investigation, and absolute confidentiality is not always possible. An employee found to have harassed another individual will be subject to discipline, up to and including termination.

No employee who in good faith reports harassment or participates in an investigation of such a report will be subjected to any discipline or retaliation for lodging the report or participating in the investigation.

### **DISCRIMINATION AND HARRASSMENT REPORTING VIOLATIONS**

Employees should report claims of discrimination or harassment to their immediate supervisor and/or the Operations Director using the Alleged Discrimination/Mistreat Complaint Form. Initiating a complaint of discrimination shall not adversely affect the complainant's employment, compensation, or work assignments.

### **BUILDING ACCESS**

The school offices will remain locked during all non-school times. Some staff members will be issued keys for building entry during non-school hours. Teachers needing access to the school office during non-school times must be accompanied by their administrator or the Campus Operations Assistant, which may vary at each campus.

### **SECURITY AND VISITORS**

In order to maintain security in our buildings, the following guidelines are required for all visitors to our Leading Edge Academy:

1. All visitors must sign in at the school office and receive a visitor's pass to wear while present in the building.
2. Any person seen in the building without a pass will be required to report to the office immediately and register.
3. All employees should challenge persons on campus without a pass.
4. Visitors are not allowed in any classroom without a visitor's pass.
5. Prior to leaving the school grounds visitors must return their passes to the school office and sign out.

Employees are responsible for any personal items brought on campus. Leading Edge Academy will not be held responsible for any personal items belonging to employees that get damaged, lost or stolen.

## **EMERGENCY PLANS**

Each classroom is equipped with an “Emergency Plan Guide” that contains specific information for school-wide emergencies. All staff members are responsible for reading the emergency plan and becoming familiar with said plan.

Basic procedures include, but are not limited to:

- Fire Alarms: At the fire alarm signal, everyone is to leave the building in the manner designated performing their assigned duties. Only designated personnel are to determine if there is a fire, a false alarm, or some other problem. Everyone is to remain outside until the “All Clear” signal is given.
- Lock Downs: At the Lock-Down Signal, everyone is to remain in the room they are in and secure all doors. Designated personnel will determine if there is a false alarm, or some other problem. Everyone is to remain inside until the “All Clear” signal is given.

## **KEY POLICY**

Keys to Leading Edge Academy’s property or premises are issued to eligible employees for official Leading Edge Academy business only and remain the property of Leading Edge Academy. Employees are not to copy, loan or make keys available to any other person. Lost keys should be reported immediately to the Campus Operations Assistant.

## **FILE SECURITY**

The following security system for student files is to be implemented:

1. Any file cabinet containing student files is to be locked except for when it is actually being used. (Do not leave the key in the lock.)
2. A list of authorized users should be in each cabinet.
3. A log of any student files removed (from the cabinet office area) must be kept.
4. Removed student files cannot be left “unattended” or given to students, volunteers or unauthorized persons, even for delivery.
5. Any and all other FERPA procedures are to be followed.

## DISTRICT POLICIES

### STUDENT PROMOTION AND RETENTION POLICY

Determination of a student's promotion or retention will take place at the end of each school year. Leading Edge Academy will advance students to the next grade level if the student has mastered or is progressing rapidly toward mastery level of Arizona State Standards. Traditional letter grades will be given to 3<sup>rd</sup> through 6<sup>th</sup> grade students, and K-2<sup>nd</sup> grade students will receive the following letters to reflect mastery: M, mastery, S, satisfactory, and N, needs improvement.

Students must demonstrate that they are on pace to master 80% of all content to be promoted to the next grade level. If one or more subjects fall below 80% mastery, a student may still be promoted if 1) the grade below mastery is in the 70 to 79% range, 2) the student has consistently turned in homework and has demonstrated an effort to improve, and 3) the classroom teacher recommends promotion. Students who do not meet the above promotion criteria can only be promoted at the discretion of the principal.

The following guidelines will be in place when considering a student for retention:

- Retention decisions are made by the school and based on the criteria outlined above.
- Retention will be considered if there is strong evidence that retention will benefit the student.
- Parents will be informed of such a decision through advance notification in writing or parental conferences.
- Classroom teacher, parent/guardian, and principal are involved in the decision to retain a student, with the final decision being made by the principal.
- If a student is retained, the student will be expected to repeat a full year of the grade that he or she failed.

Retention Policy Timeline:

**January:** Principals create a list of students who face possible retention by consulting teachers and reviewing available attendance, progress and quarterly data. List is submitted for approval to Executive Director.

**Mid February – Mid March:** Retention Letter 1 is sent home to parents of students who may need to be retained. A meeting with the Principal, Teacher, Parent and Student Team is scheduled to discuss and sign the Promotion Contract. Special Education Teachers, Child Study Team, and ELL staff may be a part of team if appropriate.

**April/May:** Follow up letters are sent and meeting scheduled based on the Promotion Contract. Decision is made by the team to promote or retain students on Promotion Contracts.

**Mid May:** Possible retained student information is sent to the Executive Director for review and approval. Final Decision Letter sent home to parents.

## **USE OF ELECTRONIC MAIL**

Leading Edge Academy provides e-mail to aid staff members in fulfilling their duties and responsibilities, as well as an educational tool. The District's e-mail system, and its constituent software, hardware, and data files, are owned and controlled by Leading Edge Academy.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any staff member to an e-mail account is prohibited. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memo or document. Great care should be taken in the composition of e-mail messages and how such messages might reflect on the name and reputation of Leading Edge Academy. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to recipients. The use of the District's electronic mail is a privilege, and any inappropriate use will result in a cancellation of privileges.

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become verbally abusive in messages to others.
- Be careful of "joking" or other frivolous language use.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of students or colleagues.
- Recognize that e-mail is not private. System operators have access to all mail.
- Do not use the network in any way that would be deemed disruptive to others.
- Consider ALL communication and information to be private property of Leading Edge Academy.
- Employees should use their Leading Edge Academy issued e-mails instead of personal e-mail accounts for school purposes. If an employee or school is challenged by a parent, the employee's personal e-mail account may become public record if it was used for school purposes.
- Any e-mail sent, whether using the LEAD Charter Schools account or a personal account, must follow FERPA guidelines and becomes part of any students' records if a student is referred to in the e-mail.

Unless otherwise agreed upon, school e-mail accounts will no longer be accessible to previous employees three weeks from the last day of employment.

## **E-MAIL USAGE DIRECTIONS**

### **How to login:**

1. Open your web browser to <https://email.secureserver.net>.
2. Enter your e-mail address. Your e-mail address is the first letter of your first name and your last name @leadingedgeacademy.com For example: John Brown's e-mail address would be jbrown@leadingedgeacademy.com.
3. Enter your password. Your initial password consists of the first four letters of your last name and the last four digits of your Social Security Number. For example; John Brown's SSN is 123-45-6789. Therefore his password would be brow6789.
4. After your initial entry to the e-mail site change your password using the Settings Tab. Choose "Settings," then "Personal Settings," then change password.

**Accessing your e-mail:**

1. Your e-mail can be accessed from the web anywhere using <https://email.secureserver.net> as described above.
2. You can also use MS Outlook or other similar e-mail management programs.
  - The Incoming mail (POP3, IMAP or HTTP) server field is [pop.secureserver.net](https://pop.secureserver.net)
  - The Outgoing mail (SMTP) server field is [smtpout.secureserver.net](https://smtpout.secureserver.net)

**GOOGLE INSTANT MESSAGING**

- All employees are issued a school G-Talk account for Instant Messaging (IM) which is the same name as an employee's e-mail. For example: John Brown is [jbrown@leadingedgeacademy.com](mailto:jbrown@leadingedgeacademy.com).
- It is important to use this G-Talk for all of your instant messaging correspondence with other employees.
- Do not create or use your own G-Talk as it hinders the ability of others to communicate with you. Using a Leading Edge Academy IM also ensures you are the person using it as the school owns the [leadingedgeacademy.com](https://leadingedgeacademy.com) address.

**SOCIAL NETWORKING POLICY****Authority**

This social networking policy applies to all employees of Leading Edge Academy and its affiliates.

**State of Social Media**

Social media, professional networking sites, rapid-fire communications, blog sites, and personal Web sites are all useful technologies; Leading Edge Academy realizes this fact. Every employee has an opportunity to express and communicate online in many ways, and Leading Edge Academy encourages an online presence. Above all else, everyone needs to use good judgment on what material makes its way online. The following "best practice" guidelines are being provided to help you effectively use these forums, protect your personal and professional reputation and follow state and/or District rules and policies.

**Relevant Technologies**

This policy includes, but is not limited to, the following specific technologies:

- Personal Blogs
- Facebook
- Twitter
- LinkedIn
- Flickr
- Digg
- Personal Web sites

**Responsibility**

The personal use of social networking sites or blogs creates the risk of affecting your professional career whether you want it to or not. To that end, it is vital that you conduct yourself in such a way that it doesn't adversely affect your position with Leading Edge Academy. Below are suggested guidelines to follow when using social networking sites and/or blogs for personal use:

- If you participate in a social networking site for personal use, you may identify yourself as an employee of Leading Edge Academy. If you do, you must state that you are expressing your own opinion, not that of Leading Edge Academy.
  - If you identify yourself as a Leading Edge Academy employee, remember, your actions will reflect not only on you but on Leading Edge Academy as well.
  - If you identify yourself as a Leading Edge Academy employee, readers will associate you with Leading Edge Academy, even with the disclaimer that your views are your own.
- Never pretend to be someone else and post information about Leading Edge Academy. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
- Do not use the Leading Edge Academy logo or individual school logos, athletic logos, mascots or other such graphic representation or images- including photographs- during your personal online activities (Web site, blogs, etc) or on any personal sites without permission.
- If you post information or comments that are not related to Leading Edge Academy, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to:
  - Posting of photographs, regardless of the content, which could be considered offensive to other parties and be a violation of state and/or Leading Edge Academy rules and policies;
  - Posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts) may be a violation of state and/or Leading Edge Academy rules and policies.
- You do not have control of what others may post on social networking sites; therefore, be aware that your conduct in your private life may affect your professional life.
  - Be vigilant about what others post about you on your page and, if necessary, take steps to remove comments that pose a risk to you or Leading Edge Academy.
- **It could be viewed as inappropriate for Leading Edge Academy employees (including teachers) to communicate with current students enrolled in Leading Edge Academy on any public social networking site (Facebook, Twitter, etc). This includes becoming “friends” or allowing students to access your personal page to communicate.**
  - Employees should refrain from creating “personal” Web pages, etc. that permit social interaction with current students enrolled in the District. This does not include “professional” Web pages that may be used for work related reasons (homework blogs, school sports teams, etc). All postings on work related Web pages that are related to Leading Edge Academy business are public record and must be maintained as required by law. Employees are encouraged to consult with the District before creating any Web pages related to school activities.
  - Employees should notify parents of their intention to use this media to communicate with the student and the intended purpose of such communications. All ethical expectations for appropriate employee/student relationships should be followed.
- Employees should refrain from providing their personal e-mail address to students currently enrolled in Leading Edge Academy

- Employees should only provide their official Leading Edge Academy e-mail address as a way to communicate with students or parents regarding District and/or school related business.
- **During the work day, employees should refrain from participating on any social networking Web site for personal reasons, even from personal equipment (i.e. their own Droid, Blackberry, iPhone, laptop, netbook, etc.)**
  - Employees should avoid posting personal comments- on their page or someone else's page- no matter whose equipment it is during their lunch time and/or prep time since such activities will leave time-stamps that could be misinterpreted by others.
  - Chronic use of social networking sites during the work day may result in disciplinary action.

The very nature of the Internet and social-networking sites are that they are ever-changing. The above guidelines are intended to provide direction if you choose to use social networking sites and/or blogs for either personal or professional reasons.

While the use of these sites is becoming commonplace, it is important that you remember to conduct yourself in an appropriate manner to avoid any unintended situation that could adversely affect your professional standing with Leading Edge Academy. These guidelines are not intended to restrict your participation but rather provide some protection if you choose to engage in online activities.

If you have any other questions or would like to report misuse or abuse of Leading Edge Academy's social networking policy, please contact the District Office at 480.633.0414.