

Berean Academy



Employees Handbook

Berean Academy Kindergarten through 12th Grades are accredited by



Home of the Eagles

*We are a collaborative academic community
focused on scholar learning and achievement.
We will set high expectations and provide each scholar
with the essential tools to succeed.*

Sierra Vista Campus
1169 N. Colombo Ave.
Sierra Vista, Arizona 85635
Phone 520-459-4113
Fax 520-459-4121
Serving grades K-12

School Hours
Monday through Thursday
Kinder-6th 8:00 a.m. to 3:30 p.m.
7th – 8th 7:50 a.m. to 4:00 p.m.
9th – 12th 7:50 a.m. to 4:00 p.m.
Friday Make-up/Discipline Day
8:00 a.m. - Noon
Aftercare Noon - 5:30p.m.

Contents

FROM THE DIRECTOR	1010	4
FROM THE PRINCIPAL	1015	4
NON-NEGOTIABLES	1018	5
CHAIN OF RESPONSIBILITY	1019	8
MISSION STATEMENT	1020	9
VISION STATEMENT	1020	9
CODE OF ETHICS OF THE EDUCATION PROFESSION	1030	9
SCHOOL OBJECTIVES	1040	9
PRINCIPLE 2 – COMMITMENT TO THE PROFESSION		9
EQUAL OPPORTUNITY	1060	10
EMPLOYEE SELECTION PROCESS	1070	11
SEXUAL HARASSMENT	1080	12
SUBSTANCE ABUSE	1090	12
SMOKING	1100	13
EMPLOYMENT CLASSIFICATIONS	1110	14
REINSTATEMENT	1140	15
NEW HIRE	1150	15
REHIRE	1160	15
RELATIVES	1170	15
RETURN TO WORK AFTER SERIOUS INJURY OR ILLNESS	1180	15
PERFORMANCE IMPROVEMENT	1190	16
TERMINATION	1200	18
RESIGNATION		18
LAYOFF/REDUCTION IN FORCE (RIF)		19
COMPENSATION		20
EQUAL PAY	2010	20
JOB DESCRIPTIONS	2020	20
WORKDAY, PAYDAY, AND PAY ADVANCES	2030-2050	20
WORKDAY	2030	20
PAYDAY	2040	20
PAY ADVANCES	2050	21
OVERTIME COMPENSATION	2060	21
MEAL AND REST PERIODS	2070	21
PERFORMANCE REVIEW AND SALARY MERIT INCREASES IN 2080		21
SALARY ADMINISTRATION	2090	22
PAYROLL DEDUCTIONS	2100	22
EMPLOYEE BENEFITS	3010-3050	23
INSURANCE	3010	23
HOLIDAYS	3020	24
SICK OR PERSONAL LEAVE	3030	24
LEAVE OF ABSENCE AND MILITARY LEAVE	3040	25
MEDICAL LEAVE OF ABSENCE	3050	26
FAMILY LEAVE	3060	27
PARENTAL LEAVE	3070	27
PREGNANT EMPLOYEES	3080	28
BEREAVEMENT LEAVE	3090	28
JURY DUTY	3100	28
VOTING	3110	29
EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT	3120	29
MILEAGE REIMBURSEMENT	3130	29
TRAVEL REIMBURSEMENT	3140	30
USE OF RENTAL CAR ON SCHOOL BUSINESS	3150	30
CONFERENCES AND MEETINGS	3160	30
PROFESSIONAL MEMBERSHIPS	3170	31
EDUCATIONAL ASSISTANCE	3180	31
REQUIRED ADMINISTRATION APPROVAL	3190	32
CONFIDENTIALITY OF SCHOOL INFORMATION	4010	32
EMPLOYEE ORIENTATION	4020	32

GRIEVANCE PROCEDURE	4030	33
POLITICAL ACTIVITIES	4040	33
EMPLOYEE PRIVACY	4050	33
TELEPHONE	4060	34
DRESS CODE	4070	34
KITCHEN-BREAK AREA	4080	35
EMPLOYEE RECOGNITION	4090	35
VISITORS	4100	35
RECREATIONAL ACTIVITIES–SPONSORSHIPS	4110	35
OUTSIDE EMPLOYMENT	4120	35
EMPLOYEE SECURITY	4130	36
EMERGENCY CLOSINGS	4140	36
MAIL AND SHIPPING	4150	36
POLICIES AND PROCEDURES	5010-5370	36
ABSENTEEISM	5010	36
ACCOUNTING	5020	36
AMERICAN FLAG	5030	36
BULLYING	5050	36
CHARACTER TRAINING	5060	36
CHILD PROTECTION	5060	37
CLASSROOM DISPLAYS	5070	37
CLASSROOM CLEANLINESS	5080	37
CODE OF CONDUCT	5090	37
CONTINUING EDUCATION	5100	37
COPIES AND CLASSROOM PRINTING	5110	37
CURRICULUM	5120	37
CREDIT/DEBIT CARD <i>SEE PURCHASES</i>	5130	37
CRIME	5140	37
DISCIPLINE	5150	37
DRESS CODE	5160	38
ELECTRONICS	5170	38
EQUIPMENT	5180	38
FIELD TRIPS	5190	39
FUND RAISING	5200	39
INDEBTEDNESS	5220	39
LUNCH PERIOD OF 5230		39
MAIL AND RECEIVING	5240	39
NATIONAL SCHOOL LUNCH PROGRAM (NSLP)	5250	40
PLEDGE OF ALLEGIANCE 5260		40
PRINTING <i>SEE COPIES AND CLASSROOM PRINTING (5110)</i> 5270		40
PURCHASES 5280		40
REIMBURSEMENTS <i>SEE PURCHASES (5280)</i> 5290		40
SPECIAL USE OF FACILITIES 5300		40
SUPPLIES / EQUIPMENT 5310		40
SUPPLIES <i>SEE PURCHASES (5280)</i> 5320		41
TARDY [SCHOLARS] 5330		41
TRAVEL 5340		41
VACATION TIME 5350		41
UNIFORMS FOR SCHOLARS <i>SEE DRESS CODE 5160</i> 5360		41

Introduction

From the Director _____ **1010**

When our first child was born Liz and I held him and cried. I do not know how much of our emotions were caused by the sheer joy of seeing our son and how much was the terror of the responsibility we had just taken on.

That is how I felt when we started Berean Academy...Joy and Terror.

The joy came from knowing we were going to have opportunities to positively influence so many young lives. We were going to offer hope, encouragement, acceptance, character development, and education. The order of these is intentional. Education is vitally important but it is not the most important thing we offer. The suicide rate in America is rising. Education alone will not change this trend. Our scholars need to have hope. They need to be encouraged. They need to know they are accepted...that they are of worth. They need to have good character. The need to know how to learn...they need to become lifelong learners.

The terror came with the realization that finding people who shared these values and objectives was not an easy task. Teaching is an honorable profession. Many teacher have “worked for less” because of their love and concern for their students. They could have made more working somewhere else...probably with less stress but they cared about their children.

Berean Academy is committed to the success of our scholars. The truth is: for our scholars to succeed, our Mentors must succeed. That is why we are committed to continually supplying the resources and training to help them become the best they can be. We offer them the same hope, encouragement, acceptance, character development, and education that we offer our scholars.

If you are working at Berean, it is because we have confidence that you can become a great influencer in the lives of each other and our scholars. If you have ideas or needs, please talk to us about them.

Here for you,
Jim Fogarty

From the Principal

1015

I am very humbled and honored to introduce myself as the new Principal of Berean Academy. All of us at Berean Academy are excited to bring what promises to be the best year ever. This year is going to be amazing as we continue to provide academic experiences for our scholars that are rigorous, relevant, and help them build relationships. We recognize and celebrate the diverse learning styles, interests, talents, and cultures of our students and strive to offer a rich variety of meaningful learning experiences that will inspire innovative thinkers and confident learners. My door is always open to you!



Sincerely, Lisa Metz

1. Lesson plans are to be done by Monday morning at 8 AM. Data, curriculum, and lesson plan binder must be current each Monday. Grade book and attendance must be in written and electronic form and current each Monday. Each mentor must have a substitute folder on his/her desk in case of an emergency.
2. Assessments for each standard taught must be given each week or every two weeks (Formatives). It does not have to be paper/pencil assessment, but you need to know if the student mastered the concept or not. This data needs to be shared at the weekly PLC meetings. Cumulative assessments (Summative assessments) for every standard taught must also be given (Benchmarks) every quarter. This data will also be shared. Two grades per subject per week must be entered. Participation or behavior cannot be considered a grade.
3. Weekly PLC meetings must be attended by each mentor and parapro, regardless of subject taught. Staff meetings and trainings must also be attended by each mentor and parapro.
4. MS/HS mentors must monitor the hallways between classes and after school. Mentors and paras must go to their duty on time and actively monitor their space. Personnel must know their assigned duty each week before it begins. If they are absent, they must find someone to cover their duty.
5. Love and Logic must be used at all times. Happily greet scholars in the hallway. Inappropriate tones or sarcasm are not to be used in ANY communication to mentors, parents, or scholars. Mentors must call their home-room parents at least once a month. Politely communicate with parents. Respond to parent calls, emails/notes within 24 hours. CC: Mrs. Metz, Mrs. Enriquez and/or Mr. Shack in all parent correspondence.
6. All mentors and paraprofessionals must keep their personal lives out of the classroom, teacher's lounge, school, and PLC.
7. There is NO DOWN TIME. Scholars must work bell to bell. Unrelated movies, non-measurable busy work, going outside for "fun time," projects that parents end up doing, off-standard topics, and conversations must be eliminated. The administration must approve any outside time.
8. The learning objective and standard must be posted on the board in student-friendly verbiage.
9. All employees must use the school email. Check your email each time you do attendance. Check your mailbox regularly. Use an APP to communicate with parents.
10. Use adopted school curriculum, Beyond Textbooks, and data collection mechanisms as discussed in PDs and PLCs.
11. Use the SPED folder and binders. Mentors must be aware of the accommodations and modifications for all scholars in SPED and on 504s. Mentors must be part of the MET, IEP, and 504 teach meetings.
12. All staff must dress professionally in Berean dress shirts, dress pants, or dress skirts — no open-toed shoes.
13. All staff must participate in the Berean Academy community to the best of their ability inside and outside of school. Every effort must be made to recruit scholars at all times. Every effort must be made to represent Berean Academy inside and outside the school day.
14. All adults must be on time. Mentors must be present 30 minutes before scholars arrive and 30 minutes after scholars leave — no exceptions throughout the week.
15. The first-period mentor will check uniforms in the first fifteen minutes of class.
16. Before dismissal of the last class of the day, mentors will have scholars put up chairs, pick up trash, and clean the classroom.

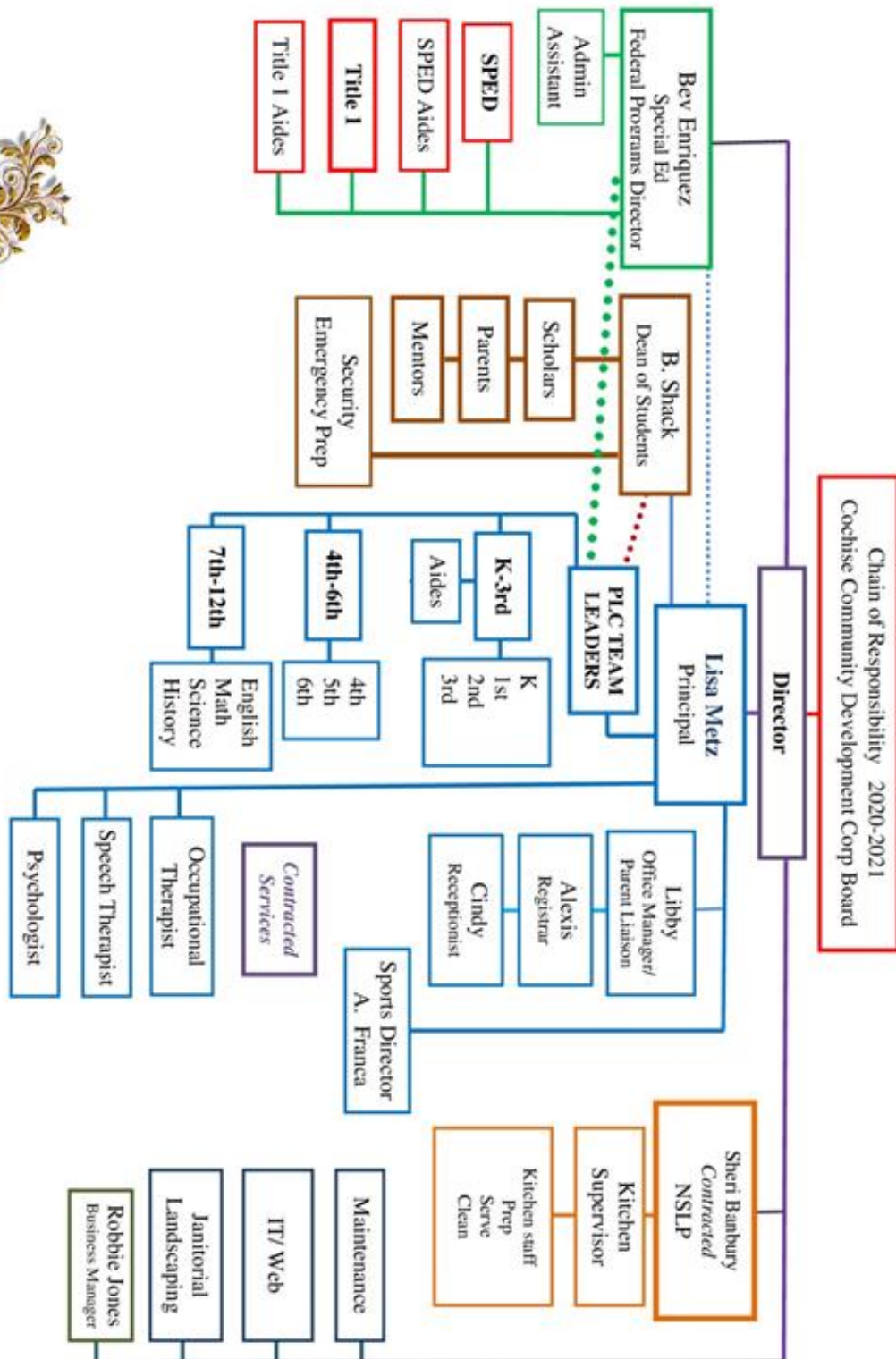
The Berean Employee Matrix

INFRACTIONS	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Not handling discipline in the classroom	Verbal warning	Written warning	Suspension w/o pay	
Not taking attendance	Warning	Verbal Warning	Written Warning	Suspension w/o pay
Not supervising students/leaving students unattended	Written warning	Suspension w/o pay	Termination	
Not turning in lesson plans	Verbal warning	Written warning	Suspension w/o pay	
Cursing in class or saying something offensive to student	Written warning	Suspension w/o pay	Termination	
Not getting along with peers or not participating in PLC	Verbal warning	Written warning	Suspension w/o pay	
Disrespecting authority	Warning	Written warning	Suspension w/o pay	
Misrepresenting* the school outside or inside of work	Warning	Written warning	Suspension w/o pay	
Breaking the law outside of work	Written warning	Termination		
Breaking the law inside of work	Termination, report to law enforcement and ADE			
Misappropriating money/embezzling money	Termination, report to law enforcement and ADE			
Defying a directive	Warning	Verbal warning	Written warning	
Mistreating a student verbally	Verbal and written warning	Suspension w/o pay	Suspension w/o pay. Possible Termination	
Mistreating a student physically	Termination, report to law enforcement and ADE			
Mistreating a parent or staff member	Written warning Possible Suspension w/o pay	Verbal warning	Written warning	
Working while under the influence of illicit drugs or prescriptions alcohol or effecting performance	Immediate Automatic Suspension w/o pay Possible Termination, report to law enforcement and ADE for Student endangerment			

The Berean Employee Matrix

INFRACTIONS	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Inappropriate conduct or relationship with a scholar	Case by case-suspension w/o pay Possible Criminal charges	Termination		
Having an inappropriate sexual relationship with a student	Termination, report to law enforcement and ADE Possible criminal charges			
Not turning in forms/papers on time	Warning	Verbal warning	Written warning	
Inappropriate social media posts related to school, parents or scholars	Written warning-postings removed	Suspension w/o pay	Termination	
Discourteous behavior at meetings, presentations, assemblies, workshops	Warning	Verbal warning	Written warning	
Chronic absences w/o physicians note	Warning-after the 5 th absence	Suspension without pay (7 days)	Termination	
Student uniform enforcement	Verbal warning	Written warning	Suspension w/o pay	
Infractions in non-negotiables	Warning	Verbal warning	Written warning	
Time off before/after break	Warning	Verbal warning	Written warning	
Changing or falsifying grades (dumbing down assignments)	Written warning	Suspension w/o pay	Termination	
Unprofessional hygiene/manner of conduct	Warning	Verbal warning	Written warning	Suspension w/o pay
Misrepresenting or making Berean Academy look bad because of what you said or did	Written warning	Suspension w/o pay	Termination	

All infractions must be documented by administration using evidence. It cannot be based on hearsay. If employee feels that he/she has been unjustly charged of an infraction, he/she may take it to the school board.



Mission Statement _____ **1020**

We are a collaborative academic community focused on scholar learning and achievement. We will set high expectations and provide each scholar with the essential tools to succeed.

Vision Statement _____ **1020**

Berean Academy is where scholars are valued for being an individual. We provide a safe, family-oriented environment, where we discipline and educate through Love and Logic. We value a high moral code and strive to be a thriving academic and extra curriculum community that fulfills the needs of all scholars.

Code of Ethics of the Education Profession _____ **1030**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of the freedom to learn and the responsibility to adhere to the highest ethical standards.

School Objectives _____ **1040**

Principle 1 – *Commitment to the Scholar*

The educator strives to help each scholar realize his or her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the scholar the educator:

- Shall not unreasonably restrain the scholar from independent action in the pursuit of learning.
- Shall not unreasonably deny the scholar’s access to varying points of view.
- Shall not deliberately suppress or distort subject matters relevant to the scholar’s progress.
- Shall make reasonable effort to protect the scholar from conditions harmful to learning or health and safety.
- Shall not intentionally expose the scholar to embarrassment or disparagement.
- Shall not base on race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural origin, unfairly:
 - Exclude scholars from participation in any program.
 - Deny benefits to any scholar.
 - Grant any advantage to any scholar.
- Shall not use professional relationships with scholars for private advantage.
- Shall not disclose information about scholars obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Shall not use profane, sexual, or provocative language.

Principle 2 – *Commitment to the Profession*

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall make every effort to:

- Raise professional standards,
- Promote a climate that encourages the exercise of professional judgment
- Achieve conditions that attract persons worthy of the trust to careers in education,
- Assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

- Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
- Shall not misrepresent his/her professional qualifications.
- Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
- Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- Shall not assist a non-educator in the unauthorized practice of teaching.
- Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Shall not knowingly make false or malicious statements about a colleague, scholar, or parent.
- Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.
- Berean Academy Mentor Responsibilities
- ARS 15-342 (11) It is the role of the teacher to promote a pupil to a grade or retain a pupil in a grade. Such a decision can only be overturned by the governing board.
- ARS 41-1758.03 Mentor who are arrested for or charged with any non-appealable offenses listed in this section, subsection B and who does not immediately report the arrest or charge to the principal is guilty of unprofessional conduct and shall be immediately dismissed from employment.
- All employees must adhere to the policy manual.

Continuity of Policies

1050

To preserve the ability to meet school needs under changing conditions, Berean Academy may modify, augment, delete or revoke any and all policies, procedures, practices, and statements contained in this manual at any time without **prior** notice.

Such changes shall be effective immediately upon approval of the Administration and Corporate Board unless otherwise stated.

Equal Opportunity

1060

Equal Opportunity is Berean Academy policy. It is our policy to select the best-qualified person for each position in the organization.

No employee of the school will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, genetic information, veteran status, ancestry, age, or physical or mental disability. No employee of the school will discriminate against any applicant or fellow employee because of the person's veteran status.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and forms for compensation or overtime.

Berean Academy provides equal opportunity to all applicants based on demonstrated ability, experience, training, and potential. Qualified persons are selected without prejudice or discrimination, as stated in the company's Equal Opportunity policies (1060).

The employment requisitions, initiated by The Admin Team, will define the job-related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications will be the basis for screening applications. The Admin Team will conduct structured initial interviews limited to job-related questions to assess the candidates' experience, demonstrated ability, and training. The candidate must work well under pressure, meet multiple and competing deadlines. The candidate shall, at all times demonstrate cooperative behavior with colleagues and the administration. The telephone may be used for these initial interviews.

Whenever possible, Candidates acceptable to the Administration **may be** interviewed by a selected Peer Board whose recommendation will weigh heavily in the employment process. (A separate section deals with their selection and the parameters of their responsibilities).

Before extending an employment offer and upon the applicant's prior agreement that inquiries may be made, at least two applicant references must be checked. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information. The reference data is used only as supplemental information for the hiring decision.

Prior to an offer of employment a criminal and a sexual predator background check will be made. The potential employee's social media will also be checked.

Prior to an offer of employment, the Administration will discuss the hiring with the Director. Upon the Director's approval, the Board will be provided with all pertinent information regarding the position and the potential hire. The Board will have three working days to raise any concerns or objections to the hiring.

Following employment, the information will be retained for five years before being destroyed.

After candidate interviews, verification of employment history, and reference inquiries, The Admin Team will confer with the Director to determine employment and if employment is to be offered, the Director may make the offer personally or may delegate the responsibility to The Admin Team. Employment Contracts are valid once they have been signed by the Director.

After the verbal offer has been made and the candidate has agreed to the essential terms of the offer [typically position, employee classification, salary, and starting date], a written offer will be prepared by The Admin Team and submitted to the candidate in person or by mail. The written offer will confirm the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer that will state as follows: "The above employment offer and agreement contains the terms of employment with Berea Academy and that there are no other terms expressed or implied and is subject to the Team Manual of Berea Academy. It is understood that employment is subject to verification of identity and employment eligibility and may be terminated by the Berean Academy at any time for any reason."

A Finger Print Clearance Card must be obtained from the State of Arizona, and a copy of the card must be in the Employee File (Business Office) and the Principal and the Principals Office prior to employment.

Employment may be made contingent upon fulfilling specific criteria:

e.g., "The undersigned accepts the related factors, such as obtaining a specific state or federal license or security clearance when appropriate or desirable."

Sexual Harassment

1080

Berean Academy will not allow any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Such conduct, when experienced or observed, should be reported immediately to the Principal. The Principal will conduct an investigation and will be required to report the findings to the Board. The privacy of the employee filing the report and the employee under investigation shall be respected at all times consistent with the obligation to conduct a fair and thorough investigation.

Any intentional sexual harassment is considered to be a major violation of school policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

It is the intent of Berean Academy to provide a work environment free from verbal, physical, and visual forms (e.g., signs, posters, or documents) of sexual harassment and an environment free of harassment, intimidation or coercion of any kind. All Employees are expected to be sensitive to the individual rights of their co-worker.

See the attached Cochise Community Development Corporation Sexual Harassment Policy.

Nothing contained in this section shall eliminate or modify the school's right to terminate any employee at any time for any reason.

Substance Abuse

1090

Berean Academy recognizes that individuals use substances such as alcohol and drugs, sometimes to the extent that their abilities and senses are impaired. Our position regarding substance abuse is the same whether alcohol, marijuana, illegal drugs, prescription drugs, or controlled substances are involved.

This policy is implemented because we believe that the impairment of any Berean Academy employee due to his or her use of "substances" is likely to result in the risk of injury to third parties, such as scholars or parents, other Employees, or the impaired employee. Moreover, substance abuse adversely affects employee morale and productivity.

Berean Academy is aware that substance abuse is a complex health problem that has both a physical impact and an emotional impact on the employee, his or her family, and social relationships. A substance abuser is a person who uses substances, as defined above, for non-medical reasons, and this use detrimentally affects job performance or interferes with normal social adjustments at work. Substance abuse is both a management and a medical problem.

"Impairment" or "being impaired" means that an employee's normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of school rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on school premises or in any Berean Academy classroom, parking lot, or storage area is prohibited. Violations are subject to severe disciplinary action. In all instances, disciplinary action to be administered shall be at the sole discretion and determination of the Administration.

Employees who are taking prescription drugs shall report this to the Principal/Dean of Students. This is for the protection of the employee and safety purposes in case of an adverse reaction to the

drug while at work, or so the employee is not falsely accused of taking an illegal substance. Employees cannot be impaired while at work.

When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, the school may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the Administration. If the Principal and Dean of Students suspect a substance abuse case, he should discuss the situation immediately with the Board. Because each case is usually different, the handling and referral of the case must be coordinated with the Board.

Any employee who acknowledges the need for help with a substance abuse problem will receive emotional support, but the school will not require that they get professional help. Should disciplinary action be pending against an employee who asks for help, the school will place the employee in a probationary status, assuming that the employee remains employed? Nonetheless, regular disciplinary action will proceed. If the employee is terminated, the school will be unable to continue any program. Voluntary, successful participation in recovery or rehabilitative program by an employee may be a mitigating factor in any disciplinary action, depending on the facts and circumstances of each case. In some cases, disciplinary action may be suspended, or the employee placed on probation pending successful completion of a recovery program at the employee's expense.

Employees who are placed on a rehabilitation program because of performance or behavior problems due to substance abuse are subject to dismissal for failure to complete the program or change their performance or behavior.

Applicants who have a history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

We have a "No Alcohol" policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on Berean Academy premises at any time. Alcoholic beverages have no part in and shall not be used in conjunction with any school business meeting.

Social activities held off-premises and paid for on a personal basis are not affected by this policy.

The school is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the school shall maintain employee medical and personal information in confidence and release this information to authorized school personnel on a "need to know" basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to the school to designated persons or agencies.

Nothing contained in this section shall eliminate or modify the school's right to terminate any employee at any time for any reason.

Smoking

1100

No smoking will be allowed in the school area at any time. This policy is for the health and safety of all scholars and employees. Your cooperation is requested, as this policy must be rigidly enforced to comply with the school health and safety requirements and to maintain proper insurance coverage for our buildings.

Positions within the school are generally designed to require full-time employees. In certain functions and during some seasons, work schedules and school needs may require the services of other than full-time employees. There are three classifications of employees at Berean Academy:

Full-time - an employee hired for an indefinite period in a position for which the normal work schedule is 40 hours per week. Full-time employees are entitled to Benefits as outlined in this Manual. This includes salaried employees. This does not include long-term subs, who are on a daily rate.

Part-time - an employee hired for an indefinite period in a position for which the normal work schedule is **30 (thirty) hours or less per week.**

Temporary - an employee hired for a position for which the scheduled work week can range from less than 20 to 40 hours, but the position is required for only a specific, known duration, usually less than six months. Temporary employees do not qualify for regular school benefits. This is the status for a Long-Term sub.

Provisions in the Fair Labor Standards Act divide all employees into two categories, exempt and non-exempt, concerning eligibility for overtime pay. They shall be defined as:

Exempt — an employee considered to be managerial, administrative, or professional.

Non-Exempt — an employee who devotes most of his or her hours in activities that are not managerial, administrative, or professional.

If you are uncertain as to your status, please contact the **Principal**.

Employee Safety

Berean Academy strives to provide its employees with a safe and healthy work environment. To accomplish this goal, both administration and faculty must diligently undertake efforts to promote safety.

The school, through its Administrative personnel, shall develop and implement safety rules and regulations. This process will be ongoing and will require periodic safety audits. Safety audits will be undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthy. The school shall also undertake the responsibility to educate employees as to hazards of the workplace and to train employees as to such hazards and the proper and safe method to perform job tasks.

Employees shall devote their full-time skill and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment. Employees will follow all safety rules and regulations at all times. This includes following the recommendations of the use of devices or equipment, attendance at all training sessions related to employee's job description, and following the directions of warning signs, commands, or directions of supervisory personnel.

Finally, all job-related injuries or illnesses are to be reported to the Principal and H.R. immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject Berean Academy to fines and penalties.

Safety rules and regulations will be issued or modified from time to time and shall be effective immediately. Rules and regulations will be distributed to employees and posted on the employee bulletin board. Safety first!

See attached: Berean Academy Preparedness Plan and Lockdown Procedures.

Reinstatement **1140**

Layoff/Reduction in Force (RIF) — Employees who are terminated because of reduction in workforce will maintain their original anniversary date for seniority purposes if they are re-employed by Berean Academy within one year after the date of termination.

Voluntary Resignation — Employees who are re-employed by the school after termination will lose their original anniversary date for all purposes and be assigned a new date corresponding to their first day on the job after re-employment.

New Hire **1150**

The **Business Manager** is responsible for having the new employee's picture taken for the school identification card, set up an email account, ensure the new employee fills out all pre-employment forms (including but not limited to: I-9, W-2, A-4), benefit applications and will provide basic information on pay and leave policies, benefits, parking situations, and working hours, prior to the employee's first day of work.

Rehire **1160**

Applications received from former employees will be processed using the same procedures and standards that govern all direct applications. Administration will review the former employee's performance records and the circumstances surrounding the termination of previous employment with the school. This information will be provided to the staff responsible for screening and interviewing applicants. Berean Academy is under no obligation to rehire former employees.

Relatives **1170**

Berean Academy permits the hiring of relatives of current employees if the applicant is qualified and selected by the Board. The primary consideration for placement is the proximity of the relatives' work areas to each other. Only in extraordinary circumstances, with administrative approval, should a relative directly or indirectly supervise an employee. A relative is defined as any person related to the employee by blood, marriage, or adoption in the following degrees: spouse, parent, child, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, and first cousin.

Return to Work after Serious Injury or Illness **1180**

As joint protection to the employee and the school, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two consecutive weeks or one which may limit the employee's future performance of regular duties or assignments.

Berean Academy administration shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the administration would make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

Performance improvement may be suggested whenever school administration believes that an employee's performance is less than satisfactory and can be resolved through adequate corrective action. Corrective action is completely at the discretion of school administration. The school desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the school's best interests. The school expressly reserves the right to discharge "at will." Even if corrective action is implemented, it may be terminated at any step at the discretion of the Admin Team. The Admin team, in its sole discretion, may warn, reassign, suspend, or discharge any employee at will, whichever it chooses and at any time.

The Admin Team will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

Verbal Corrective Action — as the first step in correcting unacceptable performance or behavior, The Admin Team will review pertinent job requirements with the employee to ensure his or her understanding of them. The Admin Team will consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. Stating that a written warning, probation, or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The Admin Team will document the verbal corrective action for future reference immediately following the review. The Admin Team may issue a written memo to the employee as part of documenting the procedure.

Written Corrective Action — if the unacceptable performance or behavior continues, the next step should be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal corrective action. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both may result if the improvement is not observed. Written corrective action becomes part of the employee's personnel file, although The Admin Team may direct that the written warning be removed after a period of time, under appropriate circumstances.

The employee must sign the Corrective Action Statement stating that they understand the issues and received a copy.

Written Corrective Action will result in the Employee being placed in a Probationary Status.

Probation/Improvement Plan — Probation/Improvement Plan is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The Admin Team after review of the employee's corrective action documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 90 days, depending on the circumstances. A written probationary notice to the employee is prepared by The Admin Team.

The letter and/or plan will include a statement of the following:

- * The specific unsatisfactory situation;
- * A review of oral and written warnings;
- * The length of probation;
- * The specific behavior modification or acceptable level of performance;
- * Suggestions for improvement;
- * A scheduled corrective action session or sessions during the probationary period; and

- * A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. “Further action” may include, but is not limited to reassignment, reduction in pay, grade, or demotion.

The Admin Team will personally meet with the employee to discuss the probationary letter/Improvement Plan and answer any questions. The employee should acknowledge receipt by signing the letter or plan. If the employee should refuse to sign, The Admin Team may sign attesting that it was delivered to the employee and identify the date of delivery. The probationary letter becomes part of the employee’s personnel file.

On the defined probation corrective action date or dates, the employee and The Admin Team will meet to review the employee’s progress in correcting the problem, which led to the probation. Brief written summaries of these meetings will be prepared with copies provided to the employee and placed in their personnel file.

After the probationary period, The Admin Team will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation, or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee will be cautioned that any future recurrence may result in further disciplinary action.

Suspension — a one to three-day suspension without pay may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved. A suspension may also be warranted when scholar or employee safety, welfare, or morale may be adversely affected if a suspension is not imposed.

Also, and with prior approval of The Admin Team, suspension without pay for up to three consecutive working days may be imposed for such proven misconduct as an intentional violation of safety rules, fighting, or drinking alcohol on the job. These examples do not limit the administration’s use of suspension with or without pay in other appropriate circumstances, such as the need to investigate a serious incident. In implementing a suspension, a written corrective action report should set forth the circumstances justifying the suspension. Such a report shall become part of the employee’s personnel file.

Involuntary Termination — the involuntary terminations notice is prepared by The Admin Team with the concurrence of, and review by, the School Board. The employee is notified of the termination by The Admin Team and will be directed to report to the office for debriefing and completion of termination documentation.

The following definitions and classification of violations, for which corrective action, performance improvement, or other disciplinary action may be taken, are merely illustrative and not limited to these examples. A particular violation may be major or minor, depending on the surrounding facts or circumstances.

Minor violations — less serious violations include those that have some effect on the continuity, efficiency of work, safety, and harmony within the school. They will be referred to Admin for corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples of minor violations:

- * Excessive tardiness;
- * Unsatisfactory job performance;
- * Interfering with another employee’s job performance;
- * Excessive absenteeism;
- * Failure to observe working hours, such as the schedule of starting time, quitting time, rest and meal periods;

- * Performing unauthorized personal work on school time;
- * Unauthorized use of the company telephone or equipment for personal business.

Major Violations — these more serious violations would include any deliberate or willful infraction of school rules and may preclude continued employment of an employee. Here are some examples of major violations:

- * Fighting on school premises;
- * Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
- * Any act which might endanger the safety or lives of others;
- * Failure to notify Front Desk Personnel and sign out when leaving the school grounds during work hours.
- * Bringing firearms or weapons onto the school premises;
- * Deliberately stealing, destroying, abusing, or damaging school property, tools, or equipment, or the property of another employee or visitor;
- * Disclosure of confidential school information or trade secrets to unauthorized persons;
- * Willfully disregarding school policies or procedures;
- * Willfully falsifying any school records; or
- * Failing to report to work without excuse or approval of administration for three consecutive days.
- * Failing to behave respectfully with parents, other scholars, or colleagues including using inappropriate tones or sarcasm
- * Using social media to bring about a negative image of the school

Termination

1200

Terminations are to be treated in a confidential, professional manner by all concerned. The Administration will assure thorough, consistent, and evenhanded termination procedures.

Terminating employees are entitled to receive all earned pay.

Employment with Berean Academy is normally terminated through one of the following actions:

Resignation — voluntary termination by the employee;

Dismissal — involuntary termination for substandard performance or misconduct; or

Layoff/Reduction in Force (RIF) — termination due to the reduction of the workforce or elimination of a position

Resignation

An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time. If an employee resigns to join another school, if there is any other conflict of interest, or if the employee refuses to reveal the circumstances of his or her resignation and the future employer, The Admin Team may require the employee to leave the school immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice. When immediate voluntary termination occurs for the above reasons, the employee will receive pay "in lieu of notice," the maximum being two weeks of pay based upon a 40-hour work week at the employee's straight-time rate or salary.

Dismissal

Substandard Performance — an employee may be discharged if his or her performance is unacceptable. The Admin Team should have counseled the employee concerning performance deficiencies, provided direction for improvement and warned the employee of possible termination if performance did not improve within a defined period of time. The Admin Team is expected to be alert to any underlying reasons for performance deficiencies such as personal problems or substance abuse (1090). Documentation to be prepared by The Admin Team shall include the reason for separation, performance history, corrective efforts are taken, alternatives explored, and any additional pertinent information. **See Section 1190**

Misconduct — any employee found to be engaged in activities such as, but not limited to, theft of school property, insubordination, sexual/physical/verbal abuse, conflict of interest, or any other activities showing willful disregard of school interests or policies, will be terminated immediately. Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be allowed.

Layoff/Reduction in Force (RIF)

When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

- 1) School work requirements;
- 2) Employee's abilities, experience, and skill;
- 3) Employee's potential for reassignment within the school; and
- 4) Length of service.

The Admin Team will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff. Such as the effect the layoff will have on his or her anniversary date at the time of call-back- the procedure to be followed if time off to seek other employment is granted - and the school's role in assisting employees in finding other work. The employee and The Admin Team will follow the procedures below:

The employee will receive at least two weeks advance notice of the termination date.

On the final day of employment, The Admin Team must receive all keys, ID cards, and school property from the employee.

The Administrator shall conduct an exit interview with the employee.

The employee will pick up his or her final payroll check from the Administrator at the time of the exit interview. The final check shall include all earned pay and any expenses due to the employee.

Employment Disputes

1210

Any dispute or claim that arises out of or that relates to employment with Berean Academy, or that arises out of or that is based on the employment relationship (including any wage claim, any claim for wrongful termination, or any claim based on any employment discrimination or civil rights statute, regulation or law), including tort or harassment claims (except a tort that is a "compensable injury" under workers' compensation law), shall be resolved by arbitration in accordance with the then effective commercial arbitration rules of the American Arbitration Association by filing a claim in accordance with the filing rules of the American Arbitration Association, and judgment on the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.

Compensation

Equal Pay

2010

Berean Academy will not pay wages to any employee at a rate less than the school pays employees of the opposite sex for work that is substantially equivalent, requiring comparable skills.

This policy is to be construed in accordance with applicable federal and state laws and regulations.

Job Descriptions

2020

The purpose of job descriptions at Berean Academy is to define the duties and set requirements for filling the job. Within two months after every employee has filled a position, a personalized job description detailing the unique features of the job and establishing the employee's job objectives will be prepared by the Administration using input from the employee. The previous job description will be used as a model for defining the present employee's position. The Administration shall review an employee's job description when he or she requests it.

All job descriptions shall include the following information:

- 1) Title of position;
- 2) An assigned organizational unit (e.g., administration, teaching, custodial);
- 3) Job summary or overview;
- 4) Position qualifications (essential qualifications including job experience, skills, and education); and
- 5) Major duties and responsibilities.

These position descriptions are used to compare our positions with the positions of other schools for salary surveys. Position descriptions are also one of the factors used in setting the pay scale of positions within our school.

Administration shall review all position descriptions annually to ensure equity and consistency within and across job families and functional lines.

Workday, Payday, and Pay Advances

2030-2050

Workday

2030

Instructional staff's workday is 30 minutes before school starts and 30 minutes after school ends. Specific workday and work week hours for each employee will be determined from time to time by the Administration based on the operational needs of the school, contract/employee status (hourly vs. salary).

Berean Academy will attempt to notify employees of any changes in work days or work week hours two weeks in advance of the effective date of any such change.

Hourly employees must adhere to the number of hours they have been given to work per day or week. For example, if they have been given 7.5 hours per day to work, they must work ONLY 7.5 hours a day. They can take an hour lunch break plus a break to ensure that they work only 7.5 hours a day.

However, the nature of our business sometimes demands work day or workweek hours different from those set forth above. Variation to the schedule will be made or approved by the administration.

Payday

2040

The school payday is the 5th and 20th of each month. For paydays that fall during the weekend, checks will be distributed on the Friday prior to the payday. If a scheduled holiday falls on the 5th or 20th, employees will receive their payroll check on the last workday prior to the holiday.

Pay Advances

2050

Berean Academy cannot grant pay advances in accordance with the state law.

Overtime Compensation

2060

Non-exempt salaried employees will be paid at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one work week. Salaried employees are not paid for any time over 40 hours since it is part of their contractual obligation.

Overtime is never at the employee's discretion. The Principal shall ensure that no unauthorized overtime hours are worked.

Meal and Rest Periods

2070

Meal Period — the required lunch period for all employees is at least 30 minutes. It may be taken at any time between 10:00 AM and 1:30 PM with the approval of The Admin Team, or during Mentor planning period.

Rest Period — each employee is allowed two paid 10-minute rest periods, one for every four hours worked. For every two hours of overtime worked, an additional 10-minute rest period is allowed.

Performance Review and Salary Merit Increases in 2080

Berean Academy has adopted management by an objective approach to performance evaluation. Each employee is given the opportunity to set individual written goals. He or she will be evaluated based on how well these goals have been met. **Performance Reviews will be conducted every semester.**

It is The Admin Team's responsibility to develop and maintain a work environment in which employees can openly discuss performance and develop plans. The employee, as well as The Admin Team, is to bring the following to the review meeting:

- * A summary statement of the progress made toward meeting his or her employment goals;
- * Examples of job-related areas demonstrating greatest strengths and identifying areas where additional training is needed;
- * An outline of job-related tasks in which the employee can participate to improve performance;
- * A recommendation of job responsibilities and goals to be established.
- * A summary of overall employee performance.

The Non-Negotiables, Evaluations and 301 Rubric serves as a planning tool by which Mentors and The Admin Team set forth specific examples of job performance. The Non-Negotiables, Evaluations, and 301 Rubric is used to evaluate overall employee performance. The Admin Team is responsible for establishing a relaxed atmosphere at the performance review and encouraging two-way communication. The discussion should be conducted positively, in complete privacy, and with no interruptions. The Admin Team shall verify that the employee is familiar with his or her job duties, previous goals, and the appraisal criteria or factors. At the conclusion of the performance appraisal, the employee will be requested to sign the appraisal verifying that he or she participated in the evaluation. The employee should be encouraged to submit comments about the appraisal that will become part of the record. A date for the next appraisal shall be agreed upon and noted on the appraisal form. The employee must be given a signed copy of the appraisal. The appraisal is then submitted for review by the School Board.

Berean Academy believes that pay increases should be related to an employee's performance. Following performance reviews, The Admin Team will rank the employee's performance according to his or her relative level of contribution to the school. Factors will include how well the employee

has met the objectives agreed upon in the last review, whether it is the initial meeting or the following six-month review; and the employee's level of contribution to the success of the school relative to other Mentors. The Admin Team will rank all Mentors in one of four groupings:

Ineffective = 0 Developing = 1 Effective = 2 Highly Effective = 3

The Admin Team may forward a merit increase recommendation with the appraisal to the School Board. Merit increases in pay are neither automatic nor periodic. They are reserved for Mentors who show skills improvement and higher than average performance. Information about rates of pay and merit increases in pay, if any, are deemed to be confidential matters between the school and each employee and are not to be discussed among employees.

Employees may be placed on an Improvement Plan for three months to a year. The Improvement Plan is designed to provide the employee with supports and periodic reviews in which to prove that he/she is improving his/her deficiencies. The Admin Team is responsible for issuing the Improvement Plan, as well as reviewing the plan as needed.

Discussing these matters among fellow Employees may result in termination.

Salary Administration

2090

It is Berean Academy policy to award annual merit increases to employees for their dedication to the growth of the school, on their skills, improvement, and outstanding performance. Every employee is eligible for a merit increase. However, merit increases are not automatic. Following the employee's performance review, The Admin Team will rank the employee's performance according to his or her relative level of contribution to the school and academic improvement. Factors will include, without limitation, how well the employee has met the objectives agreed upon in the last review and the employee's level of contribution to the success of their class relative to other employees. Employees will be ranked as 1) Ineffective; 2) Developing; 3) Effective, and 4) Highly Effective. The Administrator will forward a merit increase recommendation to the School Board for approval. The salary increase is also dependent on budgetary constraints for the following school year.

Payroll Deductions

2100

The following mandatory deductions will be made from every employee's gross wages: federal income tax, Social Security FICA tax, and applicable city and state taxes.

Every employee must fill out and sign a W-4, an A-4, and I-9 forms before his or her first day on the job. These forms must be completed in accordance with federal regulations. The employee may fill out new forms at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption from Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Other optional deductions include the portion of group health insurance not paid by the school, which is deducted from each payroll check. Other voluntary contributions, such as credit union and pension plan, are also deducted each pay period.

Every employee will receive an annual Wage and Tax Statement, IRS Form W-2, for the preceding year on or before January 31. Any employee, who believes that his or her deductions are incorrect for any pay period, should check with the administration immediately.

Insurance**3010**

Berean Academy recognizes the needs of employees for financial protection in the event of illness or injuries that result in medical expense and loss of income. Providing adequate, cost-effective medical, dental, vision, and life insurance protection is a concern of the school.

Full-time employees are eligible for medical insurance under the policy chosen by Berean Academy. Employees may be eligible for insurance after thirty days from their date of hire and are not retroactive. Coverage is effective the first month following the thirty-day wait period. An employee who does not elect coverage at hire or eligibility may elect participation only during an open enrollment period. Berean Academy shall offer an open enrollment annually. The employee may elect family, couple, and employee with children, or a single plan coverage and contribute toward the premium cost of medical insurance through payroll deduction.

Berean Academy will continue to pay its portion of the premium for an employee who is not in active pay status, but on a family/medical leave at the discretion of the Governing Board. The employee is required to pay his/her portion of the premium by the first of each month. An employee for whom Berean Academy maintains health care during a family/medical leave and who do not return to work at the end of the leave may be required to repay Berean Academy the amount it paid to maintain the coverage during the family/medical leave, at the discretion of the Governing Board.

Employee-paid health insurance will not be provided to employees on an unpaid leave of absence for any reason that does not qualify for family/medical leave, but must also go through the process. An employee who is not on active pay status as of the first of a month following thirty (30) days of paid leave will be required to pay the full premium to maintain full coverage. The full premium will need to be received by Berean Academy by the first of the month is to be continued. If the premium is not received, health insurance benefits will terminate but may be extended under the insurance company for the time allowed by law.

Berean Academy provides a fully paid life insurance policy to each full-time employee in the amount of \$15,000.00. Life insurance benefits will be maintained during a family/medical leave. They will also be maintained during other unpaid leaves. Additional life insurance may be purchased at the employee's expense.

Berean Academy provides eleven (11) paid holidays each year. We are closed on these days:

January 1*	New Year’s Day	<p><i>July 4th</i> (other than teaching staff) The week day or after the 4th of July will also be a holiday (i.e. Monday the 4th and Tuesday the 5th...or Friday the 4th and Thursday the 3rd...or Saturday the 4th and Friday the 3rd...or Sunday the 4th and Monday the 5th.)</p>
January	Martin Luther King Jr	
February	President’s Day	
May	Memorial Day	
July	Independence Day	
September	Labor Day	
October	Columbus Day	
November	Veterans Day	
November	Thanksgiving Day	
December	24th**	
December	25th*	
December	31st**	

- * If these holidays fall on Saturday, the proceeding Friday will be a holiday. If they fall on Sunday, the following Monday will be a holiday.
- ** If these holidays fall on weekends, one-half day off will be observed on the last workday proceeding the holiday.

Eligibility for Holiday Pay

Employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days was excused with pay (e.g., personal and sick leave). Only regular full-time employees are eligible for full holiday pay. Temporary employees are not eligible for holiday pay.

Part-time employees are entitled to an equal number of school holidays, but they shall receive pay for only the number of hours they would have regularly worked. Scheduled work on holidays is discouraged since the school sees the purpose of holidays as a provision for employee relaxation. If an employee is required to work on a scheduled holiday, the employee will be paid for hours worked at his or her regular pay in addition to holiday pay.

If a designated holiday falls within an employee’s vacation period, the holiday is not considered a vacation day. Employees may take religious holidays not designated as a company holiday either as a floating holiday or without pay. Prior approval in advance must be obtained from the employee’s supervisor/manager.

Sick or Personal Leave

Personal Leave cannot be taken during the Orientation/Training Period (one week prior to the first day of Classes), the first thirty days or the last 30 days of the 147

Contract days, In-Service Training Days, or during Testing. Absence during these days will result in a loss of pay.

An excess of 10 absences or tardies during a contract year may result in termination.

Sick leave is earned on the last workday of the month for all employees on active pay status that day. An employee beginning employment earns the entire 40 hours of sick or personal leave, regardless of when he or she starts work. An employee who is on leave of absence does not earn sick leave.

If it is necessary for an employee to request sick or personal leave in excess of the amount earned, the employee's The Admin Team has the authority to approve up to 40 hours in excess of the accrued amount. The dollar equivalent of sick or personal leave owed to the school will be deducted from the employee's paycheck.

Employees must contact their supervisor/manager when sick or personal leave is needed. It remains the employee's responsibility to keep the supervisor/manager informed as to his or her condition and when he or she will return to work. A medical statement from the employee's doctor may be requested by the company when an employee is absent from work for more than five working days.

Any full-time employee who does not use their annual sick/personal leave will be paid \$75 per each day of unused leave, not to exceed five days, after the final paycheck of the fiscal year. Hourly employees are not eligible. Only full-time employees are eligible.

Leave of Absence and Military Leave

3040

Leave of absence is time off in a non-pay status. An employee must submit a request for leave of absence in writing to his or her The Admin Team. The Admin Team will forward the request for final approval to the Administrator accompanied by The Admin Team's recommendation. The employee is expected to request a leave of absence with as much advance notice as possible. Leaves of absence will not be granted for periods less than five days in duration. Personal or sick leave should be used for such absences.

The reason for leave should fall into one of the following categories:

- 1) Medical (including pregnancy-related)
- 2) Military
- 3) Personal

The employee has the responsibility to keep the Administration advised of the leave situation and to contact his or her The Admin Team at least two weeks before the expiration of the approved leave to discuss the return to work.

The school will make a reasonable effort, consistent with the school's needs, to reinstate an employee to the same position he or she previously occupied, or to a similar position, following a leave. However, when leave is over, the school cannot guarantee that the same or a similar position will be available at the time an employee desires to return to work, or thereafter. If this situation occurs, the school reserves the right to offer the employee a lower-level position, if one is available at the appropriate salary for such a position.

An exception to this rule occurs when an employee is guaranteed re-employment rights under federal or state laws.

How to Determine Benefits

Holidays — to be paid for a holiday, an employee must be in active pay status the day before and the day after the holiday. Employees who are not salaried are not eligible to receive payment for any holiday during the leave period. Long-term subs are not eligible. Hourly employees are not eligible. Only full-time employees are eligible.

Vacation — No vacation hours are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned vacation before beginning leave of absence. Employees requesting a personal leave of absence must use all earned vacation before beginning leave of absence. Long-term subs are not eligible. Hourly employees are not eligible. Only full-time employees are eligible.

Sick or Personal — No sick or personal hours are accumulated during the leave period. Long-term subs are not eligible. Hourly employees are not eligible. Only full-time employees are eligible.

Insurance — the school will continue the employee's insurance benefits on leave of absence approved for medical reasons only. In the case of military leaves, insurance benefits will be continued for up to ten working days per year, starting with the day military leave begins.

Notwithstanding the above, an employee on leave of absence who fails to return to work will be terminated effective his or her last day of work or paid leave (sick or personal), whichever is later.

It is Berean Academy policy to support the United States, and in that regard, those of its employees who are members of the armed forces or military reserves. The school will grant such unpaid leave as may be required to enable its employees to comply with required reservist activities.

Such leaves will be granted in accordance with applicable laws and regulations of the United States, and such laws and regulations will control such matters as re-employment or continuation of benefits. Long-term subs are not eligible. Hourly employees are not eligible. Only full-time employees are eligible.

Medical Leave of Absence

3050

Upon written application by an employee who has at least 12 months of continuous service with the school, Berean Academy will grant to the employee for an appropriate period of time a leave of absence without pay for illness or pregnancy subject to the requirements set forth below. The school reserves the right to request a certificate or statement from the employee's physician establishing the employee's physical need for the leave of absence. An employee returning to work from a leave of absence in the case of illness or pregnancy will present a certificate or statement from the employee's physician indicating that the employee is able to return to work.

An employee need not apply for an illness or pregnancy leave of absence if the absence did not exceed five working days. However, the employee must notify The Admin Team no later than the day of such absence.

The following requirements will apply to employees on all types of leaves of absence:

- * An employee on any leave of absence shall not return to work prior to the expiration of his or her leave without the prior written consent of the school.
- * An employee who does not return to work at the end of his or her leave of absence will be considered to have voluntarily resigned from employment with Berean Academy.
- * If an employee returns to work within eight weeks after the leave of absence begins, the school will return the employee to employee's previous job, if the job exists and if the employee remains qualified and able to perform the work in such job.
- * If an employee returns to work more than eight weeks after the leave of absence begins, the school shall not be required to return the employee to any job within the school.
- * An employee who accepts other employment while on any leave will be deemed to have voluntarily resigned his or her employment with the school.
- * Group insurance participation for employees on a leave of absence will continue during the leave but will terminate the first day after the day on which the leave of absence ends, but in no event later than eight weeks following the date of commencement of the leave, if the employee has not returned to full-time employment by that date.
- * The time that an employee is on leave of absence will be counted as time worked for determining whether or not the employee is entitled to other school benefits, subject, of course, to the specific provisions of any health insurance policy, retirement plan or another benefit package. Similarly, an employee's length of service will continue to increase while the employee is on leave of absence.

Family Leave

3060

The school provides unpaid family medical leave for up to twelve weeks within two years subject to the following terms and conditions. For purposes of this policy, a “year” is determined by looking back twelve months from the date the leave is requested to determine how much leave has been taken in that period.

Employees taking a family medical leave of absence shall make a reasonable effort to schedule medical treatment or supervision to minimize any disruption to school operations. If a serious health condition is anticipated, the employee shall provide at least 30 days written the notice, prior to taking leave, explaining the reason for the leave. If an unexpected serious health condition occurs, the employee should make an oral request for leave at least three days prior to the leave.

For this policy, “serious health condition” means:

- * An illness of a child of the employee requiring home care; or
- * An injury, disease or condition that according to the medical judgment of the treating physician:
 - 1) Poses an eminent danger of death;
 - 2) The terminal in prognosis with a reasonable possibility of death in the near future; or
 - 3) Any medical or physical condition is requiring constant care.

Berean Academy may require certification from a health care provider as to the need for the leave. Employees may choose to use accumulated personal or sick leave time. For any serious health condition that is not life-threatening or terminal, no family medical leave is allowed during any period when another family member is taking family medical leave or is otherwise available to care for the family member.

During the leave, the regular position of the employee shall be considered vacant for the period of the leave, and the employee will not be removed or discharged because of the leave. Benefits do not continue or accrue during the leave period. However, the school will continue health care coverage for the employee during the leave.

At the conclusion of the leave period, the employee shall be restored to his/her former position or an equivalent job without loss of seniority or service credits accruing under any benefit plan as of the date the leave commenced. If the school is unable to restore the employee to his/her former job or an equivalent due to the school’s circumstances, the employee shall be reinstated to any position that is available and suitable. The school is not required to discharge any other employee to reinstate the employee.

Family leave provisions do not apply to employees who have not worked at least one year and who have not worked at least 1,250 hours, or 25 hours a week, in the previous twelve months.

Parental Leave

3070

Berean Academy shall provide unpaid parental leave for its employees. Employees seeking parental leave shall provide a request in writing at least 30 days in advance of the anticipated date of delivery or adoption if the necessity for the leave is foreseeable. The notice shall be binding upon the parents unless:

- * The birth is premature;
- * The mother is incapacitated due to the birth such that she is unable to care for the child;
- * The employee takes physical custody of a newly adopted child at an unanticipated time and is unable to give 30 days’ advance written notice; or in cases of premature birth, incapacity or unanticipated taking of physical custody of an adopted child, employee shall give the school written notice of the revised dates of parental leave within 7 days following the birth or taking of custody.

Berean Academy may require certification from a health care provider as to the need for the leave. Employees may choose to use accumulated personal or sick leave time. Any parental leave shall not exceed twelve weeks in length and shall consist of all or part of the time between the birth of the employee's infant and the time the infant reaches twelve weeks of age, or in the case of a premature infant, until the infant has reached the developmental stage equivalent to twelve weeks as determined by an attending physician or all or part of the twelve week period following the date an adoptive parent takes physical custody of a newly adopted child under six years of age. The school will not grant parental leave if the effect would be to enable the employee and the other parent of the child, if employed by Berean Academy, parental leave totaling more than the time set forth above or to grant any parental leave for any period of time in which the child's other parent is also taking parental leave from employment.

Employees seeking parental leave may also utilize any accrued personal or sick leave subject to the other terms and conditions of this policy manual.

Pregnant Employees **3080**

In addition to the family leave policy, pregnant employees may request, if reasonably necessary, a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy. Berean Academy may require a medical opinion regarding the need for transfer.

Pregnant employees may also take a leave of absence because of pregnancy for a reasonable period if the leave is reasonably necessary, the employee requests the leave in writing, and the school can reasonably accommodate the request. Pregnant employees may also use any accrued personal or sick leave.

Upon return, any pregnant employee shall be entitled to any seniority, vacation credits, or other benefits, which have accrued as of the date of the leave and were not used in conjunction with the leave. No employee benefits accrue during the leave. Upon return, the school will endeavor to return the employee to her former job or its equivalent.

If the school's circumstances have so changed that the employee cannot be reinstated to their former position or an equivalent position, the employee shall be reinstated to any position which is available and suitable. However, the school is not required to discharge any employee to reinstate the employee to any other job other than her former job. If any issue arises as to the employee's physical capacity to return to work, the school may request a medical opinion.

Bereavement Leave **3090**

The school will provide time off for employees to attend the funerals of immediate family members. The Admin Team will approve whatever period is necessary and appropriate under the circumstances.

If the conditions warrant and The Admin Team agree, paid leave will be granted, but the amount of paid leave time will not exceed three days at regular straight-time wages. Such leave is in addition to all other paid personal or sick leave.

Typically, paid leave is reserved for the death of immediate family members:

Spouse	Grandparent	Father-in-law
Parent	Brother	Sister
Child or Stepchild	Grandchild	Mother-in-law

Jury Duty **3100**

Time off for mandatory jury duty or court appearances required as a result of a valid subpoena or court order is excused and paid at full salary, provided that the employee's supervisor verifies proof of duty.

There will be no adjustment in the employee's salary for receipt of jury duty pay, witness fees, or expenses. The employee is expected to report for work when it does not conflict with court obligations.

It is the employee's responsibility to keep his/her The Admin Team periodically informed about the amount of time required for jury duty or court appearances.

Voting **3110**

Berean Academy encourages all employees to vote. Employees are encouraged to take advantage of polling hours prior to the beginning or following the end of your workday. If this cannot be arranged, The Admin Team will approve time off to vote either at the beginning or end of your workday, provided that you give at least one day's notice.

Employee-Incurred Expenses and Reimbursement **3120**

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedures have been established:

- * All expenditures are to be approved in advance by the employee's The Admin Team unless circumstances prevent advance approval.
- * A receipt or evidence of expenditure must accompany all business-related expenditures to receive reimbursement.
- * All items purchased or charged by the employee are to be itemized on the approved company "Check Request." All portions of the request must be filled out, and the necessity and purpose of the expenditure must be explained in sufficient detail.
- * "Check Request" must be signed and dated by the employee and initialed by The Admin Team showing approval. Reports are due in the school office within seven days of the expenditure. Reimbursement will be made by the fifth working day of the month following submittal of the expense report.

Mileage Reimbursement **3130**

For the convenience of the employee, when he or she desires to use his or her vehicle for preauthorized school business, all employees of Berean Academy shall be reimbursed for school-related business travel at the rate of .46 cents per mile (2019) or as required by law).

Travel expenses between your home and your assigned work location are not reimbursable. If an employee is required to travel from home directly to a third location on school business and then to work, the school will reimburse the employee for the difference between the mileage the employee normally drives to work and the total miles driven for school purposes.

Requests for reimbursement of school-related travel will be submitted to The Admin Team for approval on a standard school expense report. Reimbursement requests will include the following:

- * Date of travel
- * Beginning and ending odometer readings for each trip
- * Travel destination
- * Number of miles traveled on school business
- * The reason for school travel

The expense report must be signed and dated by the employee and initialed by The Admin Team. The reports must be submitted to accounting and will be processed according to the policy, *Employee-Incurred Expenses, and Reimbursement* (3120).

The employee, in using his or her vehicle for school purposes, assumes liability for his or her vehicle. All employees who desire to use their vehicles for school business must sign statements

verifying that they have a current driver's license and vehicle liability insurance in at least the minimum amounts required by state law.

Travel Reimbursement

3140

All school travel, conference, and meeting expenses must serve the objectives of the school. In preparing for school travel, prior approval must be obtained from The Admin Team by submitting a travel approval request memo detailing the itinerary, estimated cost, and business purpose of travel. Upon receiving approval from The Admin Team, contact the Business Manager to book accommodations. If air travel is required, the office will make flight reservations. All personnel will travel economy class unless extenuating circumstances require first-class travel.

If the school does not pay expenses, lodging expenses will be reimbursed at actual cost. Unless special circumstances dictate otherwise, mid-price lodging facilities will be selected. Expenses for a non-employee are not reimbursable. Exceptions include meals for a customer or business associate when discussing business or for other legitimate business-related meetings and conferences. Should a non-employee companion accompany you on a business trip, the "single" rate for lodging should be noted on your copy of the bill and expense report.

Reimbursement for food and other incidental travel expenses is referred to as per diem expenses. Per Diem is defined based on the hours spent in travel, generally measured from the point of departure to the point of return. The full per diem allowance is \$55.00 per day (2019). Full per diem is granted for travel requiring an employee to be away from home for more than 15 hours. Half per diem is granted for trips involving 6 to 15 hours, and no per diem is allowed for trips less than 6 hours. Per Diem requests are paid at the discretion of the Principal/Administrator based on the financial capability of the school.

Travel advances are intended to allow employees the convenience of using the school's money for business purposes while traveling. However, only reasonable travel advances will be granted, and only on seven days' prior request. Typically, the travel advance will be equal to the per diem times the expected number of travel days unless the employee can justify a greater need. The advance must be accounted for on the travel reimbursement form by deducting it from the employee's claimed expenses.

All requests for reimbursement of school travel are due in the office by the last working day of the month. Payment will be made to the employee by the fifth working day of the following month.

If the travel advance exceeds the claimed expenses, employees shall attach a check to the expense report made payable to the school for the difference.

Use of Rental Car on School Business

3150

The Admin Team must preapprove any vehicle rentals. Upon approval, the Business Manager will arrange any rentals required.

Berean Academy is self-insured for damage to rental cars used for school business. Any additional insurance charges offered as an option by the rental company are not reimbursable.

A copy of the rental car agreement must be returned to the Business Manager within 24 (twenty-four) hours of return.

Conferences and Meetings

3160

Our school encourages employees to increase their job-related skills and knowledge through participation in professional conferences and meetings. Employees must submit a request to The Admin Team to attend such conferences or meetings. The request must identify the subject matter of the presentation, how it is job-related, and an estimate of the expenses.

If the request is approved, the school will reimburse the employee for 100% of his or her conference-related expenses: travel, registration fees, workbooks, and lodging not included in the registration fees, depending on current funding. The time off for employee's attendance and travel will be paid at the employee's normal rate of pay.

Professional Memberships **3170**

Employees are encouraged to participate in and continue their professional development while employed by our school. The school will sponsor one membership in a job-related professional organization per employee per year.

Employees are encouraged to invite other interested employees to appropriate organizational functions and to distribute publications and other organizational literature of general interest within the school.

Approval of a school-sponsored membership in an appropriate professional organization will be the responsibility of The Admin Team.

Educational Assistance **3180**

It is the policy of Berean Academy to encourage employees to continue their education by taking job-related courses. Berean Academy offers tuition assistance to help pay for some of the expenses of employees who are committed to improving their knowledge in job-related areas which will benefit the school. To qualify for tuition consideration, you must have been continuously employed for one year prior to the beginning of the course and be in good standing, i.e., you must meet job expectations and may not be in the corrective/disciplinary action process.

Course approval will be based upon those mutually agreed programs or courses directly related to your present job. Degree programs or courses related to future work to which you may reasonably expect to be assigned or promoted may be approved. Tuition approval will also be based on school financial considerations. Courses must be scheduled for non-work hours. Courses not directly related to your present or future work, but which are in fulfillment of that requirement for a degree that is job-related may also be approved.

Final approval rests with The Admin Team. Approval must be obtained prior to beginning the course. Applications for assistance must be submitted on the Class Request Form (which can be obtained from the office). If you are eligible to receive full tuition under the GI Bill, or a scholarship, or any other educational assistance benefits, you may not be eligible for tuition assistance, if the amount you receive is more than 100% of the course tuition costs.

Following the completion of the course(s) with a grade of "C" or better, you must submit proof of completion for the course. Assistance is limited to in-state tuition, except in the case of approved correspondence courses. Out of state tuition may be provided for correspondence courses when applicable. Books, travel, and lodging are not covered. The tuition costs must be isolated from other costs reflected on the request. Employees who take advantage of tuition assistance will agree to a one-year commitment after class completion. Employees who terminate prior to the expiration of the one-year commitment agree that the total amount of tuition assistance received in the previous year will be withheld from their final paycheck and that they are responsible for repayment if the final paycheck does not cover the amount of tuition assistance.

A maximum calendar year cap has been established at \$800 after the first year, \$1,000 after the second year and \$1,500 after the third year. To receive assistance, the following must be submitted to the administrator:

- 1) College registration form,
- 2) Copy of approved Tuition Approval Form,
- 3) (Upon completion) Transcript indicating a grade of "C" or better.

The amount received for tuition assistance will not be shown as taxable income on your W-2 form but will be reported to you when you receive your W-2.

Required Administration Approval **3190**

All employee travel, educational assistance, mileage, and subsistence expenses must have an Administrator's/The Admin Team's approval. Employees are required to request approval in advance of expenditures whenever possible to ensure no delay in school reimbursement. All expense reports are due in the office on the final working day of each month. Prior to being honored by the office, these reports must have the employee's signature and the date and must be approved by The Admin Team.

Miscellaneous Policies **4010-4150**

Confidentiality of School Information **4010**

It is the responsibility of all Berean Academy employees to safeguard sensitive school information. The nature of our business and the economic well-being of our school are dependent upon protecting and maintaining proprietary school information. Continued employment with the school is contingent upon compliance with this policy. The Admin Team/Administrator bears the responsibility for the orientation and training of his or her employees to ensure enforcement of school confidentiality. Sensitive school information is defined as trade secrets or confidential information relating to scholars, know-how, families, test data, marketing data, accounting, pricing or salary information, business plans and strategies, negotiations and contracts.

All such information shall be appropriately marked or verbally identified to each employee. When such information is transferred from one employee to another, the transferor must do all of the following:

- 1) Determine that the transfer is necessary and in the interest of regular school business;
- 2) Determine that the transferee has a need to know the information and has the necessary clearance;
- 3) Ensure that all cover sheets or markings which identify the information as proprietary, or classified, are conspicuous;
- 4) Give the information directly to the transferee and verbally identify the proprietary or classified information as such. Please do not give it to a non-cleared employee, such as a secretary or office colleague, and do not leave it on the transferee's desk unattended.

Confidentiality of School Information — E-Mail **4015**

School computers and e-mail system are school property and should be used solely for school purposes.

Personal use of school computers or e-mail system is prohibited. Berean Academy reserves the right to access the e-mail system from time to time without notice. Employees acknowledge that the e-mail system is not considered private and that by using the system, employees consent to the school's access to it.

All employees must sign a confidentiality agreement. Employees who do not adhere to confidentiality are subject to corrective action that may include termination depending on the severity of the infraction.

Employee Orientation **4020**

All employees will participate in orientation and training, which will be held the week prior to the first week of classes. The goals are:

- 1) To establish good employee-administration communication;
- 2) To reduce the anxieties of a new environment and new responsibilities;

- 3) To build teamwork spirit;
- 4) To inform the employee of the school's expectations;
- 5) To provide the employee with information about the school benefit package and to explain the participation eligibility dates for the various plans available;

To assist the employee in performing the assigned job and the skills required for efficient job performance.

Grievance Procedure **4030**

A grievance is defined as any dispute or complaint arising between an employee and the school.

Step 1 The employee should take up the problem with The Admin Team within seven working days. The employee will receive a written answer within seven working days.

Step 2 If the grievance is not settled in Step 1, the grievance may, within seven working days after the answer to Step 1, be presented to The Admin Team. The grievance, at this time, must be in writing and signed by the grievant. As in Step 1, the employee shall receive a written answer within seven working days.

Step 3 If the grievance is not settled in Step 2, the employee may present it to the Cochise County Development Corporation Board. The employee will receive a written answer within fourteen working days. The employee may have another school employee represent him or her at any of the grievance procedure steps if he/she desires. Specified time limits are exclusive of Saturdays, Sundays, and holidays.

Political Activities **4040**

In recognition of its responsibilities as a business, Berean Academy encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities, in accordance with their interests and abilities.

Berean Academy accepts without reservation the basic democratic principle that all employees are free to make their own decisions in civic and political matters. Therefore, no employee's status with the school will be affected, in any way, whatsoever, because of participation or non-participation in lawful civic and political activities.

Participation in civic and political activities is considered a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on school premises or using school resources (e-mail, etc).

Political activities are defined for purposes of this policy as activities in support of any partisan political issues or activities in support of, or in concert with, any individual candidate for political office, or a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

The school reserves the right to deny time off for political activity where the activities, in the opinion of the school, would unduly interfere with the employee's fulfillment of any obligations to the school. When an employee's full time is required for political activity, however, a leave of absence without pay may be granted (3040).

Employee Privacy **4050**

Berean Academy recognizes our employees' rights to privacy. In achieving this goal, the school adopts these basic principles:

- 1) The collection of employee information will be limited to that which is necessary for administrative and legal purposes.
- 2) The confidentiality of all personal information in our records will be protected.
- 3) All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.

- 4) Internal access to employee records will be limited to those employees having an authorized, school-related need-to-know. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
- 5) The school will refuse to release personal information to outside sources without the employee's written approval unless legally required to do so.
- 6) Employees are permitted to see the personal information maintained about them in the school records. They may correct inaccurate information or submit written comments in disagreement with any material contained in their school records.

Telephone

4060

Personal calls should only be made in case of absolute necessity or emergency. If non-emergency personal calls must be made, please arrange to make them during your break or lunch period. This applies to personal cell phones and text messaging. No personal long distance calls may be made on school phones.

The use of cell phones during instructional time is prohibited. Use of cell phones during instructional time may result in corrective action.

Dress Code

4070

Policy: It is the policy of Berean Academy that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

- 1) Employees are expected at all times to present a professional, businesslike image to scholars, parents, the general public, and fellow workers. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Berean Academy. Radical departures from the conventional dress or personal grooming and hygiene standards are not permitted.
- 2) Employees who have regular contact with scholars, parents, or the public must comply with the following personal appearance standards:
 - a) Employees are expected to dress in a manner that reflects the importance of what we do and the level of our responsibility or professionalism. Employees should not wear casual or suggestive attire, leggings, spaghetti strapped shirts, tight-fitting or provocative clothing, jeans with holes, jeans, flip flops athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball caps or similar items of casual attire that do not present a professional appearance. *Exceptions: jeans are allowed while involved in physical/messy work or play activities and on Thursdays with a Berean shirt. Athletic apparel and baseball hats are allowed only during athletic activities. Wide brim hats are encouraged whenever employees are exposed to the sun for extended periods.*
 - b) Hair must be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not acceptable regardless of length.
 - c) Sideburns, mustaches, and beards should be neatly trimmed.
 - d) Offensive Tattoos should not be visible.
- 3) At its discretion, Berean Academy may allow employees to dress more casually than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing or similarly inappropriate clothing.
- 4) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy will result in disciplinary action at the discretion of the Admin Team.

If you have any questions or need clarification, please ask The Admin Team.

Kitchen-Break Area**4080**

Berean Academy provides a kitchen/coffee area for the benefit of its employees. Employees shall be responsible for the general cleanup of the area, including the washing of personal dishes and utensils. All trash should be disposed of in the trash container.

Employee Recognition**4090**

Berean Academy believes that the good efforts of its employees are to be encouraged and rewarded. Promptly notify The Admin Team of any outside honors or achievements received, as well as provide a copy of the recognition for your employee file.

Visitors**4100**

Berean Academy is considered a closed campus. Non-scholar visitors present safety and security risks to the school. To minimize these risks, visitors are not allowed on school property without checking with the Office Manager and receiving a “Visitor” Badge and running their license through Raptor. The “Visitor” Badge must be worn at all times while on campus and must be returned to the Office Manager when leaving. The Office Manager must follow all of the policies.

Visitors may drop off scholars at the beginning of the school or pick up scholars at the end of school but may not enter the campus without a Visitor or ID badge. ID badges are available to parents and legal guardians from the Office Manager.

Law enforcement or government officials, including health or fire inspectors, shall be directed immediately to the administration, which shall determine proper governmental authority, review court orders or subpoenas, and assist the law enforcement or government officials in a manner which provides full cooperation with minimal disruption to school operations. Employees are not to give information over the telephone or email to someone who claims to be a governmental authority. Governmental authorities who need/want information must be directed to come to the office to properly identify themselves with the Office Manager and request the information in person.

Recreational Activities–Sponsorships**4110**

Berean Academy recognizes that recreational, social, community service, and cultural activities during non-working hours are beneficial to the school, its Employees, their families, and our community. Employees are encouraged to participate in such activities but are under no obligation to do so. School financial assistance for equipment, supplies, fees, and similar expenses may be made on a case-by-case basis. Requests for such assistance shall be made to the Administrator, and such requests shall describe the activity in detail, including specific information respecting the use of the assistance provided. Employees are solely responsible for their safety and well-being while traveling to or from or participating in the activity.

The school will also consider reasonable requests for financial assistance or sponsorships of youth recreational teams or community organizations on a case-by-case basis. Any such requests shall provide the same detailed information as required in the preceding paragraph and shall be directed to the Administration. Under no circumstances does the school assume any liability or responsibility for personal injuries or property damage that might occur during or arise out of the activity for which financial assistance or sponsorship is provided. Any employee participation in such activity shall be voluntary.

Outside Employment**4120**

Employees are expected to be working solely for Berean Academy. Any outside employment should be promptly disclosed to The Admin Team. In certain circumstances, outside employment will be approved, but the school retains the right to review and evaluate each situation on an individual basis and at any time.

Employee Security **4130**

To promote a safe and healthful work environment for all and to protect the school property, confidential, and proprietary information, Berean Academy shall require that all Employees display at all times during working hours an identification badge which shall contain an employee's photograph, name, class, and signature.

Emergency Closings **4140**

Except for regularly scheduled holidays, Berean Academy will be open for business on Mondays through Fridays during normal school hours. The school recognizes that circumstances beyond its control, such as inclement weather, national crisis, or other emergencies, do occur. On such occasions, the school may close for all or part of a regularly scheduled workday. In such event, the school will endeavor to notify all Employees. Employees may also contact The Admin Team or school office.

Mail and Shipping **4150**

Berean Academy is dependent upon an efficient and economical system of receiving and sending mail. Postage and shipping costs represent a significant part of the school operating budget. Also, the handling and processing of mail require the time and effort of Employees. To facilitate the efficient and economical receipt and dispatch of mail, no personal use of the school's mail system will be permitted including, without limitation, the use of school stationery or envelopes, postage or postage meters for personal purposes, or the deposit of pre-stamped personal mail with school mail.

POLICIES AND PROCEDURES **5010-5370**

Absenteeism **5010**

Scholars will be dropped from enrollment:

- 1) After ten consecutive days of unexcused absence, scholars will be withdrawn.
- 2) After 18 accumulative unexcused absences student may be withdrawn.

Staff Members

- 1) Are required to notify Ms. Cindy, one of the Administrators, and your supervisor if you are a paraprofessional or a non-instructional worker, as early as possible if a sickness or an emergency prevents them from performing their duties.
- 2) Are required to notify the Principal 14 days in advance of requested personal days off.
- 3) If personal days exceed ten days, their performance will be reviewed.

Accounting **5020**

The same person cannot generate **checks** and do the **bank reconciliation**.

The Financial Advisor (Frank Yanez) will be responsible for reconciling the bank account.

Also, see Purchases

American Flag **5030**

The American flag will be displayed in every classroom. The Pledge of Allegiance will be recited every day at the start of school.

Bullying **5050**

It is the responsibility of administration and staff to create and maintain a safe environment conducive to education. Consequently, bullying will not be tolerated in any form. Whatever its form or manner; physical, emotional, verbal, gesturing, taunting, threatening or intimidating are grounds for immediate discipline, suspension or expulsion. The employees must serve as role models within the educational setting, which means they must model how NOT to be a bully.

Character Training **5060**

Character traits training will be incorporated in all classrooms daily.

Child Protection **5060**

Any school employee who reasonably believes a minor is/has been the victim of; Physical Injury, Abuse, child abuse; a reportable offense; or neglect that appears to have been inflicted on the minor by other than accidental means or that is explained by the available medical history as being accidental nature shall IMMEDIATELY report or cause the report to be made to law enforcement AND Child Protective Services. 1-800-SOS-CHILD

Classroom Displays **5070**

The Berean Pledge will be displayed in every classroom. A classroom calendar will be displayed and kept current. A United States flag must be displayed in each classroom.

Classroom Cleanliness **5080**

The staff member in charge of each class will oversee the scholars cleaning of each classroom at the end of each class.

Code of Conduct **5090**

The Staff of Berean Academy is held to a higher standard because “Character does Count” and what is heard and seen by our scholars either fortifies or erodes what we teach about the character.

Conduct that contradicts the character we teach will not be tolerated. Those who do not exemplify these character traits are being less than honest if they seek employment here.

Continuing Education **5100**

Berean Academy will consider applications for assistance in Continuing Education classes from staff members. Criteria for assisting will be based upon:

The Staff member must have three (3) years of employment with Berean Academy.

The staff member must be performing satisfactorily (based upon Test scores, Classroom management, and compliance with Required Duties”).

The classes must better equip the staff member to accomplish the Mission of Berean Academy.

Copies and Classroom Printing **5110**

The Admin Team will determine the number of copies allocated to each class

Curriculum **5120**

All curriculums must be submitted to the Principal, Principal, and The Admin Team 30 days prior to the intended use. If deemed appropriate for use, the Principal will notify the Board of the scheduled use of the material no less than 14 days prior to ordering.

Credit/Debit Card *See Purchases* **5130**

Crime **5140**

Any school employee must report any and all serious offenses to the The Admin Team (and Law Enforcement as appropriate) to include but not limited to: deadly weapons, dangerous instruments, serious physical injuries, and any conduct that poses a threat of death or serious physical injury to another person on school property (or in view of said employee on campus)

Discipline **5150**

Love and Logic is to be practiced at all levels of discipline at Berean Academy.

Scholars are to be sent to the office if:

- 1) There is an immediate threat to the safety of the classroom, cafeteria, or playground
- 2) A physical altercation, drugs or weapons found
- 3) The student has been sent to the lead teacher, and the lead teacher decides to send the student to the office.
- 4) After the Steps of Love and Logic have not produced the needed results.

Whenever a scholar is sent to The Admin Team, the Berean Academy Discipline Matrix will be used as a guide to help determine the consequence, when necessary.

Dress Code **5160**

It is the responsibility of administration and staff to create and maintain a safe environment conducive to education. Uniforms have been proven to remove many distractions that hinder education.

A child who comes to school “out of uniform” will be placed in “In School Suspension” until parents bring a uniform. If they arrive without uniform a second day, they will be sent home. If they change out of uniform during school hours, they will be sent home. If they show themselves to be incorrigible, they will be given long-term suspension, which will eventually result in their being withdrawn from Berean Academy.

Scholars are responsible for their compliance with the Dress Code. Failure to arrive at school in uniform is grounds for denying access to the campus.

It is the responsibility of all academic staff to enforce the Dress Code.

It is the responsibility of all staff to arrive on campus well-kept and wearing professional attire as defined by The Admin Team. If jeans are worn, they are to be accompanied with a blouse or dress shirt embroidered with the Berean Logo.

Electronics **5170**

Including but not limited to:

iPods, Digital Cameras, Walkmen, CD players, Cassette Players, PDAs, Computers, Earbuds and Gameboys.

These items are NOT allowed on campus at any time. These items will be taken from scholars and held in the office until after school. The school is under no obligation to search for these devices. The school is not liable for the loss, damage or destruction of any of these items.

Cell Phone: Cell phones are a great way for us to stay in touch with our families and for emergencies. They have also become a common means of cheating in school and a distraction to the education process. Phones are not to be used (including texting) during school hours except for during lunch time. If there is an emergency, the scholar must go to the office to make a call.

If a scholar uses a cell phone during class:

- 1) The phone will be taken to the office.
 - a. First Offence: The phone can be retrieved at the end of day
 - b. Additional Offences: A parent must retrieve the phone.
- 2) The phone will only be released to a parent or guardian, and a \$20 fine will be imposed. If scholars do not pay the fine, the phone will remain in the office until the end of the school year. Scholars who have more than one violation may be suspended. (Please see discipline matrix.)
- 3) No employee, nor Berean Academy, will be held responsible or liable for the loss of these devices. Scholars bring these items to school at their peril.

Equipment (Any item costing more than \$50) also, see Purchases **5180**

When equipment arrives, it will be immediately given to the Business Manager.

The item(s) will be placed in service after they have been:

- 1) Inventoried
- 2) The warranty card will be filled out, mailed and a copy put on file

- 3) The item will be etched prior to being placed in service:
 - a. Berean Academy
 - b. Date Arrived
 - c. Vendor name
 - d. Place of use (room # or Department)

Field Trips **5190**

The “Field Trip Form” must be fully complied with.

Scholars and adults will wear uniforms and badges.

The Mentors will provide an agenda of the travel time, activities, locations, stops and returns to the front office and parents with a viable cell phone number where they can be reached.

This is also for sports travel, clubs, or other school-affiliated activities.

Either the Drivers or Chaperon will carry a cell phone. All phone numbers will be provided to the Mentor and School Office.

The driver will carry, know how to use, and will use a GPS navigator.

Drivers will be notified of all planned stops and will not make unplanned stops without notifying the Mentor and/or school.

All drivers must make a stop every 45 minutes-an hour to allow scholars to use the restroom.

Each vehicle will have a driver & unrelated chaperon.

Fund Raising **5200**

All monies collected by scholars or staff for special purposes or events shall be given to the Business Office for deposit within 72(seventy-two) hours of receipt. All fundraisers must be on the Events Calendar. Money retained at Berean Academy 1169 North Colombo will be secured in the safe.

Indebtedness **5220**

No employee, other than the Principal of Berean Academy, is authorized to indebt Berean Academy or Cochise Community Development Corporation (CCDC) without the express written approval of the CCDC Board.

The Principal is authorized to indebt Berean Academy for Budgeted items in amounts not to exceed \$10,500 annually to a single vendor. The CCDC Board will be notified of transactions exceeding \$10,000. All indebtedness in excess of \$10,500 must be pre-approved by the CCDC Board.

Approval may be verbal or by email but must be followed by a signed written document. A copy of instruments of indebtedness will be given to the CCDC Board Members.

Lunch period of 5230

Mentors will ensure that their scholars arrive and depart the lunch area on schedule.

Cafeteria staff, along with lunch monitors, will monitor the lunch area to ensure that scholars are eating lunch, are safe, and that they pick up after themselves.

Mail and Receiving **5240**

The receipt, safe-keeping, and distribution of all mail and deliveries are the responsibility if the Office Manager. “Parcels, Shipments, etc.” refers to any items received outside of the General USPS mail. These include, but are not limited to, any items that must be signed for. Any check or cash will be delivered daily to the Business Manager.

Incoming: Any checks or cash will be taken daily to the Business Office.

The Office Manager will distribute mail to employee mailboxes upon receipt. A log will be maintained of all parcels and/or shipments, and the recipients will be notified of their arrival within one hour of its receipt. All shipments will be secured until custody is transferred and acknowledged by signature in the Log.

Outgoing: Stamps will be kept in the safe in the Finance Office.

The Office Manager must approve all mailings.

The Office Manager will maintain a log recording all mass mailings (25 or more) and parcel shipments.

National School Lunch Program (NSLP) **5250**

Applications for the National School Lunch Program will be distributed with each enrollment application. When the Enrollment Application is returned, it will be checked to ensure the NSLP application has been signed. The NSLP Application will be given to the Food Service Manager. The Food Service Manager will process the application in compliance with NSLP regulations.

Payments will be placed in a lockbox, made online, or be taken directly to the Food Service Manager.

Pledge of Allegiance **5260**

Every Mentor in every class will lead or appoint a scholar to lead in the Pledge of allegiance before class begins. Mentors are encouraged also to have the scholars recite the Berean pledge daily.

Printing See Copies and Classroom Printing (5110) **5270**

Purchases **5280**

All purchases are the responsibility of the employee unless pre-approved for reimbursement.

The acknowledged "Reimbursement form" must be filled out and returned with the original receipt.

- 1) Credit Card users will be limited to Budget Items.
- 2) Receipts will be turned into the office when the card is returned.
- 3) If no receipt is returned with the Credit Card, the employee using the card will have the amount deducted from their pay.

The Admin Team must pre-approve purchases under \$100.

Purchases over \$100 but under \$5,000; within budget must be preapproved by the Director.

Reimbursements See Purchases (5280) **5290**

Special use of Facilities **5300**

(Multi-Purpose Room, Gymnasium, Playfield, etc.)

A "Special Use" form must be submitted to the Principal, then The Admin Team.

Audio/Video and Janitorial staff must be given a copy of the approved form.

Supplies / Equipment **5310**

Disposal/Removal

Before any property of the Berean Academy can be disposed of, the Dean of Scholars and the Principal must approve of the disposal.

The Administrator is responsible for making adjustments to the inventory and advise the Financial Advisor of the disposal.

No supplies or equipment may be removed from a classroom or moved to another classroom without prior approval and appropriate changes to the inventory.

Supplies See Purchases (5280) _____ **5320**

Tardy [Scholars] _____ **5330**

See attached Discipline Matrix

Travel _____ **5340**

Travel plans must be submitted to the Principal at least two weeks prior to the event. The Principal, after consulting with the Dean of Students and appropriate leadership will determine the value of the training to the Academy. If training is approved and funded, the Principal will have the Business Manager make travel arrangements. Travel time is to be kept as short as possible. Direct flights are preferred. Long layovers and multiple connections are to be avoided. The proximity of lodging to training is a priority. Safe mid-priced lodging facilities are to be used. Meals will be reimbursed (or paid for) at \$35 a day.

All costs of training, travel, and lodging are the responsibility of the Mentors, Parents, and/or Scholars involved unless prior approval is obtained.

If driving, the staff is encouraged to use a rental car. Insurance is to be declined unless the staff member desires to pay for it. Using the Berean Platinum Card provides insurance.

Vacation time _____ **5350**

There are **40 (No Less than ½ day at a time) hours (5 undifferentiated paid leave)** of paid sick/vacation/personal leave for all full time salaried employees.

Employees are to submit written requests for vacation/personal time off to their Principal or Dean of Students two weeks in advance of time request. The Dean of Students is to forward the request to the Principal within 24 hours. Upon approval, the Principal will send a copy of the approval to the Business Manager, the Dean of Students (Supervisor) and the employee.

(Also see section 3030 Personal Time)

Uniforms for Scholars See Dress Code 5160 _____ **5360**