



SCHOLARMADE®  
Achievement Place of Arkansas

**PERSONNEL HANDBOOK**

2020-2021  
ScholarMade®



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

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This Handbook is effective July 1, 2020. This Handbook supersedes all prior handbooks and policies covered herein. This handbook will be provided in an alternative format such as Braille, large print or audio upon request. At any time, I may obtain another copy of this handbook by requesting an electronic or paper copy from my office manager. No part of this handbook may be distributed, printed, reproduced or sold without the express written consent of ScholarMade Achievement Place.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

Dear Team Member:

We welcome you to the ScholarMade team. ScholarMade Achievement Place of Arkansas! ScholarMade and its related entities are not for profit organizations whose mission is to provide opportunities for children and families. In this handbook, they are referred together as “ScholarMade,” unless specifically stated otherwise.

The following pages contain information regarding the current policies of ScholarMade.

ScholarMade reserves the right to amend these policies and procedures or change them at any time and we will notify all employees when an official change in policy or procedure has been made.

ScholarMade values the talents and abilities of our employees and seeks to create a culture where we can work together to meet the needs of the children we seek to serve. We provide a nondiscriminatory place of employment and a “Safe Place” for all staff members, scholars, and families and honor all cultures and communities.

Please sign the receipt page of this handbook and return it to Human Resource and Benefits Manager.

Achieve More!

A handwritten signature in black ink that reads "Phillis N. Anderson".

**DR. PHILLIS N. ANDERSON**

Chief Executive Officer and Founder [pnicholsanderson@scholarmade.org](mailto:pnicholsanderson@scholarmade.org)



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

## OVERVIEW OF SCHOLARMADE

### WHO ARE WE?

ScholarMade Achievement Place is a national nonprofit organization that will open its first public school, the Ivy Hill Academy of Scholarship in Little Rock in August 2018 at the Historic Mitchell Building. ScholarMade will transform the lives of students and families through an academic program with key elements that will accelerate student achievement and growth.

We are a growing community of families, teachers, leaders, and staff members. We are a community dedicated to ensuring our scholars are high school ready better ensuring a college education for a population of students who would otherwise face a future with limited opportunity.

We serve parents who choose us. Our families are predominantly low-income, minority population

### Why does ScholarMade exist?

We exist because there is an opportunity and achievement gap today that results in lifetime income inequalities that significantly affect the quality of life for a disproportionate number of people of color. Only by breaking the cycle of poverty will we truly transform children's lives.

### How do we plan to overcome the Achievement Gap?

ScholarMade's approach includes a "school within a school" smaller learning community that features a three-school campus. Scholars will learn anywhere and at any time through an integrated technologies academic program. ScholarMade's approach includes Professional Teacher Development, Personalized Learning, and Emotional Intelligence.

Parents will play a different and significant role in the education of their child through our Academic Parent-Teacher Teams. Community and Place Based Learning include partnerships with neighborhood associations and housing and wellness organizations.

The school offers its scholars longer school year and a longer instructional day which gives our Scholars more time on instruction each year as compared to traditional schools.

### MISSION

Our mission is to prepare scholars through innovative leadership and effective teaching to be self-confident, intellectually inquisitive, emotionally intelligent, and academically competent beings. Our Scholars will become leaders and problem-solvers who will improve conditions wherever they choose to work and live.

### CREED

ScholarMade believes that all our children can demonstrate excellence in academia and human decency. As the world is built upon both logic and principle, both discipline and creativity, so too can every child be made of academic ambition and empathetic fiber.

ScholarMade believes that scholastic excellence can be the foundation upon which every child builds extraordinary monuments in humanities, economics, technology, and the arts.

ScholarMade serves so that all children will be empowered to set and pursue their goals with steadfast resilience and instilled with the desire to lead their communities through service.

ScholarMade believes that all children are made for more.

### OUR BRAND

"Our" signifies hope for a better tomorrow for communities and children who have been traditionally left behind and set aside. We desire to instill a love for learning and community in every child and family that we are fortunate to serve.

### OUR NAME

**SCHOLARMADE:** Every child has the potential to be a Scholar and our Signature Learning Experience will make each child into a Scholar. One who is guided by other scholars, normally know as a teacher, one who loves learning and who actively pursues new knowledge that will be used to benefit self and community.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

## AFFIRMATION

WE LOOK TO THE H.I.L.L.S. TO REMEMBER OUR RESPONSIBILITIES.  
HONOR IN EVERY INTERACTION,  
INTELLIGENCE IN EVERY DECISION,  
LEARNING FROM EVERY CHALLENGE  
LEADERSHIP IN EVERY SITUATION,  
SERVICE TO EVERY PERSON.

## OUR MASCOT AND COLORS

Our mascot is the **Monarch** because our children are kings and queens made for more. The Lioness is ambitious, driven, fierce, resilient and compassionate. She takes care of her community, her friends, and her family. Our schools' colors are **Gold, Navy, Green, Black, and Maroon** collectively representing compassion, confidence, courage, wisdom, intelligence, truth, creativity, prosperity, power, renewal, growth, harmony, love and ambition.

## OUR CORE COMPETENCIES

Our programs, systems and procedures reflect POWER core values:

**PURSUIT:** the emotional urge to explore and understand ideas and the active urge to learn more about a topic.

**OPTIMISM:** a student's beliefs that they have the emotional capacity to navigate the social world in an effective manner, accomplishing his or her goals as needed.

**WIN:** a student's belief that he or she possesses intellect, reasoning, assertiveness and motivation to be successful in life.

**EMPATHY:** including a feeling for others, sympathetic reactions to their feelings, and imaginative involvement in how the other person might be feeling.

**RESPECTFUL RELATIONSHIPS:** observable acts of the students that lead to emotional and social effectiveness of interactions with others.

## OUR CORE BELIEFS

We share the following fundamental beliefs about our work:

- All children deserve access to excellent public schools.
- All children can achieve at high levels.
- Parents are our partners and play a significant role in the education of their child.
- We are good stewards of the resources we have and place children first in all decisions.

## OUR HISTORY

Our CEO and Superintendent, Dr. Phillis N. Anderson founded ScholarMade Achievement Place in July 2015 after working as a teacher and administration in the Little Rock School District, District of Columbia Public Schools, Prince George's County Maryland Public School, and as Senior Vice President at Lighthouse Academies, Inc. In this role, she chartered new territory for Lighthouse by opening its first schools in Arkansas including one of nine charter schools in the nation on a military installation. She went on to establish all of the Lighthouse Charter Schools in Arkansas and played a significant role in the establishment of its schools in Oklahoma, Detroit, and Milwaukee while managing schools in Washington, DC, Arkansas, New York and Oklahoma.

ScholarMade was approved by the Arkansas State Board of Education as public charter on September 14, 2017 as a 3-school single site public charter. ScholarMade's first school opened its doors on August 13, 2018 to 280 students. August 13th has been designated as Founder's Day in which the school will annually celebrate and remember its founding. ScholarMade has been supported by grants from the New Schools Venture Fund (NSVF) and the Walton Family Foundation. ScholarMade Achievement Place is a member of the NSVF Community of Practice, sharing our experiences with other education entrepreneurs who share our passion and mission.





# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

## CODE OF CONDUCT

All SAPA employees support the mission and the policies of the schools. The Academy Director manages the faculty and ensures that they fully understand and promote the mission and policies. The school firmly believes that faculty, in addition to maintaining classroom responsibilities, should be problem solvers and positive public relations agents of the school. Faculty and staff members are expected to be passionate about their work, to be well versed in the disciplines they teach, and to embrace the virtues exemplified by the best independent schools. The code of professional conduct below describes the practices, behaviors, and attitudes that should define the interaction between all employees, including the faculty, trustees, families, students, and friends of the school.

We shall support the mission of the school, which is to prepare students for college through a personalized learning program. We shall strive to create within our students a love of learning, an intellectual curiosity, and a sense of duty to the community that will enable them to make thoughtful and morally informed decisions throughout their lives. We believe in the potential of each child and in the concept that internal motivation can be developed and nurtured, while students also appreciate individual differences.

We shall be consistent and equitable in our interaction with students, fellow educators, and families. We shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation or sexual identity, marital status, age, political beliefs, socioeconomic status, disabling condition, or vocational interest. This list of bases of discrimination is not all-inclusive.

We shall exhibit an attitude of cooperation, collaboration and a commitment to a team approach. This involves a spirit of teamwork and shared responsibility in word and in action.

We shall, as professional educators, exhibit the highest order of professional language and communication. Verbal and written communications with families, students, faculty, and friends of the school shall reflect sensitivity to the fundamental rights of dignity, privacy, confidentiality, and respect.

We shall exhibit the highest forms of emotional discipline, refraining from any inappropriate public displays of anger or rudeness. We shall be open-minded and knowledgeable and use appropriate judgment and communication when responding to any issue within the educational environment. This discipline calls for patience, understanding, tolerance, and the highest consideration for the welfare, dignity, and good name of the school's constituents.

Our conduct shall reflect due regard academic integrity, the avoidance of academic dishonesty and misconduct and possible conflicts of interest. We shall ensure that in one's capacity as a SCHOLARMADE employee, outside interests, personal affiliations, or other activities do not influence, or appear to influence, decision-making or job performance, or result in personal gain.

We shall embrace a commitment to the responsible management of public funds.

## ADE RULES GOVERNING THE CODE OF ETHICS FOR ARKANSAS EDUCATORS

All Staff will with a valid Arkansas teaching license (or not) is required to abide by the Code of Ethics for Arkansas Educators.

The ADE Rules Governing the Code of Ethics for Arkansas Educators further define these standards and provides a process for investigating alleged violations.

### What is expected of Arkansas Educators?

**Standard 1:** An educator maintains a professional relationship with each student, both in and outside the classroom.

**Standard 2:** An educator maintains competence regarding his or her professional practice inclusive of skills, knowledge, dispositions, and responsibilities relating to his or her organizational position.

**Standard 3:** An educator honestly fulfills reporting obligations associated with professional practices.

**Standard 4:** An educator entrusted with public funds and property, including school sponsored activity funds, honors that trust with honest, responsible stewardship.

**Standard 5:** An educator maintains integrity regarding the acceptance of any gratuity, gift, compensation or favor that might impair or appear to influence professional decisions or actions and shall refrain from using the educator's position for personal gain.

**Standard 6:** An educator keeps in confidence secure standardized test materials and results, and maintains integrity regarding test administration procedures.





# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

**Standard 7:** An educator maintains the confidentiality of information about students and colleagues obtained in the course of the educator's professional services that is protected under state law or regulations, federal law or regulations, or the written policies of the educator's school district, unless disclosure serves a professional purpose as allowed or required by law or regulations.

**Standard 8:** An educator refrains from using, possessing and/or being under the influence of alcohol or unauthorized drugs/substances and/or possessing items prohibited by law, or possessing or using tobacco or tobacco.

## PROFESSIONALISM

Being a professional on the job ensures a positive and successful interpersonal relationship and a lasting reputation. ScholarMade staff and teachers are expected to exude professionalism in time management, effective communication, enthusiasm, assignment delivery and appropriate attire.

It's natural to feel stressed when things go wrong at work, but ScholarMade staff members are expected to reflect emotional intelligence when addressing issues and concerns. ScholarMade staff members are the Brand of the organization and ScholarMade invests in a lot of resources into developing staff members and in building a strong brand. You represent that brand whenever you're in the public eye. ScholarMade staff members are expected to be solution oriented and problem solvers and to refrain from any activity that negatively impacts relationships or the health and culture of the school.

## STANDARD EMPLOYMENT PRACTICES

### EQUAL EMPLOYMENT OPPORTUNITY

SCHOLARMADE is committed to providing equal employment opportunities. SCHOLARMADE does not discriminate against applicants for employment or employees on the basis of race, color, religion or religious creed, gender or pregnancy, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, ancestry, veteran status or any other characteristic protected by law. SCHOLARMADE does not tolerate illegal discrimination in the workplace and abides by all applicable federal laws and state laws.

In addition, in accordance with Federal Law this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

It is the policy of the Arkansas Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Arkansas Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101,et.seq.).

If you feel you are being discriminated against or you are aware of any discrimination, please contact the Chief Executive Officer (pnicholsanderson@ScholarMade.org). All reports will be kept confidential to the maximum extent possible and all complaints will be investigated. Employees can raise concerns and make good faith reports without fear of retaliation. If you believe you are being retaliated against for raising a concern about discrimination, please contact the Chief Executive Officer. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to corrective action, including discharge.

### REASONABLE ACCOMMODATION OF DISABILITY

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, SCHOLARMADE will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship to SCHOLARMADE would result.

Any applicant or employee who requires an accommodation in order to complete the application process or to perform the essential functions of the job should contact the Director of Achievement or Strategic Operations Manager. It is the Employee's responsibility to indicate on your employment application and notify your manager if a reasonable accommodation is needed.

### BACKGROUND CHECK POLICY

The following expresses ScholarMade Achievement Place. policy on Background Checks for all prospective employees and volunteers. For this policy SCHOLARMADE and its Schools are referred to as "Companies". It is our intention to ensure the safety of all students, personnel and vendors associated with any of its schools, and, in furtherance of that intent, the Companies require background checks on all individuals performing services at the Companies, whether paid or unpaid.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

## **Guidelines:**

The following guidelines are to be used relative to any convictions that are returned on a background check completed in accordance with Companies Procedures for Processing Background Checks:

- A. Individuals with Contact with Children. As to persons who are likely to have ongoing contact with children while performing services at Companies:
  - i. Any conviction, at any time, for one of the following offenses can be grounds for refusal or termination of employment or other services, including unpaid, at Companies:
    1. Offenses against the person, including, but not limited to, murder, voluntary manslaughter, reckless homicide, aggravated battery, kidnapping, criminal confinement, rape and/or any sex crime; and
    2. Offenses against minors, including, but not limited to, statutory rape, incest, molestation, and/or any offense involving a child victim.
  - ii. Any conviction for one of the following offenses can be grounds for refusal of employment or other services, including unpaid, at Companies, unless ten (10) years have elapsed from the date of discharge from probation, imprisonment or parole, whichever is later:
    1. Battery;
    2. Contributing to the delinquency of a minor;
    3. Offenses involving weapons;
    4. Offenses involving controlled substances; and
    5. Offenses relating to material or performance that is harmful to minors or obscene.
- B. Individuals with Access to Financial or Confidential Personal Information. As to persons who are likely to have contact with finances (whether the property of Companies or students) and/or confidential personal information while performing services at Companies:
- C. Any conviction for one of the following offenses can be grounds for refusal of employment or other serves, including unpaid, at Companies, unless ten (10) years have elapsed from the date of discharge from probation, imprisonment or parole, whichever is later:
  - i. Felony conviction for crimes involving dishonesty, including, but not limited to, fraud, robbery, burglary, theft, perjury and/or embezzlement; and
  - ii. Two (2) or more misdemeanor convictions for crimes involving dishonesty, including, but not limited to, fraud, robbery, burglary, theft, perjury and/or embezzlement.

## **Individualized Assessment:**

The foregoing lists are not meant to be exhaustive. In every decision based on a conviction contained in a Background Check performed in accordance with policies and procedures, the appropriate companies' personnel are to balance:

- A. The nature and gravity of the offense or offenses;
- B. The time that has passed since the conviction and/or completion of the sentence; and
- C. The nature of the job held or sought.

## **Arrest Records:**

This Policy is not intended to apply to arrest records not resulting in a conviction. If the Background Check reveals an arrest that may directly relate to the individual's employment or services with Companies, further investigation is required.

## **Notifications:**

Upon receipt of a background check that may lead to an adverse action SM will send a Pre-Adverse Action Notification to the prospective employee/volunteer. If within five (5) business days the prospective employee/ volunteer has not responded; or the response does not materially change the information obtained from the background check, then a Post Adverse Action Notification letter will be sent to prospective employee/volunteer



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

## **Applicable Law:**

To the extent that applicable state law may contain additional requirements regarding background checks and employment in school settings, Companies incorporates these requirements by reference.

## **ARKANSAS QUALIFIED TEACHER REQUIREMENTS**

A teacher teaching in a core academic subject area at an educational entity that has received a legal waiver of licensure shall meet the requirements of an Arkansas Qualified Teacher.

Eligibility Requirements. To meet Arkansas Qualified Teacher requirements, the educator must have either:

- Previously met highly qualified teacher status under the ADE Rules Governing Highly Qualified Teachers and promulgated pursuant to the No Child Left Behind Act of 2001; or
- Obtained a bachelor's degree or an advanced degree and meets one (1) of the following requirements:
  - The bachelor's degree or advanced degree is in the content area in which the educator will teach; (math, science, English, or social studies)
  - The bachelor's degree or advanced degree contains a minimum of eighteen (18) college credit hours in the content area in which the educator will teach;
  - The educator has successfully completed a content area assessment approved by the State Board of Education for the content area in which the educator will teach;
  - The educator is a National Board-Certified Teacher for the content area in which the educator will teach; or
  - The bachelor's degree or advanced degree is in any major and the educator has documented successful, relevant work experience in the teaching area;

## **TEACHER REQUIREMENTS FOR NEW HIRES**

- A background check with any negative information (need to complete on line and submit notarized document to us with \$10 money order for processing)
- Certification or Application for Licensure if pending
- Copy of College Transcript
- Copy of State Certification
- Copy of Praxis exam results
- Verification of Experience (Last two jobs)
- Authorization for Release of Information

## **APPRENTICE TEACHERS**

- Copy of College Transcript or Associates Degree (must have 60 college hours)
- Copy of State Certification (if applicable)
- Verification of Experience (Last two jobs)
- Authorization for Release of Information

## **ACHIEVEMENT, INSTRUCTION AND CULTURE FIELD GUIDE**

The AIC Guide outlines the instructional responsibilities of teachers and is considered an addendum to the Personnel Policies. Teachers are required to teach the grade level standards as indicated by the Arkansas Department of Education and outlined through instructional checklists and curriculum maps designed by ScholarMade. Teachers are required to use the instructional resources selected by ScholarMade to teach those standards. Failure to do so will be noted in the evaluation of the teacher and is considered a violation of the Educators Code of Ethics.

## **ANTI-HARASSMENT POLICY**

SCHOLARMADE is committed to maintaining a workplace free of harassment and intimidation based on race, color, sex/gender, pregnancy, religion, age, marital status, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, ancestry or any other category protected by law.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

## Defining Harassment

Harassment is a form of employee misconduct that undermines the integrity of the employment relationship. All employees are entitled to work in an environment free from harassment. While it is difficult to define what constitutes illegal harassment under the law, SCHOLARMADE realizes that any type of harassing or inappropriate behavior based on race, color, sex/gender, pregnancy, religion, age, marital status, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, ancestry, or any other category protected by law is inappropriate in the workplace. Therefore, SCHOLARMADE will not tolerate any behavior that creates an intimidating, offensive or hostile work environment or that interferes with work performance. Examples of harassing or inappropriate behavior include:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually-oriented e-mails, posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;

SCHOLARMADE strongly disapproves of and will not tolerate harassment of employees by supervisors, co-workers or others in the workplace, such as customers or vendors. SCHOLARMADE is committed to complying with all applicable local, state and federal laws prohibiting discrimination and harassment in the workplace.

Included in this policy is a prohibition of sexual harassment. Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, unwanted physical contact, including touching, patting, pinching, etc., unwelcome comments of a sexual or demeaning nature, the display of sexually offensive posters, pictures or objects.
- Any use of an employee's submission to or rejection of the conduct described above as the basis for employment decisions affecting the employee (such as hiring, firing, promotions, compensation or working conditions).
- Any explicit or implicit implication that submission to such behavior is a term or condition of an individual's employment.

## Reporting Harassment or Inappropriate Conduct

Any employee who believes that he or she has been a victim of some form of workplace harassment or inappropriate behavior or conduct from a fellow employee, including a Supervisor or from a non-employee (customer, parent, contractor, etc.), should report the incident immediately to the Director of Achievement or Chief Executive Officer ([pnicholsanderson@ScholarMade.org](mailto:pnicholsanderson@ScholarMade.org)).

## Investigation of Complaint

Persons submitting complaints of harassment or inappropriate conduct are assured that a thorough investigation of the complaint will be conducted. The contents of the complaint will be kept confidential to the extent possible and consistent with the need to conduct a thorough investigation.

## Sanctions

If, following a complaint of harassment or inappropriate conduct, an investigation reveals that inappropriate behavior has occurred, the person who has violated this policy will be subject to appropriate sanctions or penalties. The sanction or penalty administered under this policy will depend on all circumstances, including the offending employee's prior work record and the specifics regarding the nature of the violation and may include required training, disciplinary write ups, suspension or termination.

## Retaliation Prohibited

SCHOLARMADE does not tolerate retaliation against any employee for making a complaint under this policy or for cooperating in an investigation of any complaint under this policy. Any employee who believes that he/she is the subject of such retaliation should report this immediately to the Director of School Improvement and Achievement or to the Chief Executive Officer ([pnicholsanderson@ScholarMade.org](mailto:pnicholsanderson@ScholarMade.org)).

## WORKPLACE VIOLENCE, STUDENT SAFETY AND MANDATORY REPORTING

Teachers are required to supervise students in their care at all times. Teachers and Staff have a legal requirement to minimize the risk of harm. Teachers have a duty of care in all aspects of school life and at all times of the school day - extracurricular activities. A school activity is one that is organized by teaching or non-teaching staff. A teacher must, in all circumstances,



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protect students from risks of harm that reasonably ought to be foreseen. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures could have been taken'. Teachers need to be able to step back from their practices and try and envisage what may occur. This is why routines and management techniques are so important - expectations are clear.

1. If an accident occurs that the teacher should have foreseen, then they may be negligent. It is important for teachers to constantly assess the working environment and make adjustments to ensure that injuries don't occur. Keep the learning environment positive by making these adjustments - maximize learning outcomes. ScholarMade teachers will put in place a number of management techniques to ensure that lessons are organized and maximize student safety and minimize the risk of injury. **THE CHALLENGE:** Exercising your professional judgement to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging students' independence and maximizing learning opportunities.
2. **Supervision** As a result of precedence set in a number of cases a number of recommendations have been made for teachers: A supervisor must be in the immediate vicinity (within sight and hearing). If required to leave a supervisor must provide an adequate replacement (not student teachers, parent help etc.) Supervision procedures (SP) must be preplanned and incorporated into lesson plans. SP should show the best place for a teacher stand. Supervision requires that age, maturity and skill level of students must be considered.
3. **EQUIPMENT:** Make sure that it safe, continually check it. Ensure that equipment is only used for its intended purpose. Teach all students how to use equipment properly.

## **WORKPLACE VIOLENCE, STUDENT SAFETY AND MANDATORY REPORTING**

Violence or threats of violence committed by or upon an employee or student will not be tolerated. If you receive or become aware of any threatening communications or acts, call 911 immediately if appropriate; and report this immediately to the Academy Director and to the Chief Executive Officer. Please do not engage in a physical or verbal confrontation with a potentially violent person. An Academy Director receiving any such report shall immediately inform the Director of Achievement or Chief Executive Officer. The Academy Director shall also immediately notify the local police department in regard to any allegation of a child having been physically injured, inappropriately touched or sexually molested by any individual.

All reports of work-related violence or threats of violence will be thoroughly investigated and the results kept confidential to the extent we are legally able to keep such information confidential. However, we may report such actions or threats to the appropriate authorities if we feel such a report is necessary. Any person found to have committed a violent act or made a threat of a violent act will be subject to disciplinary action that may include immediate discharge.

All staff members, volunteers, parents and third-party contractors are absolutely prohibited from causing any physical or emotional harm to any student. Corporal Punishment is never allowed by school employees, volunteers or contractors. Physical restraint may be used only as necessary and in a reasonable manner. If you know or suspect that any student has been subjected to any neglect, physical abuse, emotional abuse, or sexual abuse or molestation, you must report this immediately to the Academy Director, Director of Achievement or to the Chief Executive Officer. You may also be required by state law to file a report with the appropriate government agency. Any staff member causing any harm to a child, or who fails to report the harm, abuse or neglect of a child, will be disciplined up to and including immediate discharge, and the authorities will be notified if appropriate in the circumstances.

## **GUIDELINES FOR APPROPRIATE INTERACTIONS WITH STUDENTS**

It's not easy to establish a balanced teacher-student relationship. A level of professionalism yet caring relationship is required of all staff members. Under no circumstance are Scholars to be recorded unless approved by parent for a specified reason. Staff members should post pictures of Scholars on their personal Social Media pages. Staff members should report any information or knowledge that they may have concerning a Scholar's welfare.

## **CHILD ABUSE STAFF REPORTING**

Arkansas State Law mandates the direct reporting or suspected child abuse including physical abuse, sexual abuse, or mental injury, by any health practitioner, police officer, educator or human services worker, or other school employee or volunteer acting in a professional capacity who believes or has reason to believe that a child has been abused or subjected to abuse by any parent, or other person has permanent or temporary care or custody or responsibility for the supervision of a child, or by any household or family member under circumstances that indicate that the child's health or welfare is harmed or at substantial risk or being harmed. We have a zero tolerance for sexual abuse perpetrated on children or other vulnerable persons in our care.





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All staff members must complete the Mandated Reporter Training and provide a certificate of completion to the Strategic Operations Manager to be placed in your Personnel Folder. The training includes:

- Effects of sexual abuse
- Types of child molesters
- Characteristics of abusers
- Identifying and managing high-risk situations such as nap time, bathroom use, transition times, and free times
- Methods to identify and prevent abuse between students
- Application of introductory content to current situations
- Review of current school cases

Educator or human service worker includes any teacher, counselor, social worker, clergy caseworker and any probation or parole officer. It is required that the staff member reporting the abuse, complete the appropriate form. If you have a reasonable suspicion of child abuse or neglect, you must contact your local Department of Social Services or the Police Department. Arkansas Dept. of Human Services, the Student Support Services Coordinator, Nurse and the Data Coordinator will assist all staff in the process if necessary.

## PROTECTING YOURSELF FROM FALSE ALLEGATIONS

### Appropriate Physical Interactions

- Side hugs
- Shoulder-to-shoulder or temple hugs
- Pats on the shoulder or back
- Handshakes
- High-fives and hand slapping
- Verbal praise
- Pats on the head when culturally appropriate
- Touching hands, shoulders, and arms
- Arms around shoulders
- Holding hands (with smaller children in escorting situations and as protection)

### Inappropriate Physical Interaction

- Full frontal hugs
- Kisses
- Touching bottom, chest or genital areas
- Showing affection in isolated areas of the building
- Staff sleeping in bed with a child
- Touching knees or legs
- Wrestling
- Piggyback rides
- Tickling
- Any type of massage given by or to a child
- Any form of affection that is unwanted by the child or the staff
- Compliments that relate to physique, body development
- Sitting on teacher's lap
- Carrying children
- Meeting off campus with a student

### Appropriate Physical Interactions

- Positive reinforcement
- Appropriate jokes
- Encouragement
- Praise

### Inappropriate Physical Interactions

- Name calling



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- Discussing sexual encounters or in any way involving children in the personal problems or issues of staff
- Telling secrets
- Cursing or profanity
- Telling off-color or sexual jokes
- Shaming
- Belittling
- Using harsh language that may frighten, threaten or humiliate students
- Making derogatory remarks about the student or about his/her family
- Personal texting, emails, or phone calls
- Discussing sexual orientation or having any conversations outside of the approved curriculum.

## ONE TO ONE SITUATIONS

Most abuse occurs when an adult is alone with a student. ScholarMade aims to eliminate or reduce these situations. However, when they are necessary, staff should observe the following guidelines to manage the risk of abuse or false allegations of abuse:

- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes
- Document any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted;
- Leave the door open or move to an area that can be easily observed by others passing by
- Ask other staff to randomly drop in
- Do not cover windows with posters
- If a student walks into a classroom alone, walk outside the door.

## CONTACT OUTSIDE OF REGULAR SCHOOL ACTIVITIES

The official method of communicating with parents is through the ADE's Home Access Center. We do not condone the use of any other systems of communication. Many cases of organizational abuse occur off-site and outside of regularly scheduled school activities. Contacts outside of regularly scheduled activities may put students, staff, and the ScholarMade at increased risk. ScholarMade strongly discourages personnel from contacting students outside of regular school activities. Under some circumstances, school personnel may find it beneficial to spend time with students outside of regularly scheduled school activities. To ensure the safety of all involved, school personnel must adhere to the following practices:

- All contact must be approved in writing by the appropriate school administrator in advance of the contact. The school personnel making the request must describe the purpose of the contact, the nature of the activity, when the contact will occur, where the contact will occur, and the names of other students and adults who will be present.
- The parent(s) of the students involved must also be notified.
- School personnel are never to be alone with a student(s).
- Under no circumstances may school personnel and students share sleeping quarters.
- Under no circumstances may school personnel disrobe in the presence of students

## TRANSPORTING STUDENTS

Students may increase the risk of abuse or false allegations of abuse because a staff person may be alone with a student or may make unauthorized stops with a student, e.g., to the staff person's home. ScholarMade strongly discourages personnel from transporting students outside of regular school activities. Under some circumstances, such as field trips or extra-curricular activities, a staff member may find it necessary to transport a student. To ensure the safety of all involved, school personnel must adhere to the following practices:

- Students must never be transported without written permission from a parent
- Students should be transported directly to their destination. No unauthorized stops should be made
- Staff should avoid unnecessary physical contact with student while in vehicles
- Administrators must be informed





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## STUDENT-TO-STUDENT INTERACTIONS

Most incidents of serious student-to-student abuse are preceded by more subtle incidents like name-calling, taunting, or roughhousing. Interrupting these interactions early, and establishing well-known standards of conduct, can keep the school environment safe.

ScholarMade recognizes that the following interactions are high-risk and should be prohibited:

- Hazing
- Bullying
- Derogatory name-calling
- Games of truth or dare
- Singling out one adult or student for differential treatment
- Ridicule or humiliation

## MONITORING AND SUPERVISION

ScholarMade recognizes that monitoring and supervision are critical functions of abuse prevention that provide protection to students, staff, and ScholarMade. When interactions are monitored, allegations of improprieties or wrongful acts are more easily and accurately investigated and resolved. ScholarMade has established the following policies to ensure that all personnel understand their role in this process.

- Administrative Visits and School leaders regularly monitor staff interactions with students in different activities in order to ensure that classrooms are well managed and that policies are observed.
- Ratios: Each class or program should follow appropriate state ratio requirements in order to ensure adequate monitoring of students and prevent staff from being too overwhelmed to monitor the activities of other staff members. Personnel should be aware of ratio requirements for all classes or other activities that they are responsible for monitoring.
- Mixed Age Groups: In most incidents involving a student abusing another student, the students are from different age groups. Each school is responsible for establishing specific guidelines for additional monitoring and supervision of programs that involve student from different age groups. Personnel should be aware of their school's requirements for monitoring

## RESTROOMS

Most abuse in schools occurs in the restrooms.

Restroom procedures that are appropriate based on physical aspects of the school structure and the age of student who attend the school are developed. Personnel should be aware of their school's unique restroom guidelines, which should include: Extending exceptions to the policy in emergencies only; • Making note of students who abuse the exception;

- Instructing students on which restrooms to use;
- Not permitting students to linger in the restroom; and
- Assuring that all staff, including security personnel, routinely duck into restrooms and announce their presence during passing periods and any time they travel throughout the school.

**Unused or Limited Use Areas High-** risk areas in schools include bathrooms, out-of-the-way hallways and stairwells, unlocked or unused rooms, outdoor areas with obstructed visibility, and parking lots

- The School's keep unused rooms locked.
- Classrooms, meeting rooms, and offices have windows that permit observation. (No window coverings)
- Classroom windows should remain unobstructed.
- Bathroom doors should remain open as long as privacy can be maintained.
- Students are prohibited from entering staff-only areas.
- ScholarMade uses limited video surveillance equipment to monitor high-risk locations and for suspicious behaviors.
- ScholarMade requires administrative staff to monitor high risk areas.
- Staff is encouraged to always involve themselves in supervision of activities and/or areas not in their immediate responsibility.



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## EXTRA-CURRICULAR ACTIVITIES AND FIELD TRIPS

Extracurricular activities and field trips present unique risks for the safety of children.

Large groups are difficult to monitor, and children may be more likely to act out sexually in a less structured environment. An ill-intentioned adult may try to arrange to meet with a child. It is important to be aware of these risks and take measures to minimize them. All extracurricular activities and field trips must be in compliance with ScholarMade's abuse prevention requirements.

Additionally, all such activities must meet the following guidelines:

- All extracurricular activities and field trips must be approved by the Academy Director.
- No overnight extracurricular activities. Exceptions must be approved by the Academy Director.
- Administrators should monitor school extracurricular activities and field trips when possible.
- When transporting children, the following procedures must be observed:
  - Determine the number of staff necessary to adequately supervise students, (e.g., one staff to 10 children)
  - The bus driver should not be assigned as a supervisor for the children
  - Staff should be randomly seated throughout the bus for easier supervision
  - Children should be seated by age or grade as necessary

## IMMIGRATION REFORM AND CONTROL ACT (IRCA)

Federal law prohibits SCHOLARMADE from employing any person not legally authorized to work in the United States. In accordance with the requirement of the Immigration Reform and Control Act (IRCA), all persons commencing or resuming work must submit documentation evidencing their right to work in the United States. Anyone submitting false documentation shall be immediately terminated and may be reported to the appropriate authorities. In fulfilling its obligations under IRCA, SCHOLARMADE reaffirms its commitment to comply with both state and federal non-discrimination laws. Any questions concerning IRCA and the required documentation should be directed to the Human Resources Department.

## CORRECTIVE ACTION

Employees will be disciplined for any violation of any SCHOLARMADE policy. Such discipline shall be appropriate to the offense. Any offense, including the first offense, may warrant any degree or action, such as a verbal warning or discharge of employment. ScholarMade reserves the right to determine the discipline warranted given the nature of the offense committed.

## GENERAL POLICIES

### REPORTING CHANGES AND MISTAKES

You are responsible for promptly notifying your Supervisor in writing of any change in your name, address, telephone number, marital status, and work permit or visa status, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other HR files. Any delay in your receipt of your paycheck or tax forms will be your responsibility if such delay is a result of your failure to notify us of updated information. Please note that any changes to your insurance coverage are subject to the policies of the insurance of SCHOLARMADE. It may not be possible for changes to become immediately effective.

It is the employee's responsibility to verify the accuracy of the information included on each paycheck. The employee has one week from receipt of a paycheck or pay statement to report any errors in name, address, withholdings, paid time off or any other item shown on the pay stub. Such reports should be sent to [scholarmade@scholarmade.org](mailto:scholarmade@scholarmade.org).

### EMPLOYMENT CATEGORIES

All employees fall into each of the three categories below. For example, our Chief Executive Officer is a full time, administration, and exempt employee. A paraprofessional working in a school three days per week would be a part time, academic, and non-exempt employee. The definitions of these categories as well as the benefits policies associated with each category may be altered to comply with any mandates of the Affordable Care Act.

#### Category One

Full-time employees: All employees regularly scheduled to work at least 40 hours per week in a 12-month position or in a position at a school expected to last for the entire remainder of the school year are considered full-time employees for the purpose of benefits.



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**Part-time employees:** All employees regularly scheduled to work fewer than 40 hours a week are considered part-time employees. Part-time employees are eligible for benefits as specifically stated in this manual.

**Temporary employees:** A temporary employee is a person who works any number of hours in a week, but the position the person holds is expected to be fewer than 12 months for a corporate position and fewer than 10 months for a school-based position in any calendar year. A temporary employee is not eligible for any fringe benefits unless required by state or federal law.

## **Category Two**

**Administrative employees:** Employees not directly involved in regular teaching are administration employees. These school positions specifically include the Principal Academy Director, the Director of Achievement program coordinators, parent coordinators, school operations managers, office managers, secretaries, school aides-admin, and maintenance personnel and similar positions.

**Academic Employees:** Employees who teach and otherwise work directly with the students and are not expected to work during academic vacations and holidays, with the exception of mandated meeting and training days, are academic employees. Academic employees specifically include teachers, teaching assistants, school aides-academic, program coordinators, school guidance counselors and social workers.

## **Category Three:**

Under the Fair Labor Standards Act (FLSA), employees are also classified by two major categories: "Exempt" and "Non-exempt."

**Exempt employees:** These employees are exempt from the applicable provisions of state and federal wage and hour laws and will not be eligible to receive overtime pay. Exempt employees are expected to work as many hours as necessary to fulfill the requirements of their jobs.

**Non-exempt employees** are eligible to receive overtime pay in accordance with state and federal wage and hour laws. These employees are required to submit a time record for each week, approved by the appropriate Supervisor, for the purpose of tracking hours worked and calculating compensation. An employee will be subject to discipline for all intentional inaccuracies on a time record. Overtime is paid for any authorized hours worked over 40 hours in any workweek. Non-exempt employees are required to take a 30-minute unpaid meal break each working day, which consists of at least 6 hours. During this 30-minute break, the employee must not do SCHOLARMADE -related work of any kind.

## **Academic Employee (Full-time-Academic-Exempt) Pay**

Full-Time Academic Exempt Employees are given the option to have his or her compensation paid based on the number of days actually worked or to have the earned compensation paid evenly through to the end of the year. Employees who elect to have their compensation paid evenly throughout the year may also elect to have their final pay paid out as a lump sum at the end of the school year or paid equally among the three (3) summer payroll periods immediately following the end of school. Employees who elect to be paid based on the days worked will not be paid for school breaks, including summer, winter, spring breaks and holidays. Those paid out each pay period based on days worked are paid with a higher daily rate that is based on school days they are required to work. This section pertains to employees who are exempt (non-hourly) only. All Academic Exempt Employees need to file time records.

## **Academic Employee (Academic-Non-Exempt) Pay**

Academic Non-Exempt Employees are paid on an hourly basis based on the days worked. All Academic Non-Exempt Employees need to file time records.

## **END OF SCHOOL YEAR**

This section applies to full-time employees leaving the school at the end of the school year. Those who are not leaving will experience no interruption in compensation or benefits. Any Academic Employee, such as a teacher or teaching assistant, who leaves at the end of the school year, will no longer be eligible for benefits, except by law, such as COBRA. For those employees who voluntarily terminate at the end of the school year, the employer will continue to provide health and dental insurance through June 30th and COBRA will become available beginning July 1st.

## **PAY PERIODS AND PAY CHECKS**

ScholarMade employees are paid over a 12-month period on the 15<sup>th</sup> and last day of the month. In the event the payroll date falls on a holiday, the pay date shall be the last business day prior to that holiday. It is your responsibility to ensure that your time is reported accurately by the Monday of that payroll week. Employees shall be notified if the pay schedule is to change.



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SCHOLARMADE provides direct deposit service for employees. Employees are strongly encouraged to enroll for direct deposit to minimize disruptions caused by slow mail, lost checks, inclement weather, etc. Please contact your school operations manager if you would like to arrange for direct deposit of your paycheck.

If a lost check is re-issued, the bank fee (\$25.00) and any other processing fee will be deducted from the employee's pay as allowed by applicable law. This is another reason that we encourage all employees to utilize direct deposit. Academic staff who elect the buyout at the end of the school year or staff who are terminated will have direct deposit cancelled and instead receive a live payroll check that they can pick up from their school operations manager at the school.

## GARNISHMENTS

SCHOLARMADE is required by law to honor any legal order for garnishment. We will make initial notification of any demand for garnishment with specification of the total amount and the amount of each planned deduction. We will make every effort to notify you in advance, if such notice is available to us, and as applicable by law.

## OFFICE AND WORK HOURS

SCHOLARMADE's employees work in a variety of settings. Those who work as district employees are expected to report to work according to their individual schedules. Those working at a school site must adhere to the campus schedule. If you are a non-exempt employee, you may be asked from time to time to work more than forty hours in one week. If you would like to discuss your overtime hours or the pay for such hours, please contact Human Resources. Full-time employees, regardless of their main place of business, are expected to dedicate all of their professional time to their SCHOLARMADE responsibilities.

Non-exempt employees will be paid for all overtime at the higher overtime rates. Non-exempt employees may not work overtime without prior approval from the Principal Academy Director or the Director of Leadership and Operations. Non-exempt employees who work overtime without prior approval will be subject to discipline, up to and including termination.

Teachers are required to report to work 30 minutes prior to the start of school and remain 30 minutes after the end of the day. One day a week is designated as Summit Day and staff will be required to stay one hour after or before the school day begins for Professional Development.

## SOLICITATION AND DISTRIBUTION

Working time is, of course, for work – preparing our students for college. We want to ensure that employees and students' learning time is not interrupted and that our schools and offices are not cluttered with litter by others who wish to solicit for their own or others' purposes (either business or charitable) or memberships in organizations. For these reasons, employees are expected to observe strictly the following rules:

- Do not solicit employees for any activity or purpose while either the employee(s) doing the soliciting or the employee(s) being solicited is on working time. "Working time" does not include approved break or meal periods.
- Do not distribute or post literature (that is, printed matter of any kind) on working time or in working areas at any time.
- Non-employees are prohibited from soliciting or distributing any written or printed material of any kind for any purpose on SCHOLARMADE property at any time.
- Do not post on the premises, including bulletin boards, doors, etc. and E-mail, any notices, signs or written materials. SCHOLARMADE's bulletin boards are reserved for official SCHOLARMADE's communications, such as job openings and SCHOLARMADE's memoranda. Similarly, E-mail is for SCHOLARMADE's business use only.

The only exception to the foregoing will be activities related to SCHOLARMADE -sponsored charities and activities. Exceptions to this policy may be made at any time by the Chief Executive Officer ([pnicholsanderson@ScholarMade.org](mailto:pnicholsanderson@ScholarMade.org)).

## ATTENDANCE

Employees must make requests for leave through the designated time management platform. Requesting the leave does not grant the leave, the request must be approved by your manager. Unless your absence is permitted or excused under SCHOLARMADE's paid time off policies, you are responsible for being at work on time and not leaving early. If you are going to be absent or late, it is your responsibility to report your absence to the Office as soon as possible during each day of your absence, preferably in advance of lateness and no later than one hour before the start of the workday. If you are absent for more than three consecutive days, you may be required to provide written documentation from your physician.

An employee who is absent for reasons other than those permitted or excused by the SCHOLARMADE's policies, or who fails to provide notice as required, will be subject to appropriate corrective action, up to and including discharge. In addition, an employee who is late or leaves early will face corrective action, up to and including discharge. An employee may not take



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an unpaid day off, and may not take a day off from work beyond accrued sick or PTO time, without the prior approval of the Principal Academy Director or Supervisor.

PTO is not granted for the day before or after a holiday. (For example, PTO will not be granted on Friday or Tuesday of a holiday occurring on a Monday.)

Administration employees, including those working at a school site, are expected and required to work normal business hours during academic holidays and vacations.

Occasionally, it may be necessary for a staff member to work remotely and access student files from a remote location. This must be approved by the CEO and the Remote Work Policy is in effect.

## GENERAL COMPLAINT PROCEDURE

Any employee may voice a complaint or concern to their supervisor. If the employee is not satisfied with the response, he/she may bring the concern or complaint to the Director of Finance and Administration. If not satisfied with the response, the employee may bring the concern or complaint to the Chief Executive Officer.

## BUSINESS CONDUCT

In the event that you become aware of another employee's behavior or actions that you believe, are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the SCHOLARMADE work environment, you should discuss such behavior or actions with your Supervisor, Director of Leadership and Operations or Chief Executive Officer. All reasonable concerns will be promptly, thoroughly and confidentially investigated by SCHOLARMADE and, where necessary, appropriate corrective action will be taken.

## PERSONAL CONDUCT

SCHOLARMADE respects the privacy interests of its employees and recognizes their desire to conduct their personal lives free from interference from SCHOLARMADE. Nonetheless, employees should keep in mind that, even while off-duty, they represent SCHOLARMADE to the public and should strive to preserve SCHOLARMADE's reputation. In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as a Scholar Made employee. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by SCHOLARMADE, including termination of employment, if such conduct is determined by management to be harmful to our corporate image, inconsistent with expectations of our employees, or otherwise adversely affects our legitimate business interests.

## PURPOSE FOR SOCIAL MEDIA GUIDELINES

Scholar Made Achievement Place realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning and sharing in these digital environments is a part of 21st century learning. To this aim, Scholar Made Achievement Place has adapted the following guidelines to provide direction for instructional employees, students and the Achievement Place community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that schools can discipline employees if their speech, including personal online postings, disrupts school operations.

These guidelines have been created as a resource for you. It is important to create an atmosphere of trust and individual accountability. Keep in mind that information produced by SAP employees is a reflection on the entire Achievement Place professional community and is subject to the Acceptable Use Policy. Personal postings, even if marked private, may also be subject to relevant SAP policies and procedures, as well as to relevant local, state and federal laws especially if you have identified yourself as a Scholar Made Achievement Place employee. By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or Achievement Place use, you agree to abide by these guidelines. Please read them carefully before participating in any social media application.

## WHAT IS SOCIAL MEDIA?

User-created content online designed in a collaborative environment where users share opinions, knowledge and information with each other.

Tools include, but are not limited to:





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- Blogs (Blogger, WordPress, etc.)
- Wikis (Wikispaces, Google Sites, etc.)
- Social Networking sites (Facebook, Snapchat, Instagram, Tik Tok, Houseparty, YouTube, LinkedIn, Twitter etc.)
- Photo and Video Sharing sites (YouTube, Flickr, etc.)
- Social Bookmarking (Diigo, Delicious)
- LinkedIn
- GroupMe

## PERSONAL RESPONSIBILITY

- ScholarMade Achievement Place of Arkansas encourages its employees with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same professional and personal standards of honesty, respect and consideration that you use face-to-face and in work-related settings.
- Please note that even if you delete personal information, it still may be stored on the website's server for a longer period of time. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy on the World Wide Web
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as an SAP employee online, you are now connected to colleagues, students, parents and the school community. Use these connections wisely and well. You should also ensure that content associated with you is consistent with your work at SAP and your role as a public school/State employee.
- It is your responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to "tag" or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.
- It is inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in personal social-networking friendships on social networking sites is prohibited with students, and strongly discouraged with parents or guardians of students. The Achievement Place recognizes that because of the tight-knit community of SAP, many staff members may have students or parents of students that are family members or close personal friends. However, the Achievement Place cautions staff members against engaging in such social-networking friendships with these individuals.
- A recommendation for staff to respond to "friend" requests on their personal pages is:
  - If you are a student or parent requesting to be my "friend," please do not be surprised or offended if I ignore your request. As an employee of ScholarMade Achievement Place, our procedures and practices discourage me from "friending" students or parents on my personal pages. I would encourage you to friend our school's (and/or classroom's, department's, the ScholarMade Achievement Place Facebook pages, etc.)
- Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

## CHROMEBOOKS, INSTRUCTIONAL RESOURCES, CARE OF SPACE

Teachers and Staff members are responsible for ensuring the care and appropriate use of instructional resources, items, and technology including Chromebooks and headsets that are assigned to your class for use. These items must be counted daily and locked in the Chromebook cart or cabinets. Teachers are required to report immediately any missing Chromebooks or headsets and any that have been damaged. Negligence can result in the teacher being held financially liable for any school



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equipment including Chromebooks. Teachers are required to notify parents and record the incident in the appropriate manner as indicate in the Family Handbook and Achievement, Instruction and Culture Guide.

## DRUGS AND ALCOHOL

SCHOLARMADE is a drug-free, alcohol-free, smoke-free workplace. SCHOLARMADE will not tolerate alcohol or illegal drug use, or being under the influence of either, on the job at any site, whether a school, SCHOLARMADE property, or visit to a third party. Furthermore, employees may not distribute, possess, manufacture, use, dispense, or sell alcohol or illegal drugs at any time on SCHOLARMADE property.

Employees who violate this policy will be subject to corrective action, up to and including discharge. Employees convicted on charges related to alcohol or drug use, must report the conviction to their Supervisor within five (5) days of the conviction date. Employees facing charges or arrest related to alcohol or drug use or distribution or other offense occurring on school property must report this to their Supervisor within five (5) days of the arrest or filing of charges. Failure to do so will result in disciplinary action up, to and including discharge.

An employee who is taking prescription drugs which may affect his/her ability to safely and effectively perform his/her job must report this to their Supervisor immediately. SCHOLARMADE will attempt to make reasonable accommodations to allow the employee to continue working while taking medications.

SCHOLARMADE employees may access information about drug or alcohol treatment and assistance programs in your area by contacting Human Resource. These matters will be kept confidential whenever possible, and to whatever extent that you may be protected by law.

### Smoking

Smoking is not allowed in SCHOLARMADE's offices or at any school sites, outdoors or indoors.

### Food and Beverages

All employees are personally responsible for keeping the area around their workstation clean and presentable to visitors, as well as protecting the computer equipment from damage. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

**Microwaves and Heaters** are not allowed in classrooms.

## PROFESSIONAL DEVELOPMENT

The annual professional development requirement must be fulfilled between June 1 and May 30. Approved professional development activities that occur during the instructional day or outside the educator's annual contract days may apply toward the annual minimum professional development requirement. Any educator who misses any part of regularly scheduled professional development activities for any reason (such as illness) must make up that time in other approved professional development activities. An educator shall complete any missed hours of professional development through professional development that is: Approved by the person responsible for the teacher's summative evaluation; Is substantially similar to the professional development missed and approved by the person responsible for the educator's summative evaluation; and Delivered by any method approved by ADE.

## WORKPLACE ATTIRE

SCHOLARMADE has adopted a business casual dress environment. However, employees are expected to use good judgment and taste, to maintain personal hygiene and to show courtesy to their co-workers and associates by dressing in a fashion that is presentable and appropriate. ScholarMade Achievement Place of Arkansas believes that employees can more effectively carry out their respective functions and responsibilities which help meet the charter's primary function of educating students when staff members dress in a professional manner. Dressing professionally is vital for success in an office or academic environment. The appearance makes a statement on a person's professionalism. Students, parents, and other community members who interact with staff members are more likely to respond favorably to a staff member who dresses professionally. Students are more likely to show respect and follow directions from a staff member who dresses professionally. Therefore, the Board adopts the following dress code for staff members.

### Acceptable Attire / Grooming

- Pants or slacks; capris, dresses, or skirts.
- Collared shirts to include Polo-type and button-down shirts. Sweaters, turtlenecks and Henley shirts are acceptable. (Physical Education instructors should wear shirts with collars that exhibit professional attire).
- Ties and dress coats improve the image but are not required.





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- Cologne or aftershave; perfume or cologne is not recommended due to allergies and respiratory issues of some students.
- Tennis shoes should not be worn except on designated days.
- Appearance including hair must be neat and well groomed.

## **Non-Acceptable Attire / Grooming**

- Jeans and T-Shirts may not be worn except during special days determined by the principal. In no case should T-Shirts be worn other than special days.
- Tattered cuffs, tears in clothing are unacceptable.
- Sweat pants and jogging suits are not acceptable.
- Stretch pants/leggings are not acceptable
- Hats are not to be worn in building.
- 

SCHOLARMADE and the school Principal Academy Director reserve the right to notify any Employee if certain attire is not deemed appropriate for the workplace.

## **TELEPHONE USE, CELL PHONES AND OTHER PERSONAL TECHNOLOGY**

Personal telephone calls should be kept to a minimum and personal toll calls should not be made at the expense of SCHOLARMADE or of any school. Employees should not make personal calls at a time when they have any responsibility for supervising any child(ren), except in the event of an emergency.

Staff may not use cell phones, PDA devices, camera phones or other technology devices for personal matters when teaching or otherwise supervising children. These devices may not be used during any staff meeting or meeting with any third party (parent, vendor, consultant, funder, etc.). Prohibited uses during these times include making or receiving calls, sending or receiving text messages, taking pictures, or checking email. Staff members may not send any text messages to any student. All communication outside of class between a staff member and any student, including text messages, emails, photographs and phone calls, must go through the student's parent.

Staff may not use their own laptops in any SCHOLARMADE site without the prior written consent of the Chief Executive Officer.

Staff are never to video tape students unless for an instructional activity or performance and should not use personal devices for those recordings. Students should never be posted on any personal Social Media sites.

## **PARKING**

SCHOLARMADE is not responsible for loss, theft, or damage to your vehicle or to any personal belongings left in your vehicle. Please park your vehicle at each site where indicated by signs or by personnel regularly working at that site. Gates around the campus are normally locked during the day for our safety, but may be opened at various times for deliveries. Please keep your vehicle locked at all times.

## **PERSONAL PROPERTY**

SCHOLARMADE does not assume responsibility for any personal property brought by employees to its premises. Employees are to use their own discretion when choosing to bring personal property into the office, and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

## **PLANNING TIME**

The purpose of time set aside in the day referred to as Planning Time is to be used to prepare lessons, participate in PLCs and other professional development activities, conference with parents, complete instructional duties such as grading, grade entry, organizing files and documents. It is not to be used as a lunch period and to consistently leave the campus to run errands. Leaving the campus during a Planning Period requires authorization from your supervisor.

## **OFFICE SECURITY**

It is each employee's responsibility to make sure the office is secure at the end of each business day. The last employee to leave the office at night is responsible for making certain that all filing cabinets, doors and windows are locked and the alarm is set. No more than \$50.00 in cash may be kept in a school office overnight. Please review school procedures for more details.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

## **PRIVACY IN THE WORKPLACE POLICY**

The working environment does not provide the same degree of privacy experienced at home. Offices, desks, telephones, lockers, and computers are furnished for business purposes, and remain the property of SCHOLARMADE. Any content therein may require that they be opened to authorized management representatives. For that reason, an employee's use of an office, desk, telephone, locker, voicemail, email, or computer will not be considered private. In addition, to promote quality assurance, telephone calls made by all employees may be periodically monitored by SCHOLARMADE. Furthermore, electronic data transmissions, as well as computer data of any type, are subject to monitoring, and desks and offices may be opened as management deems appropriate. To avoid embarrassment or other difficulties, employees should not discuss private matters over business phones, voice mail or electronic mail, nor should employees bring personal property and materials (especially flammable articles, drugs, personal alcohol-containing products, firearms, weapons of any type, explosives, or any other illegal or inappropriate item) onto SCHOLARMADE's premises.

If requested by administration of SCHOLARMADE, employees are required to submit to a search of any pocket, package, purse, gym bag, briefcase, tool box, lunch box, or other container brought onto SCHOLARMADE 's premises, and to submit to a search of a desk, file, locker, other stationary containers, data files, voicemail, or email provided by SCHOLARMADE. Failure to cooperate in a requested search is cause for termination.

## **CONFIDENTIAL INFORMATION AND RECORDS**

SCHOLARMADE requires that employees not disclose information considered to be confidential by SCHOLARMADE, including employment records, salaries and trade secrets. All new employees are required to sign a non-disclosure agreement. Employees are also subject to any restrictions listed under their contract. Any questions about this policy should be addressed to the Chief Executive Officer.

SCHOLARMADE's employees may upon occasion obtain access to student records. Applicable state and Federal statutes govern such access. These records are confidential and may not be removed from the school premises without authorization of the CEO and may be used by SCHOLARMADE 's employees only for the performance of their job duties. All employees must abide by applicable laws, including the Family Educational Rights and Privacy Act (FERPA), in regard to the confidentiality of student information. Employees may not use student pictures, student work or any information related to students for personal use either during the work day or outside the workplace.

## **PERSONNEL FOLDER**

SCHOLARMADE maintains a personnel folder for each employee. The contents are retained for three years after termination unless there is a mutual agreement in writing to remove a document. A copy of your performance reviews, commendations, documents relating to disciplinary actions or other documents that may be used to determine promotions, transfers, additional compensation or disciplinary action will be filed in your personnel folder. You have the right make a copy of your folder by submitting a written request to the Academy Director, Director of Achievement, or the Chief Executive Officer. You have the right to request that a document be removed from your folder. You have the right to attach written comments to any document in your folder. All such requests will be honored as required by law.

## **INTELLECTUAL PROPERTY AND ASSIGNMENT OF RIGHTS**

All materials, reports, plans, analyses, designs, presentations, and writings or compilations of any kind that are produced by the employee in connection with his/her employment shall be the sole and exclusive property of SCHOLARMADE, unless derived from materials already owned by the employee. The employee agrees to promptly execute any documents necessary to verify SCHOLARMADE 's ownership of all such materials.

## **EMPLOYEE PHOTOGRAPHS**

As part of our pursuit of our extraordinary mission of preparing students for college using our personalized learning program, we may use photographs of you to market SCHOLARMADE. Materials may include one or more of the following: print materials including folders, flyers, advertisements, billboards and signs, social media, and our website. We may include your name and a short bio or quote depending on the purpose. We will not include any confidential personal contact information. By agreeing to allow us to use your picture, we may continue to do so even if you are no longer an employee of ScholarMade.

## **COMPETING EMPLOYMENT**

Due to the nature of our business, employees are restricted from certain associations or working arrangements with competing or conflicting organizations. You may not work for other competing businesses during the course of your employment with SCHOLARMADE. All employees are also subject to any restrictions listed under their non-disclosure agreement. Employees may not engage in any other type of employment during hours when they are working for SCHOLARMADE. You must notify SCHOLARMADE of any other employment, which may present a conflict with your position at SCHOLARMADE.



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Staff member shall not seek employment with any charter school located within 10 miles of the school for a period of 12 months after voluntarily leaving SM.

## **NON-SOLICITATION**

During the period of your employment and for a period of one year after the termination of your employment with SCHOLARMADE, you shall not, directly or indirectly, (i) solicit for employment or employ any person who was employed by SCHOLARMADE during your employment with SCHOLARMADE; or (ii) call on, solicit, or take away for yourself or for any other person or entity any person, student or entity who or which was a customer of SCHOLARMADE during your employment with SCHOLARMADE. All employees are also subject to any restrictions listed under their employment letter.

## **EMPLOYMENT OF RELATIVES AND OTHERS**

No person can be hired or otherwise employed by SCHOLARMADE if the person is a relative of a SCHOLARMADE employee, unless the employee discloses the relationship to SCHOLARMADE prior to the person being offered a position with SCHOLARMADE. In such cases, the Chief Executive Officer will make the decision as to whether to hire the person. Employees should also notify Human Resources where a job applicant is a business associate or close friend of the employee. In cases where the relationship is not disclosed prior to an employment decision, both employees may be subject to discipline, including termination.

## **VISITORS IN THE WORKPLACE**

In order to allow employees to perform their work free from unnecessary distractions, SCHOLARMADE employees should generally refrain from having personal visitors at the workplace. In emergency situations, it may be necessary for a child to accompany a parent to work. In those situations, the employee must obtain approval from the Principal Academy Director in advance and assumes all responsibility for their child.

All visitors must sign in through Lobby Guard and obtain a visitor's badge and wait in the foyer area until they can be escorted by an employee. No unescorted visitors are permitted in the school. While a visitor is under your care, it is your responsibility to ensure that they comply with all ScholarMade policies and applicable laws.

## **CONTRACTORS AND THIRD-PARTY VENDORS**

SCHOLARMADE may authorize the use of contractors and consultants for various services, including but not limited to: physical therapy; speech professional development; maintenance and transportation. The school is responsible for ensuring that independent contractors comply with ScholarMade policies, this Handbook, and applicable laws. Employees are required to report to the school Academy Director immediately any violation of a ScholarMade policy.

## **EXPENSE REIMBURSEMENT**

SCHOLARMADE will reimburse employees for reasonable business expenses, including travel, if approved in advance by your immediate Supervisor. Employees requiring assistance with travel in advance must contact their Supervisor. Employees must refer to the Travel and Reimbursement Policy for specifics about travel and reimbursement procedures. No expenses will be reimbursed which violate the Travel and Reimbursement Policy. Expenses which are submitted more than thirty (30) days after the expense was incurred will not be reimbursed to the employees, unless there are exigent circumstances.

## **MEALS, TICKETS, FOOD AND “GIFTS” FROM THIRD PARTIES TO EMPLOYEES**

“Gift” shall include a meal, a drink(s), a ticket(s) to a sporting or other event, food, or any other item that a vendor, authorizer or individual, including parents, offers to a ScholarMade Achievement Place.

Employees may accept meals and other items of a value less than \$30.00 from third parties, provided they do so within these guidelines and provided further that:

- A meal eaten while conducting business may be accepted provided a reasonable person would not consider it to be extravagant. Alcohol should be consumed at business functions only in moderation and only in the evening.
- No business, purchasing or other decision will be in any way based on the receipt of or value of the gift.
- All SCHOLARMADE personnel will at all times conduct themselves with the utmost integrity and honesty.
- Upon accepting any gift valued at more than \$30.00, the Employee shall report the item, date and estimated value.

For other gifts, the Employee should send an email to the Chief Executive Officer detailing the third party, gift, date, estimated value, and any pending transaction with the third party. The Chief Executive Officer will then have sole discretion to approve or disapprove of the acceptance of the gift. If the gift is not approved and is already in possession of the employee, it shall be returned to the sender.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

## ABSENCES: TIME OFF AND HOLIDAYS

### PAID HOLIDAYS

The following are paid holidays for full time administrative employees. The following are the only paid holidays for full time administrative employees, as defined above. Academic employees, both exempt and non-exempt are not paid for holidays but only for days required to work during the school year. Academic teachers, exempt academic employees, who elect to have their salary paid evenly over the course of a year, however are paid during holiday and summer break periods.

- Labor Day
- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Veteran's Day
- Day prior to Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve day Christmas Day

In addition, all school buildings will be closed for 7 days between December 24 and January 1. The closure time will be determined by the CEO. School based administrative personnel will not be required to work during this time and will not be charged PTO for these days.

An announcement by SCHOLARMADE shall be made regarding days off should any of the above holidays fall on a Saturday or Sunday. The above holidays are the only holidays for administrative employees, including Academy Directors and others designated as administrative employees in their employment letters.

An employee must work the day before and after a holiday unless the employee receives prior written approval from his/her Supervisor. If a doctor's note is provided for either or both absence(s), the employee may be paid at the discretion of the Principal Academy Director or Director of Finance and Administration.

Note: SCHOLARMADE will make reasonable efforts to accommodate holidays pertaining to an employee's established beliefs that do not fall on the paid holidays listed.

### PAID TIME OFF (PTO)

Full-time employees are eligible to use paid time off as described in this policy. **Part-time, temporary and contracted employees are not eligible for paid time off.**

Full-time, administrative employees will begin to accrue PTO at a rate of twelve (12) days per year

Full-time Academic employees earn 1 day a month of paid time off. Employees must seek approval for leave through ADP and receive approval from the Principal Academy Director prior to an absence for any reason. Your request or notification is the first step. You must receive approval before taking time off. The decision to approve or deny any leave request will rest your manager or the CEO. Leave may not be taken the day before or after a holiday.

Any employee desiring to take leave may do so by entering the request in ADP, the school's time and leave management system at least forty-eight (48) hours prior to the time of the requested leave. Employees who fail to report to work when their request for leave has been denied or who have exhausted their allotted days, shall lose their daily rate of pay for the day(s) missed (leave without pay). While there are instances where personal circumstances necessitate an employee's absence beyond the allotted days of sick and/or personal leave, any employee who requires leave without pay must receive advance permission (except in documented medical emergencies). When an employee leaves SM's employment, remaining PTO may be transferred to a receiving district or charter. No cash payouts will be made.

All leave must be requested through [time.adp.com](http://time.adp.com). In order to request leave select the Request Time off Link, complete the description and comments sections, select the day(s) you are requesting leave on the calendar on the left side of the screen, select the PTO pay code, the start time and number of hours you are requesting. Leave can only be requested in increments of 4 hours. A full day of leave is 8 hours. Select a review by day at least 48 hours from the day you complete the request and



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click submit. You will receive a confirmation from ADP via email if your request is successfully submitted. Once your manager reviews your request you will receive another email approving or denying your request.

## COVID19 RELATED ABSENCES

ScholarMade will follow guidelines provided by ADE and the CDC in addressing absences related to COVID19. Eligible Employees who test positive may request leave under the federal Emergency Family and Medical Leave Expansion Act (EFMLA) and the Emergency Paid Sick Leave Act (EPSL), as enacted in the Families First Coronavirus Response Act. Medical documentation will be required. Employees who suspect exposure of the virus must complete a survey that will provide crucial information to the school that will allow for protection of exposure to the school community. Employees must submit a medical clearance to work before returning.

## FAMILY MEDICAL LEAVE ACT (FMLA) LEAVE

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

ScholarMade shall determine if the leave qualifies for FMLA leave. If the leave qualifies under the FMLA, the district will notify the employee, either orally or in writing, of the decision within two workdays. If the leave is intermittent as defined in this policy and the circumstances of the leave don't change, the district is only required to notify the employee once of the determination regarding the applicability of FMLA leaves. To the extent the employee has accrued paid leave, any leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave. When the paid leave is exhausted, unpaid leave will be allowed. SM will provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Legal References : A.C.A. § 6-17-1201 et seq. 29 USC §§ 2601 et seq. 29 CFR 825.100 et seq.

## PROFESSIONAL LEAVE

The purpose of professional leave is to increase the scholarship and professional development of members and thereby enhance their capacity for service to SAPA. Leave of this type from duties is a privilege granted to provide the opportunity for study, investigation, and research. The authority to grant leave for school staff has been delegated to the supervisor and the CEO. Proposals will be judged on the basis of its application to teaching, leadership or research effectiveness. The applicant's ability to integrate new content into the SAPA program is a critical factor in the review process.

The following rules and guidelines are designed for the proper use of sick time in the event of illness:

- If you are not able to report to work, you must notify the office/school via by 6AM. Notify the person responsible for securing substitutes.
- If you must leave the office/school before closing time because of illness, you must inform your Supervisor prior to your departure. Children may never be left unsupervised.
- If you foresee the need to take sick leave such as for non-emergency surgery, tell your Supervisor as soon as possible so that plans can be made to cover your absence. School employees must schedule physical check-ups, dental appointments and other such appointments outside of school hours.





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- If you are absent because of sickness or disability for more than three consecutive days, and the medical information submitted is not, in the discretion of SAPA, sufficient to establish inability to work, the employee may be required to submit to an examination by a doctor selected and paid by SAPA. You may use PTO to care for your sick or injured children or family members living in your household on the same terms that apply to use for your own illnesses or injuries.
- In case of an extended absence, you should consult your insurance plan booklet to see whether you are eligible for short-term or long-term disability leave. Any accrued PTO may be required to be exhausted before payment of STD or LTD benefits.

## REPORTING TIME OFF

Employees are responsible for keeping accurate records for the time that they work in accordance with current SAPA procedures. Any employee caught falsifying time records for themselves or for others will be disciplined, up to and including discharge. Any employee that submits falsified medical documentation will be discharged.

## REMOTE WORK POLICY

### PURPOSE

The following provides directions and procedures relating to any threat to the school operations and business disruption resumption/recovery as they relate to services provided by ScholarMade Achievement Place of Arkansas

This policy is established to ensure that all essential services remain available to those who depend on them. The purpose of this policy is to outline provisions covering remote work for employees of ScholarMade Achievement Place of Arkansas (SM) during any campus closure due to weather or a public health emergency.

This policy is intended to provide a framework for constructing plans to ensure the safety of employees, volunteers and students and the resumption of time-sensitive operations and services in the event of an emergency (fire, power or communications blackout, tornado, hurricane, flood, earthquake, civil disturbance, public health emergency) disaster, or other business interruption.

Conference calls, school Zoom accounts, Google Chat, Google Meet etc. and individual laptops will be utilized to facilitate communication and continued operations.

## EMPLOYMENT

During periods of AMI, the employee's duties, obligations, responsibilities, and conditions of employment with ScholarMade remain the same. Staff members are subjected to Reduction in Force if the staff member does not complete tasks remotely. Work hours may be adjusted per the Superintendent but responsibilities remain the same and must be completed virtually. Likewise, the employee's salary, retirement benefits, and insurance coverage will remain unchanged by the remote work arrangement unless funding is negatively impacted or if a staff member fails to complete assignments during the AMI period. In that case, the staff member is subjected to termination.

All work hours and leave usage must conform to school policy and to the terms otherwise agreed upon by the employee, Principal, and Superintendent.

If this policy is implemented to address public health emergency events, the employee authorized to work remotely shall not hold work-related meetings in person with staff, parents, customers, the public, or professional colleagues at his or her residence unless otherwise approved by the Superintendent.



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## **PROFESSIONALISM [AMI]**

Employee must continue to exude a high level of professionalism while working remotely in appearance, manner, approach, and readiness. Teachers are expected to follow the guidelines for teaching remotely including recording lessons and engaging students virtually. Review lessons and academic support must be planned and documented and the teacher will be observed and evaluated.

## **EQUIPMENT AND SUPPLIES**

When possible, ScholarMade will provide the employee authorized to work remotely equipment needed to do the assigned work at the remote workplace. Employee must have a working internet connection. Scholar Made may authorize the employee to use employee-owned computer hardware equipment, software, or other equipment deemed necessary to perform the assigned work at a remote workplace if SM resources are not available. The employee will not be reimbursed for any employee-owned equipment he or she uses, including, but not limited to, pens, paper, phones, computer software, computer hardware, modems, Wi-Fi network, internet service, or cables. Insurance for any employee-owned equipment is the responsibility of the employee.

Scholar Made equipment provided to an employee is the property of SM and shall be returned to SM upon the termination of an employee's participation in the remote work program in the same working condition when distributed. Additionally, the use of equipment, software, online platforms, data, supplies, and furniture, if provided by SM, is limited to use by authorized persons and for purposes related to SM business only. The employee will be responsible for the security of all items furnished by the SM.

The employee authorized to work remotely shall obtain all supplies needed for work at the remote workplace. An inability to perform one's work because of a failure to obtain supplies is the responsibility of the employee and may result in the employee using leave for work not performed during work hours.

## **REMOTE WORKSPACE**

The employee authorized to work remotely must have an available workspace. The available workspace should be maintained in a safe condition, free of hazards that might endanger the employee or Schoolmate's equipment. Employee must use virtual backgrounds provided when teaching or working from home and are engaging the public virtually.

## **EXPENSES**

The employee authorized to work remotely is responsible for the cost of maintenance, repair, and operation of personal equipment not provided by SM. The employee will not be reimbursed for supplies regularly available at the main office, expenses for phone bills from a personal phone, or expenses for internet usage. Federal and state tax implications of working remotely and the use of a home office are the responsibility of the employee.

## **PRIVACY, CONFIDENTIALITY, AND OTHER APPLICABLE STATUTES**

The employee and the ScholarMade shall institute appropriate safeguards to secure confidential data and information. The employee must still comply with the Family Educational Rights and Privacy Act (FERPA), or other U.S. Department of Education, state or federal laws when handling documents and information, including when working remotely.

## **DISCIPLINE**

Employees authorized to work remotely are still subject to the Personnel Handbook

## **MINIMUM STANDARDS**

Employees are required to adhere to all work standards set with his or her supervisor while working remotely, and must meet the following minimum standards:

- Be available during the school's normal business hours of 7:30 a.m. until 4:30 p.m. or within the modified work schedule established by the Superintendent.
- Adhere to communication standards and frequency established by their supervisor and respond to all e-mails and work requests received between normal business hours.





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- Employees are expected to check-in with Supervisor/Manager at least once per day.
- Check voicemails periodically throughout the day and respond within 24 hours of the voicemail.
- Adhere to ScholarMade's time and attendance reporting guidelines and overtime approval requirements
- Complete all Professional Development assigned
- Maintain documentation of services provide to Scholars and families.
- Maintain daily documentation of services by completing the Connection Tracker daily.
- Notify the Principal of failed attempts to reach parents.

Failure to adhere to these minimum standards could result in the removal of remote working provisions and result in pay adjustments based on available leave.

## **REIMBURSEMENT AND CHARGES FOR LOST OR UNRETURNED PROPERTY OF SM**

ScholarMade reserves the right to terminate this remote work program at any time. Upon termination, the employee will be required to assume his or her normal duties at ScholarMade's regular worksite. Employees who are directed to return to work must immediately return all SM property to their manager if required. In the event that an employee fails to return such equipment in good working order, ScholarMade reserves the right to deduct costs for replacement and/or repair from the employee's paycheck in compliance with all applicable local, state, and federal laws. If the employee fails to return to work when directed and otherwise terminates his or her employment, the employee understands that such costs for unreturned property may be withheld from his or her final paycheck. To the extent that the employee's final paycheck is not sufficient to cover the costs of such unreturned property, the employee understands that ScholarMade may institute collection proceedings against the employee in a manner compliant with all applicable law.

## **TIME USED BEYOND ACCRUED TIME**

An employee who leaves SCHOLARMADE, for any reason, and has taken off more paid time off than had been accrued will have this "negative balance" subtracted from the last or penultimate paycheck in accordance with applicable law. For example, if any employee has accrued three PTO days but has taken five PTO days and decides to leave SCHOLARMADE, pay for the two excess days may be subtracted from the employee's final or penultimate paycheck. Any employee this applies to will sign an authorization, if any, needed to affect such deduction from the employee's final or penultimate paycheck. Any balance due to ScholarMade for any deductions, including healthcare or other benefits, may be billed to the employee at the discretion of SCHOLARMADE.

**Mandatory Medical Certification:** Any employee requesting leave because of a serious health condition of the employee or their parent, spouse or child must provide SCHOLARMADE with appropriate medical certification. The certification must be signed by the appropriate health care provider and submitted to the Academy Director or Chief Executive Officer. The employee should submit the medical certification form along with their leave request; SCHOLARMADE may provisionally grant the leave until the required certification is provided. SCHOLARMADE, at its discretion, may require an employee seeking leave because of a serious health condition to obtain a second opinion, at SCHOLARMADE's expense.

While an employee is on leave, subsequent recertification of a medical condition may be required in appropriate circumstances, such as when an employee seeks to extend the leave or there is a change in the serious health condition for which the leave is taken.

**Benefits:** An employee who takes leave will not lose employment benefits that were accrued prior to the date when leave commenced. However, an employee will not accrue sick or paid time off leave during any unpaid leave period. Health, dental, life and disability insurance coverage will be continued by SCHOLARMADE during FMLA leave, subject to the conditions stated below.

**Health and Dental Insurance Coverage:** An employee who is on an approved FMLA leave will be maintained on SCHOLARMADE's group health insurance plan at the same level, with the same coverage, and under the same conditions as if they had not taken the leave. An employee on paid leave will have their share of the premium payments deducted from their pay in the usual manner. An employee on unpaid leave is responsible for making timely payments to SCHOLARMADE for their share of the premium payments, in accordance with the schedule established by the Chief Financial Officer or their designee before unpaid leave commences, in order to avoid cancellation of their health and dental insurance.



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If an employee fails to return to work at the end of the leave period, due to circumstances other than the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the employee's control, the employee must reimburse SCHOLARMADE for health and dental insurance premiums paid by SCHOLARMADE while the employee was on unpaid leave. SCHOLARMADE requires sufficient medical certification of an employee's inability to return to work because of such a serious health condition before the employee will be released from the requirement to reimburse SCHOLARMADE for health and dental insurance premiums paid during the employee's leave period. SCHOLARMADE will deduct unreimbursed premiums from any amounts owed by SCHOLARMADE to the employee.

**Employee Reporting Requirements During Leave:** An employee on leave must report to the School Academy Director or Chief Executive Officer every 30 calendar days on their status and intent to return to work. SCHOLARMADE's obligations under the FMLA (including maintenance of health and dental insurance coverage and restoration to any equivalent position) cease when an employee gives SCHOLARMADE notice of his or her intention not to return to work.

**Medical Certification of Fitness to Return to Work:** Prior to an employee's return to work, he/she must submit a certification of fitness for duty to SCHOLARMADE.

## RESTORATION TO POSITION

Upon return from leave: an employee will generally be restored either to the same position he or she held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Because of the effect on students, there is a possibility that an employee may not return to a position with identical responsibilities. Pay and benefits will be maintained at the same level. However, an employee may have to finish the school year in a different position in order to minimize the disruption to students. In some circumstances, such as a reduction in force, an employee may not be reinstated from FMLA leave.

**Leaves of Absence for Illness, Disability, or Pregnancy:** An employee who is not eligible for FMLA leave may request an unpaid Leave of Absence for illness or disability of up to six (6) weeks by contacting SCHOLARMADE's Payroll and Benefits Manager in writing. The SOM will then guide the employee through the application process, which shall include providing medical documentation of the need for the leave of absence. Only the Chief Executive Officer may grant a Leave of Absence.

The decision of whether or not to approve the leave of absence shall be made on a case-by-case basis, primarily considering the medical need, but also factoring in the employee's discipline record, if any, length of employment, and business needs. Absent extraordinary circumstances, an employee will not be granted a leave of absence unless and until the employee has worked for ScholarMade for at least six consecutive months (which includes summer months for teaching staff).

## NOTIFICATION REQUIREMENTS

Employees must give at least thirty (30) days' advance notice in writing to the SCHOLARMADE SOM before a requested leave is to begin if the need for the leave is foreseeable. If thirty (30) days' notice is not possible, the employee should make the request as soon as possible.

SCHOLARMADE may ask the employee for re-certification at reasonable intervals, if (1) the employee requests an extension of his/her leave (which will be limited to six weeks); (2) the circumstances described by the employee's original certification have changed significantly; or (3) SCHOLARMADE learns of information that casts doubt upon the continuing validity of the employee's original certification.

In the event the employee does not request an extension of leave and does not return to work after the approved leave of absence, the employee will be automatically terminated.

## REINSTATEMENT

The employee must notify their supervisor in writing at least three working days prior to the scheduled date of return, including providing medical certification the employee is able to return to work. If the length of the leave was not established, or if it differs from the employee's original agreement, the employee will be returned to work within five business days, where feasible, after written notification has been provided to SCHOLARMADE's SOM, including medical certification, of the employee's readiness to return.

A written release from the health care provider must certify that the employee is able to perform all of the essential duties of his/her job, with or without reasonable accommodation. You will not be able to return to work and your pay will not resume until this medical certification has been provided. Failure to submit this medical certification in a timely manner may result in discharge from employment.

SCHOLARMADE will reinstate an employee to the job he/she held before the leave began, unless one of the following conditions exists:



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- The employee would not otherwise have been employed in the same job at the time reinstatement is requested for legitimate business reasons related to the leave; or
- The job could not be kept open or filled by a temporary employee without substantially undermining the ability of SCHOLARMADE to operate efficiently or another change in personnel may harm the students' education; or
- The employee is a highly compensated employee, one who is among the highest paid 10% of all SCHOLARMADE employees.

If SCHOLARMADE cannot reinstate an employee to his/her exact job, it will offer the employee a comparable position consistent with the law provided that a comparable position exists and is available, except in the case of highly compensated employees. The employee may need to take an alternative job for the remainder of the school year in order to minimize disruption to the students.

## **INTEGRATION WITH OTHER BENEFITS**

Leaves of Absence are unpaid, to the extent not covered by the employee's accrued PTO or sick time. To the extent an employee receives compensation under a disability insurance policy; PTO will not be deducted from the employee's accrued time.

Accruals of PTO will be suspended during the unpaid portion of leave and will resume upon return to active employment. For the purpose of accrual rates for PTO, time taken will not count as "time worked" toward the next level of accrual.

Subject to the terms conditions and limitations of the applicable plans, SCHOLARMADE shall continue to provide health insurance coverage for up to the duration of the leave. During the leave of absence, the employee will be responsible for the full costs of these benefits, or similar state statues if the employee wishes to continue coverage. When the employee returns from leave, benefits will resume as an employee, according to all applicable plans. If the employee fails to return from leave or terminates his/her employment within six months of the return to work, SCHOLARMADE shall recover any health premiums that may have been paid by SCHOLARMADE on the employee's behalf during any unpaid periods of leave.

## **BEREAVEMENT LEAVE**

When a death occurs in an employee's "immediate family", an employee may take up to two (2) days with pay in order to attend the funeral or make funeral arrangements. In unusual circumstances, additional time off may be granted, with or without pay, at the discretion of the CEO. For purposes of the funeral leave policy, "immediate family" means an employee's spouse or child, stepchildren, step parent, as well as a parent, grandparent, brother, or sister of the employee or the employee's spouse. Employees will also be granted one day to attend the funeral of a close relative. A close relative is considered to be an employee's aunt, uncle, cousin, niece or nephew. Proof of death and relationship (death notice confirmation) will be requested.

## **JURY DUTY**

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give SCHOLARMADE as much notice as possible. SCHOLARMADE will pay such employees the difference between their regular salary and any jury duty fees received for a maximum of three (3) days. Employees will be expected to report to work during all regular hours if their presence is not required at the courthouse. SCHOLARMADE requires employees to supply documentation from the court affirming the employee's jury duty service. Please notify the Academy Director or Director of Achievement as soon as you receive the jury summons.

## **WITNESS LEAVE**

If you are summoned as a witness, you will be given the time off for that purpose. Please notify the Supervisor as soon as you receive a summons. You may elect to use PTO or take this time as unpaid.

## **MILITARY DUTY**

A Military Leave of Absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Military Leave is unpaid. Continuation of health insurance benefits is available as is required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plan for which the employee is otherwise eligible. Employees may continue their health insurance benefits but are responsible for paying the health insurance premiums. Vacation and holiday benefits will not accrue during the unpaid portion of a Military Leave of Absence.



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Employees on Military Leave for up to thirty (30) days are required to return to work on the first regularly scheduled day of work after the end of service, allowing reasonable travel time.

Employees on longer Military Leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from Military Leave within five (5) years will be placed in the position they would have attained had they remained continuously employed or in a comparable position depending upon the length of military service in accordance with USERRA. Employees will be treated as if they were continuously employed for purposes of determining benefits based on length of service.

## **OTHER EMPLOYEE BENEFITS**

Insurance coverage through ScholarMade is available only to full-time, active employees. A school employee who is not returning for the following school year is no longer considered “active” once the school year ends.

### **Insurance for SCHOLARMADE Employees Only**

The following is a brief description of insurance benefits available to all eligible SCHOLARMADE employees. Eligible employees are all full-time employees, as defined earlier in this Handbook. The descriptions in this Handbook are a summary only. The separate plan documents explain each benefit in more detail and the language of the individual plan documents controls the various plan benefits. Benefits may be modified, added or terminated at any time by the insurance provider or benefit provider, per the terms of the plan, or by SCHOLARMADE, at its sole discretion. If there is a discrepancy between the benefit description in the employee handbook and the plan document, the plan document is controlling.

SCHOLARMADE offers all full-time employees and members insurance benefits, such as medical, dental, vision, and disability. These benefits are effective as of the date stated in the insurance plan. SCHOLARMADE pays a percentage of the premium for each eligible employee, spouse and dependents. Domestic partners will be covered to the extent allowed for by the plans and subject to the covered employee and the domestic partner completing a form(s) required by the plans and SCHOLARMADE. The percentage paid by SCHOLARMADE and the eligibility requirements for the specific coverage, eligibility periods and benefits payable under the plans offered are described in insurance brochures, which may be obtained from the School Operations Managers or from the SCHOLARMADE Premiums and coverage may change from time to time, at the sole discretion of SCHOLARMADE.

## **AFFORDABLE CARE ACT**

All benefit plans offered are compliant with the requirements of the ACA.

## **RETIREMENT**

ScholarMade of Arkansas employees will be enrolled in the Arkansas State retirement plan. Details of the plan, including enrollment and contribution requirements, may be obtained from the SOM. SCHOLARMADE allows all full-time employees the opportunity to make their health insurance payments on a pretax basis under Section 125 of the Internal Revenue Code.

## **FSA**

ScholarMade offers Flexible Spending Accounts for Healthcare and Dependent Care. FSA Accounts allow employees to set aside a portion of their earnings to pay for qualified medical and dependent care expenses. Money deducted from the employee’s pay into an FSA account is not subject to payroll taxes, resulting in a substantial payroll tax savings.

## **LIFE INSURANCE**

ScholarMade provides employees Life Insurance. Employees may choose to purchase additional coverage in \$10,000 increments for themselves, spouses or children. Please review the policy of the insurance company for specific details and eligibility.

## **WORKER’S COMPENSATION**

Injuries arising out of and occurring in the course of the employee’s work for SCHOLARMADE are covered by the SCHOLARMADE worker’s compensation insurance policy. If you are injured on the job, you must report it immediately to your supervisor. Failure to immediately report a work-related injury may result in discipline and result in a denial of your claim. You must fill out any and all applicable paperwork provided to you, as well as any guidelines provided to you by our insurer.

Please be advised that SCHOLARMADE abides by all of the requirements of state worker’s compensation requirements and will not retaliate against any employee for filing a worker’s compensation claim.

Please be aware that there may be a waiting period for your first payment. Accrued leave time may be used during this period. If none is available, then the days will be unpaid.



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Decisions to grant worker's compensation benefits are made by the applicable worker's compensation insurance carrier and not by SCHOLARMADE. After filing your claim, you will be given information on how to appeal any denial of benefits.

## **COBRA AND QUALIFYING EVENTS**

The Consolidated Omnibus Budget Act of 1986 or "COBRA" refers to the continuation of group insurance benefits after a qualifying event. Employees and covered dependents will have the opportunity to continue insurance benefits at their own expense under COBRA for the following reasons:

- Termination of employment at SCHOLARMADE, except for gross misconduct
- A reduction in hours terminating an employee's eligibility for insurance coverage
- Dependent ceases to be a dependent based on age, marriage, or completion of schooling
- Divorce or legal separation from spouse
- Loss of spousal insurance coverage
- Employee is deceased (covered dependents would be eligible)

In the event of a qualifying event, you or a family member must notify SCHOLARMADE (within thirty (30) days of the qualifying event. Failure to notify SCHOLARMADE within thirty (30) days may result in loss of insurance coverage for yourself or a member of your family, including a newborn. You may be required to show written documentation of the qualified event. SCHOLARMADE will then notify you or the individual who qualifies for continued coverage of their right to elect COBRA.





# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

## EMPLOYEE RECEIPT OF POLICIES AND HANDBOOK

### ACADEMIC INTEGRITY POLICY

I understand and will abide by SCHOLARMADE's Academic Policy. Should I violate this policy, I will subject myself to disciplinary action including the termination of my employment. As related to all standardized testing; staff may not read, review, or in any way duplicate or reproduce the test booklets, the associated test items, or other secure materials. Students must not be exposed to answers to items at any time before, during, or after testing. Student responses to test items must represent the student's own independent and unaided thinking and must not be read, reviewed, or changed during or after testing. Cueing or assisting a student during testing will be considered a breach of security. Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions. No electronic devices with photographic capability shall be accessible at any time during test administration. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration. All test materials and Test Administration Manuals (whether used or unused) shall be inventoried subsequent to testing and returned to the testing company in the prescribed manner on the prescribed dates. Failure to return all required testing materials by the required dates is a breach of security.

### ACCEPTABLE USE POLICY: TECHNOLOGY, INTERNET AND SHAREPOINT USE

I understand and will abide by SCHOLARMADE's Acceptable Use Policy. Should I violate this agreement, my access privileges may be revoked and I will be subject to disciplinary action, including termination and/or appropriate legal action.

### WIRELESS COMMUNICATION USAGE GUIDELINES

I understand and will abide by SCHOLARMADE's Wireless Communication Usage Guidelines. Should I violate this agreement, my access privileges may be revoked and I will be subject to disciplinary action, including termination and/or appropriate legal action.

### RECEIPT OF TECHNOLOGY/EQUIPMENT

I understand and will abide by SCHOLARMADE's Technology and Equipment Policy. I will be handed a Receipt of Technology/Equipment policy with the exact equipment listed I am responsible for. Should I violate this agreement, my access privileges may be revoked and I will be subject to disciplinary action, including termination and/or appropriate legal action.

### RECEIPT OF SECURITY TRAINING POLICY

I understand and will abide by SCHOLARMADE's Security Training Policy. Should I violate this agreement, I will be subject to disciplinary action that may include termination and/or appropriate legal action.

### RECEIPT OF DOCUMENT RETENTION POLICY

I understand and will abide by SCHOLARMADE's Document Retention Policy. Should I violate this agreement, I will be subject to disciplinary action that may include termination and/or appropriate legal action.

### RECEIPT OF TRAVEL POLICY

I understand and will abide by SCHOLARMADE's Travel Policy. Should I violate this agreement, I will not be reimbursed and I will be subject to disciplinary action that may include termination and/or appropriate legal action.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS PERSONNEL HANDBOOK

## RECEIPT OF PERSONNEL HANDBOOK

I acknowledge that I have received a copy of the SCHOLARMADE Personnel Handbook, and I understand that, I am responsible for reading and familiarizing myself with the policies and practices described within it. I understand that this Handbook replaces any and all prior handbooks, policies and practices of SCHOLARMADE.

I agree to abide by the policies and practices contained therein. If I have any questions regarding the Handbook, I will contact my supervisor to seek clarification. I understand that the policies and benefits contained in this employee Handbook may be added to, deleted or changed by SCHOLARMADE at any time. I understand that neither this Handbook nor any other written or verbal communications by a management representative may, in any way, create a contract of employment. If there are discrepancies between the employment letter and the employee Handbook, the provisions of the employment letter are controlling.

ScholarMade follows the Arkansas Fair Dismissal Act and employees are contractually bound. Returning employees have 30 days to rescind a signed contract for the upcoming year. I will provide ScholarMade with a minimum of 2 weeks' notice if I must resign my position for any reason. I understand that resigning does not release me from my contractual obligations to ScholarMade. I understand that I am a contracted employee and if I seek employment elsewhere, I must inform the receiving district or charter school that I am under contract with ScholarMade. If break a contract to accept employment from another district; I acknowledge that unless ScholarMade releases me from contractual obligation, that district could be held responsible to ScholarMade for my salary.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of the Chief Executive Officer, (pnicholsanderson@ScholarMade.org). In the event of a conflict of interpretation, the decision of SCHOLARMADE is final.

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

2020-2021

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

PLEASE SIGN THIS RECEIPT PAGE OF THIS HANDBOOK AND RETURN IT TO YOUR HUMAN RESOURCE DIRECTOR