

Trix Academy

Employee Handbook



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Table of Contents

Table of Contents	Error! Bookmark not defined.
Acknowledgement of Receipt	5
Welcome	6
Mission	6
Vision	6
Values	6
Introduction	10
At-Will Employment (PEO).....	10
Important Definitions	11
Employment Eligibility	11
Employment Requirements	12
Title IX	12
Certification and Proof of Highly Qualified Status – Educational Staff	13
Work General Policies.....	14
Employee Privacy Policy	14
Dress Code.....	15
School Property Policy	15
Personnel Records Policy	16
Evaluations	16
Dispute Resolution Policy	17
Equal Employment Opportunity Policy	17
Employment Classifications Policy.....	18
Announcement Posting Area.....	19
Honesty.....	19
Prohibited Behavior.....	19
Classroom Management	20
Child Protection Law.....	23
Disclosure Authorization.....	24
Confidentiality.....	24
Dignity.....	24
Conflict of Interest.....	24
Solicitations and Endorsements.....	25
Resignation, Reduction of Staff, and Terminations	25
Discrimination, ADA, Harassment, etc.	27
Discrimination Is Prohibited Policy (MI).....	27
Americans With Disabilities Act Policy.....	27
Harassment Policy and Procedures	28
Procedures for Reporting and Investigating Harassment Policy	32
Penalties for Violation of Anti-Harassment Policy	33
Technology	34
Social Media Policy.....	34
Social Media Policy (MI)	35
Email Policy	36
Telephone, Mail and Electronics	36
Cell Phone Usage Policy (Staff).....	37

Working Hours	38
Work Schedule	38
Overtime Hours Policy	38
Tardiness Policy	38
Time Off & Leave	40
Jury Duty Policy (MI)	40
Family and Medical Leave Policy	40
Military Family Leave Entitlements:	40
Calendar	42
Military Caregiver Leave Policy	42
Qualifying (Military) Exigency Leave Policy	43
Break Time for Nursing Mothers Policy	43
Religious Observance Policy	43
Appearing as a Witness Policy	43
Voting Policy	44
Educational Leave	44
Adoption/Foster Care Unpaid Leave Policy	44
Leave of Absence Policies	45
Paid Time Off (PTO)	45
Employee Timekeeping	48
Health, Safety, and Substance Abuse	49
Smoking Policy	49
Drug-Free Workplace Policy	49
Accident Prevention and Safety	52
Fire Drills Procedures	53
Emergency Procedures	53
Lockdown and Shelter In Place	54
Hazardous Chemicals and Your Right to Know	55
Keys and Access Card	55
Security	55
Dismissal Procedures	56
Maintenance/Custodial Request Procedures	56
Accident Reports and First Aid Kits	56
Employee Benefits	58
General Employee Benefits Policy	58
Group Coverage Options	58
Social Security/Medicare	58
Unemployment Insurance	59
Payroll	60
Payday	60
Payroll Deductions	60
Payscale	61
Expenses & Reimbursement	62
Credit Card Policy	62
Travel	62
Trix School Specific Policies	63

Assessments.....	63
Restroom Breaks	63
Building and Classroom Requirements	63
Classroom Set-up Checklist	64
Academic Program	64
Planners Policy (Scholars).....	65
Field Trips/Event Submission Procedures.....	66
Getting the Attention of Scholars (School-wide)	66
Grade Book.....	66
Guest Speakers/Visitors.....	68
Birthday Parties	68
Hall Passes.....	68
Homework	68
Intervention.....	68
Language/Speaking to Scholars	69
Lesson Plan & Assessment Requirements	69
Breakfast/Lunch Procedures.....	70
Make-Up Work.....	70
Parent-Teacher Conferences.....	70
Staff Meetings/Cluster Meetings.....	71
Substitute Teacher Binder	71
Traveling Throughout the Hallways.....	71

Acknowledgement of Receipt

I acknowledge that I have received the Trix Academy (Trix)/Phalen Leadership Academies Network (PLA) Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I understand that I should consult my supervisor or Human Resources regarding any questions that I may have regarding my employment.

I understand that this handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the school. By distributing this handbook, PLA expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein. PLA and the school reserve the right to change any policies or procedures contained herein with or without notice.

I understand and agree that nothing in this Handbook creates, or is intended to create, a promise or representation of continued employment and that my employment with PLA is at will, and may be terminated by Trix/PLA or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that my employment may be terminated with or without cause, and with or without notice at any time by PLA or myself.

I understand that I must comply with all of the provisions of the Handbook and that failure to comply may result in disciplinary action up to and including termination.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to the Human Resources. Retain a second copy for your reference.

Welcome

Welcome staff to a new school year! This handbook is intended as a reference guide for staff members who desire answers to common questions about our school's policies and procedures. Since we are part of a growing organization, this document will undergo continual revision as time goes by. All staff members of Trix Academy are expected to conscientiously adhere to school-wide policies and procedures, most of which are outlined in this manual. In general, all Trix Academy staff members are expected to:

- Implement administrative and Board approved policies, rules, regulations, and directives on a daily basis.
- Take all necessary and reasonable precautions to protect scholars, fellow staff members, materials, equipment, and facilities.
- Adhere to the conditions of Michigan Law (Michigan General School Law)
- Provide a safe and academically stimulating learning environment in the classroom.
- Maintain accurate and complete records as required by law and administrative regulation.
- Assist in keeping Trix Academy a smoke-free, drug-free, alcohol free, violence-free facility.

Mission

The mission of Trix/Michigan Educational Choice Center is to ensure that all children meet high academic and social standards, and thrive as leaders at home, in their communities and in the world

Vision

The Academy's ultimate vision is that our scholars master key academic skills and demonstrate strong character and values, including honesty, service to others, a superior work ethic and a strong vision for and belief in their futures. The Academy aims to ensure all children attending the Academy have access to a rigorous, personalized education, as well as opportunities that support their growth as individuals.

Values

We practice the aspects of educational values to build strong relationships through virtues of honesty, truth, propriety, harmony, order, reciprocity, justice and balance to allow our scholars to produce behaviors of high moral standards. Below are some suggestions to support strong educational practices for you and your colleagues:

1. As a staff we will utilize this Staff handbook as a guide for our professional work.
2. Our positive conduct should precede what should be followed by our scholars. All decisions and actions we execute must ALWAYS be in the best interest of our scholars. All that we do will support our mission and vision.
3. Disagreements can happen and discussing different perspectives or alternatives makes us better. Disagreeing for the sake of disagreement is not productive and therefore counterproductive to our mission. Learning to accept one another's differences, belief systems and educational practices will allow you to open your mind to acknowledge change and enhance your professional growth.
4. It takes a village to help our scholars to become productive citizens and if the entire community takes an active role in contributing to the raising of our scholars, they will succeed. Educating our children is a shared responsibility.
5. Respect the daily schedule and utilize time management skills to stay on task.
6. Instructional time is sacred. Everything we do is URGENT! The manner in which we operate on a daily basis must always be demonstrated. It is imperative that you transition from lesson to lesson in a timely manner to provide scholars with a well-rounded, quality education.
7. Our scholars value what we value.
8. Teachers must always plan for lessons carefully with intellectual preparation which allows teachers to appropriately address various situations or responses that might arise within the lesson and to guide students toward their own deep thinking. We will work together to plan, intellectually prepare and practice our lessons. We know that, "Those who fail to plan, plan to fail."
9. Be kind to others in our school community. Refrain from gossip For this reason, any behavior of this nature directed at MECC families, or administration is a serious violation of professional ethics. Violations of official duties should be taken to the administration; serious mistakes on the part of others should be discussed with persons involved in private. (Respect: address mistakes in a way that is solution oriented and respectful). Anyone who fails to comply with this mandate will receive a write-up and be sent home for the remainder of the day. If the behavior continues and verbally harms others, you will be suspended for two days without pay and lastly, terminated.
10. You were chosen to teach at MECC because your skill sets were aligned to our needs. We are united in the goal to develop each other and ourselves through a collaborative process of creating, curating, and sharing high-quality resources with scholars. The MECC administration is responsible for supporting the needs of its staff and is highly committed to collective success.
11. All teachers are required to teach the core curriculum provided.
 - English Language Arts – Into Reading (K-5) and Into Literature (6-8), Guided Reading and Close Reading
 - Math - Eureka Math (K-8), Zearn (K-8)
 - Science - Amplify Science (K-8)

- Social Studies – Insight Humanities, MAISA, Studies Weekly
- Individualized Online Curriculum: Edgenuity-My Path, RAZ Kids

These curriculums are research based and are a part of our contract with our authorizer, Central Michigan University and therefore must be taught with fidelity. Additional Resources must be approved by Academy Leadership.

- 12 Plan engaging lessons that will allow you to engage yourself with your scholars daily. The more you connect with your scholars, the more they will appreciate having you as their teacher and the bond grows. Teachers are expected to be highly visible and regularly moving throughout the classroom. In addition to monitoring and supporting student independent work time when whole group or small group instruction is not taking place.
- 13 If a teacher chooses to leave the building during their lunch break, they must sign out in the main office prior to leaving the building and then upon returning. It is expected that teachers will return to the school building in a timely manner.
- 14 Each teacher is expected to check their mailbox in the morning and again before they leave the school building. The mailboxes are located in the staff lounge. Staff will not be allowed to send para-educators or scholars to get their mail.
- 15 If you are in need of using the equipment from the main office, please make the office staff aware of your needs. Do not remove equipment from the main office without prior consent, and make sure those items are returned in a timely manner.
- 16 All staff are expected to sign in using the temp check kiosk. Anyone who does not sign in may lose pay for the day. Please make sure that you sign your timesheet on a weekly basis. If you do not sign your timesheet it may result in a delay in pay.
- 17 Money and other valuables should not be left in classrooms. The school cannot assume responsibility for losses. Send school money to the office for safekeeping. Keep your purse or wallet locked in a closet or drawer. Lock your valuables and classroom doors when leaving either for lunch or at the end of the day. Inform an administrator immediately if you do not have a means of locking up personal valuables.
- 18 All staff are expected to report to work daily at 7:50am. If a staff member is late or absent three or more times in a month, consequences will follow depending on the infraction (i.e., write up, suspension with no pay, hours deducted from personal time, etc.). This documentation will also go in the staff member's file. Staff must stay until 3:45pm. Staff members are expected to go to any meetings and in-services that are being held. (Consistent missing of events may result in further actions).

Absences

Staff Attendance and Staff Absences

It is the expectation of MECC and the Trix Administration that all staff will report to work each day. However, when situations arise, the following procedures should be followed:

Absences Due to Illness:

It is the responsibility of the staff member to contact the administrator to arrange for sub coverage. If it is after school hours, the staff member will call and text the principal and leave a message for the purpose of the absence to get approval or the staff member may leave a text message. Five days worth of sub plans should be ready and available in designated area at all times.

Introduction

This Employee Handbook (“Handbook”) is a compilation of personnel policies, practices and procedures currently in effect at Trix Academy (“School”). The Handbook is designed to introduce you to our School, familiarize you with School policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Handbook is not a contract of employment, and does not create a contract of employment. Like most American companies, Trix Academy generally does not offer individual employees formal employment contracts with the School. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices at the School. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to Human Resources.

The School reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

At-Will Employment (PEO)

Your employment with Trix Academy is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Organization at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Organization document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Principal has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director.

If a written contract between you and the Organization is inconsistent with this handbook, the written contract is controlling. However, HCC is not a party to the contract, and it is not controlling with respect to HCC.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

Important Definitions

Trix Academy has entered into an agreement with HCC, a professional employer organization (PEO). HCC was selected by the company to help employees enjoy the many company benefits offered through this concept.

The term "Organization," as used throughout this handbook, refers exclusively to Trix Academy, your worksite employer, who is primarily responsible for directing your day-to-day duties. The terms "we," "us," and "our" refer to Trix Academy and not HCC, unless otherwise stated.

Where this handbook refers to current benefit plans maintained by the Organization and/or HCC, refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plans. Those documents are controlling.

HCC is not bound by the terms of any contract between team members and the Organization unless it is executed by the PEO.

Employment Eligibility

All employees shall be hired in compliance with Federal and State regulations and applicable laws.

Trix Academy, in compliance with the Immigration Reform and Control Act of 1986, will hire only those individuals who are authorized to work in the United States.

You must prove your employment eligibility within three (3) days of your hire date in order to maintain your employment status.

All individuals are required to submit documentation proving their identity and employment authorization. You will also be required to complete and sign, under oath, a Department of Homeland Security U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. Form I-9 requires you to certify that you are authorized to work in the job for which you are hired and that the documents you submit, of your choosing from the Lists of Acceptable Documents Form I-9 (Rev. 03.08.13) Page 9, are genuine.

If you are authorized to work in this country for only a limited period of time, you will be required to submit proof of your continued employment authorization. In order to remain employed by Trix Academy your documentation must be submitted prior to the expiration of that period. You must also sign another Form I-9.

Employment Requirements

All employment, if offered, is contingent upon the verification of prior employment and education accomplishments as well as an acceptable comprehensive FBI background check and any other form of background investigation as may be required by Public Act 99 (1992); amended by Public Act 68 (1993).

Should it be necessary to employ a person prior to receipt of the above reports, such person may be employed on a provisional basis for up to sixty (60) days. Any information contained in said reports which do not meet Trix Academy standards will be grounds for termination.

Any misstatement of fact or omission material to qualifications or background shall be considered grounds for termination. In addition, special new hire policies may be necessary due to a particular job requirement. These policies are a condition of your employment.

All information and/or records obtained from such inquiries are considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Trix Academy may hire family members of current employees at the worksite Trix Academy; however the school has adopted a policy that an employee may not be under the direct supervision of another family member. Trix Academy may not hire family members of board members at the school per Board Policy.

Title IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of a recipient's educational programs and activities.

The essence of Title IX is that an institution may not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex unless expressly authorized to do so under Title IX or the Department's implementing regulations. When a recipient is considering relying on one of the exceptions to this general rule, Title IX coordinators should be involved at every stage and work with school officials and legal counsel to help determine whether the exception is applicable and, if so, properly executed. Educational institutions are required to take

appropriate steps to address sex discrimination, and the institution is considered to have “actual knowledge” of potential misconduct when any employee of the educational institution has notice of allegations of sexual harassment, discrimination, or misconduct.

Trix Academy staff are required to comply with Title IX and required to report any notice they are provided of potential sexual harassment or discrimination on the basis of gender. Any questions or concerns should be addressed to the Superintendent or their designee and the Title IX Coordinator. The Title IX Coordinator is:

L’Erin Price: lprice@phalenacademies.org

Certification and Proof of Highly Qualified Status – Educational Staff

Employee shall provide employer with evidence satisfactory to the employer that the employee is properly licensed to teach the grade(s) which the employee may be assigned to teach. If an employee is not properly credentialed, the employee shall provide the employer with all information and documentation necessary to apply for a special permit from the Michigan State Board of Education. If the employee is non-certified and employed by means of special permit, employment shall terminate if the permit expires by limitation and is not immediately renewed, or if it is suspended or revoked by proper legal authority, or at such time as employer is able to secure the services of a qualified teacher holding a valid and appropriate provisional certificate. If an employee is employed by means of a special permit, the employee understands and agrees to make reasonable efforts to obtain the necessary certification to be licensed to teach the grade(s) which employee has been assigned to teach.

All educational staff must meet the criteria for the Every Student Succeeds Act (ESSA) requirements as may be applicable to their position at the Academy worksite. If an employee does not meet the requirements and does not make reasonable effort or is unable to provide proof of Certification, or Official Transcripts or pass the Basic Skills Test / ETS Parapro Assessment as required, action may be taken up to and including termination.

Work General Policies

Employee Privacy Policy

In this age of the Internet where privacy has become an increasing concern, we take your privacy very seriously. The privacy and security of your personal data (“Personal Information”) which we collect from you is important to us. It is equally important that you understand how we handle this data. The School will not knowingly collect or use Personal Information in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

Collection of Information

In the course of conducting our business and complying with federal, state, and local government regulations governing such matters as employment, tax, insurance, etc., we must collect Personal Information from you. The nature of the information collected varies somewhat for each employee, depending on your employment responsibilities, the location of the facility where you work, and other factors. We collect Personal Information from you solely for business purposes, including those related directly to your employment with the School, and those required by governmental agencies.

Use of the Information Collected

The primary purposes for collection, storage and/or use of your Personal Information include, but are not limited to:

- **Human Resources Management.** We collect, store, analyze, and share (internally) Personal Information in order to attract, retain, and motivate a highly qualified workforce. This includes recruiting, compensation planning, succession planning, reorganization needs, performance assessment, training, employee benefit administration, compliance with applicable legal requirements, and communication with employees and/or their representatives.
- **Business Processes and Management.** Personal Information is used to run our business operations including, for example, scheduling work assignments, managing School assets, reporting and/or releasing public data (e.g., annual reports, etc.); and populating employee directories. Information may also be used to comply with government regulation.
- **Safety and Security Management.** We use such Personal Information as appropriate to ensure the safety and protection of employees, assets, resources, and communities.
- **Communication and Identification.** We use your Personal Information to identify you and to communicate with you.

Limited Disclosure

The School acts to protect your Personal Information and ensure that unauthorized individuals do not have access to such information by using security measures to protect Personal Information. We will not knowingly disclose, sell, or otherwise distribute your Personal Information to any third party without your knowledge and, where appropriate, your express written permission, except where disclosure is reasonably necessary to comply with the law.

Security of Personal Information

We employ reasonable security measures and technologies, such as password protection, encryption, physical locks, etc., to protect the confidentiality of your Personal Information. Only authorized employees have access to Personal Information. If you are an employee with such authorization it is imperative that you take the appropriate safeguards to protect such information. Paper and other hard copy containing Personal Information (or any other confidential information) should be secured in a locked location when not in use. Computers and other access points should be secured when not in use by logging out or locking. Passwords and user IDs should be guarded and not shared. When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or similar devices. Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed. Do not make or distribute unauthorized copies of documents or other tangible mediums containing Personal Information. Electronic files containing Personal Information should only be stored on secure computers and not copied or otherwise shared with unauthorized individuals within or outside of the School.

The School will make reasonable efforts to secure Personal Information stored or transmitted electronically from hackers or other persons who are not authorized to access such information.

Any violation or potential violation of this policy should be reported to your immediate supervisor, designated manager, or Human Resources. The failure by any employee to follow these privacy policies may result in discipline up to and including discharge of the employee. Any questions or suggestions regarding this policy may also be directed to your immediate supervisor, designated manager, or Human Resources.

Dress Code

Staff: In keeping with our mission and purpose, it is expected that all staff members will dress in a business casual/professional manner at all times. This means that wearing informal attire, including denim or look alike denim, is to be avoided. Please refrain from wearing clothing that will distract or interfere with effective instruction. Open toed shoes are not permitted. Discipline actions may result in repeated infractions.

Scholars: Scholars are to follow the dress code set up for them at all times.

School Property Policy

Trix Academy provides educational tools, supplies, electronic equipment and various other tools and equipment for Trix Academy employee use on the job. The tools and

equipment remain the property of the employer and should not be used for personal projects. The employee is responsible for the loss or damage of employer-owned property due to the employee's negligence. All property provided to the employee must be returned to the employer in the same condition as when it was received.

If property is worn or damaged through normal use, the employee should return it to his or her supervisor for replacement.

If your employment with Trix Academy terminates, you must return all employer and/or worksite owned property at the time of termination.

It should be noted this also includes any student records, instructional or evaluator information in your possession at time of termination. Examples are grade books, passwords to student tracking software or passwords to employer or school worksite software access, any and all copies of student progress, homework assignments, etc. must be turned into the school Administrator or on-site HR Liaison with all building access codes, swipe card or keys.

Personnel Records Policy

Your employment record is kept in a confidential file by the Human Resources department. Your job application, promotions, performance appraisals, transfers, and any other information that affects you as an employee are recorded here.

This information needs to be kept up-to-date. You should notify your supervisor or the Human Resources department of any changes, such as a new address, telephone number, change in your marital status, number of dependents, etc. This information is important for tax purposes and/or for your insurance program.

Your personnel file is available for your reference and review per the provisions of the Bullard Plawewski Act 397 of 1978. Should you wish to review this information, submit a written request to the Trix Academy dedicated HR Generalist to schedule an appointment during normal working hours for review of your file.

Evaluations

- All classroom teachers will be formally evaluated twice per year, conducted by the Principal or instructional leader.
- Informal observations will occur regularly for coaching and monitoring purposes weekly by the Principal or instructional leader.
- Co-teaching observations are expected and will occur regularly conducted by the Principal or instructional leader.
- A feedback session will be scheduled after each evaluation/observation by the Principal or instructional leader.
- Observations for coaching and feedback will occur on a regular basis. Feedback

meetings will be held after each observation.

Dispute Resolution Policy

Trix Academy values its relationship with its employees and for this reason has developed a special procedure for an employee to address work-related problems. The school encourages you to resolve work-related problems through the normal chain of supervision. However, we recognize that there are occasions when informal resolution is not possible, so we have established the following Complaint Review procedure:

1. If you wish to have a complaint reviewed, orally notify the school leader of your complaint within 24 hours of the event that caused the complaint. You should support your complaint with as many facts as possible. Within 24 hours following your request for review, the school director will orally respond to your complaint.
2. If you are dissatisfied with the supervisor's oral response, you have three days to file a written complaint with PLA's dedicated Human Resources Generalist. The written complaint must give all of the relevant facts, circumstances, reasons supporting your complaint and the specific action you wish taken to resolve the problem.
3. Your supervisor will be notified by the HR Generalist that she/he has received your written complaint or request for review. He/She will then review all pertinent materials and interview all affected parties and submit the results within ten working days in written form to your supervisor and you. In the event that there is a problem involving the immediate supervisor, where he/she is either engaged in wrongful conduct, or will not respond to the complaint, you may contact the President of Trix Academy to file your complaint.

Equal Employment Opportunity Policy

Trix Academy is an equal opportunity employer. Trix Academy pledges to provide equal opportunity for all employees and applicants. We will not discriminate against any applicant or employee because of age, citizenship, color, gender, disability, height, weight, marital status, national origin, religion, race, familial status, sexual identity, sexual orientation, or veteran status (together "protected status") in compliance with all applicable laws. The school also prohibits unlawful harassment on the basis of any other legally protected categories.

If you feel that you have been subjected to any type of employment discrimination, please notify your supervisor or Human Resources. We want to resolve all employee concerns about possible employment discrimination.

If you need accommodations from the school for a disability, please submit a written statement to the school of your need for accommodation. Under the Michigan Persons with Disabilities Act, employees are to notify the employer in writing of the need for

accommodation within 182 days after they knew or should have known that accommodation was needed. Trix Academy will provide accommodations that do not pose an undue hardship on the School.

Employment Classifications Policy

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Trix Academy classifies its employees as shown below. Trix Academy may review or change employee classifications at any time.

Exempt - Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt - Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, full time - Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part time - Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the school and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, full time - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the school's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part time - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

NOTE: All employment is contingent upon the verification of prior employment and education accomplishments as well as a comprehensive FBI background check and any other form of background investigation deemed reasonable by the School Board or as required by the law or regulation. Any misstatement of fact or omission material to qualifications or background shall be considered grounds for discharge. In addition, special new hire policies may be necessary due to a particular job requirement. These policies are a condition of your employment.

Announcement Posting Area

Notices and memoranda regarding Employer policy, employee relations, legally required information, employee safety, as well as information of general interest and significance will be brought to your attention on a continuing basis through postings. You will be responsible for observing all notices issued and posted by management. Only authorized notices or bulletins are permitted to be posted. Therefore if you wish to post any information, you must first obtain written permission from your supervisor. Unauthorized removal of Employer-posted bulletins or memoranda is prohibited.

Honesty

Trix Academy takes pride in all loyal and honest employees. It is our hope that you take pride in your association with us, as well. Theft and dishonesty are considered serious offenses. Please make sure that you understand all policies and procedures regarding dishonest behavior (see Prohibited Behavior below). Disciplinary action, up to and including immediate termination, will occur for any acts of dishonesty.

Prohibited Behavior

The following are examples of some, but not all, types of conduct that will not be tolerated. These behaviors may require disciplinary action, up to and including termination:

1. Bringing firearms or weapons, of any kind, intoxicating liquors, narcotic drugs, illegal drugs, or chemicals into the office or onto the work premises.
2. Working while under the influence of alcohol, drugs, or intoxicants of any type.
3. Disrespectful behavior toward any supervisor, coworker, student, or parent.
4. Physical confrontation with a supervisor, coworker, student, or parent.
5. Falsifying information on ANY forms, reports, and/or records.
6. Falsely stating or making claims of injury.
7. Removing or using, without authority, property, records, or other materials of Trix Academy, or other persons.
8. Fighting, threatening, intimidating, or coercing any supervisor, co-worker, student, parent, or visitor.
9. Damaging or destroying Trix Academy property, or wasting school materials.
10. Loitering or sleeping while on duty.
11. Refusing to follow a supervisor's directions or instructions and/or other insubordinate conduct.
12. Failure to comply with the established curriculum.
13. Violating safety or health rules or practices or engaging in conduct which creates a safety hazard.

14. Engaging in unlawful or improper conduct off the work premises or during non-working hours, which would have a negative effect on the employee's ability to work, other employees or supervisors, school products, property, reputation, and goodwill in the community.
15. Engaging in conduct detrimental to the School work site's reputation.
16. Transporting of students to or from any off-site school or non-school event without proper written consent and approval having been obtained from the Board or Superintendent of the School, and a written and fully signed consent by the Parent or Guardian of the Student(s).
17. Leaving your department or work before the end of the shift without prior authorization from your supervisor.
18. Using school facilities and time for personal business.
19. Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the school campus worksite.
20. Unauthorized possession or use of Trix Academy keys.
21. Soliciting or accepting tips from visitors or other employees.
22. Failure to observe smoking rules.
23. Inappropriate dress or appearance. All employees are to present a clean, neat, and professional appearance. Dress is business casual.
24. Sexual, racial, religious, ethnic or other unlawful or unwelcome harassment.
25. Excessive absenteeism or any absence, without notice
26. Unauthorized use of the property, equipment, or facilities of Trix Academy. Unauthorized use of telephones for personal use during working hours.
27. Failure to keep all locks kept locked after use, and to maintain all keys for equipment, buildings or rooms in a safe place.
28. Violation of any policy in this handbook.

When an employee engages in conduct in violation of the Section E Prohibited Behavior rules and the conduct is committed off-duty and not on School Worksite property, the Employer may discipline the employee, up to and including discharge, whenever the conduct causes unfavorable publicity to Trix Academy or the Trix Academy, impairs the credibility of employee to perform the employee's job, or is otherwise connected to Trix Academy employment at the Trix Academy. Conduct that is off-duty but on Trix Academy property or that is directed toward Trix Academy students, employees, representatives, or property is always connected to Trix Academy. Likewise, conduct that is on duty but off Trix Academy property is always connected to Trix Academy employment.

Classroom Management

Classroom discipline is the responsibility of the teacher, in partnership with the administration. Teachers will be proactive in their approach to discipline. Teachers will decide their individual classroom rules and post them in their classrooms. A reward and consequence system will be

provided through Kickboard and professional development will be provided. Teachers are also required to record behavior data in Kickboard, the school-wide scholar management system, which is based on the Virtues of MA'AT.

Teachers are to NEVER leave scholars unattended. If a teacher needs to use the restroom or needs to step out of their classroom for any reason, please ensure a member of staff is able to relieve you and watch your class.

School-wide assemblies will be conducted throughout the school year. Some assemblies will be whole group (K-8) while others will be based on cluster or grade according to CDC and National PLA safety guidelines. Assemblies will occur based on scholar's academic and social needs as assessed through weekly academic performance, attendance, social skills and excessive behaviors.

Teachers will escort their scholars to the auditorium when notified and remain with their scholars at all times.

Teachers should plan to have scholars ready to begin at the appropriate start time. Assemblies will begin promptly. Anyone arriving late will enter from the rear of the gym.

Staff members should model appropriate assembly behavior (i.e. *not visiting with each other, correcting papers, or otherwise showing a lack of respect for the performers/presenters*).

Classroom Procedures

A. First Five

- a. Scholars enter the room silently.
- b. Scholars grab any supplies that are needed to begin their work
- c. Homework turned in
- d. Scholars begin their Do Now silently (Do Nows must be present daily for the start of each subject/class).
- e. Teachers collect homework, takes attendance.

V. Scholars begin their Do Now silently.

VI. Teachers collect homework, takes attendance.

B. Last Five

- I. Teachers or support staff designee will pass out homework. Scholars will organize any papers received into their folder including their

homework. Teachers will dismiss class with our countdown.

Scholars are not permitted to ask questions during the last five.

III. Two - Clean-up desk, floor, and dispose of all trash.

IV. Three – Stand behind your chair and tuck it in and/or place it on top of the desk or table.

- V. Four – Stand with arms folded silently.
- VI. Five – Exit the room and square up silently in line.

C. Getting Teacher's Attention

- I. Scholars will raise their hand straight up in the air firm to get their teacher's attention. This means elbows straight up in the air.

Therefore, hand signals are as follows:

- One Finger raised – I need tissue.
- Two Fingers raised– I need to use the restroom.
- Three fingers raised-I need water.
- Whole hand raised – I have a question, answer, or comment.

D. Assign Yourself

- I. When finished with a task, scholars may assign themselves by reading a book, organizing their journal/folder, or rereading their notes.

Scholars may also go to class centers.

E. Ask 3 before You Ask Me

- I. In an effort to inspire our scholars to be independent learners, problem solvers, and resourceful thinkers, all teachers must require the following: Scholars must ask 3 peers before asking you.

F. Board Set Up

- I. Your board should display the following information each day: Date, AIM, Curriculum Expectations, Homework, Planners, and Living Assignments.

G. Headers

- I. Scholars must put a heading on every assignment. The proper MECC heading must include: Name, Date, Class Name, Motto and Assignment

Computer Use/Lab/iPads

- A. Teachers are responsible for the overall management of scholars' use of computers, information technology facilities, and resources within their assigned teaching areas or when acting in a supervisory role.
- C. Teachers or support staff must instruct and model the appropriate use of technology for scholars.

- D. Teachers are responsible for making sure scholars do not damage school issued technology during usage in the classroom.

Discipline

1. The classroom teacher will handle all level one and two offenses in the classroom (See Liveschool for offense levels)
2. Scholars' corrections and consequences must follow the classroom management plan.
3. Behavior information must be entered into Liveschool daily.
4. Any offense that is deemed a level 3 offense or above will be handled by the Dean of Culture and/or Principal.
5. When a scholar must be removed from class for a level 3 offense or above the Teachers must abide by the following procedures:
 - I. Contact the office and request that security or an administrator come and get the scholar. The scholar will be escorted to the administrator over discipline.
 - II. Anytime a scholar must be removed from class, a formal write up must be submitted by the teacher. (Within 15 minutes)
 - III. Anytime a scholar must be removed from class, the teacher will notify the parent.
 - IV. The administrator in charge will carry out the necessary discipline.
 - V. The administrator in charge will follow up with the teacher regarding next steps or discipline outcomes as well as follow up with the parent. If the administrator in charge does not follow up with you regarding scholar consequences, please make an effort to follow up with him/her.

The Parent-Student Handbook contains a complete description of school-wide expectations, the Student Code of Conduct, and the disciplinary process. The Administration will become involved with discipline only after the teacher has made contact with the parent and used techniques to modify scholar behavior. Remember to DOCUMENT EVERYTHING. Be sure to keep a log of calls home and meetings with parents, including time, date, comments made, and the reason for the meeting/call. Keep information in a scholar's file in the classroom or a call log/meeting binder.

Child Protection Law

The Child Protection Law, 1975 PA 238, MCL 722.621, requires the Michigan Department of Social Services (DSS) to investigate all reports of suspected/alleged child abuse and neglect. Under section 8(1) of that statute, after receiving a report of suspected child abuse or neglect, the DSS is required within 24 hours to “refer the report (as to certain crimes) to the prosecuting attorney...or...commence an investigation of the child suspected of being abused or neglected”. Section 8(8), provides that: Schools and other institutions shall cooperate with the department

during an investigation of a report of child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child.

Disclosure Authorization

Employee agrees to execute the Disclosure Authorization Form, authorizing his/her current and /or former employer(s) to disclose to employer any unprofessional conduct by employee and to make available to employer copies of all documents in employee's personnel records maintained by such current and/or former employer(s) relating to that unprofessional conduct. Employer agrees that any information obtained in the course of this investigation into previous conduct will be held strictly confidential by the employer and its agents. Information that is gathered will be used only for the purpose of evaluating an employee's qualifications for employment. Employee understands and agrees employment is conditional based upon results of investigation.

Confidentiality

Information given by a student, parent or visitor may be privileged. Such information is to be maintained with strict confidentiality. This may also be true for proprietary information within the Academy.

You are encouraged to be careful in discussing with non-employees any curriculum, strategies, program development or financial information about Trix Academy. You may be required to complete a Non-disclosure/Non-solicitation Agreement and/or a Conflict of Interest statement at the time of employment.

All information regarding Trix Academy, Trix Academy employees and students is strictly confidential, and must not be discussed with anyone outside of the school. Any employee who reads a co-worker's medical or personnel file, a student's file, or who has access to sensitive records and discusses any material with another person (except for assigned duty) will be subject to disciplinary action up to and including immediate dismissal.

Dignity

Every person in our building must be treated with dignity. This includes scholars and parents, as well as staff. The expectations are that everyone will have their say and everyone will be listened to. Let's concentrate on encouraging people to participate in discussions and decisions by listening politely without interrupting their comments. Remember that body language sometimes speaks louder than words. Everyone is part of the Trix team, no matter what their job description reads.

Conflict of Interest

You must inform the school HR Liaison of any current or potential conflict of interest. A conflict of interest is defined as:

- Taking any additional job appointment or participation in any other activity that would interfere with your duties, responsibilities, and/or assignments at Trix Academy.
- Taking any additional job appointment or participation in any other activity that is in the same or related field as Trix Academy.

Solicitations and Endorsements

Working time is for work. (Working time does not include breaks, lunch periods, or wash-up time.) For this reason, an employee may not:

- Solicit on behalf of any organization or for any purpose during their own working time or during the working time of the employee being solicited. This includes fund raising and selling for personal profit.
- Distribute written material on behalf of any organization or for any purpose at any time in working areas during working time. This includes, but is not limited to, religious and political materials.
- Allow persons not employed by the school to solicit or distribute written material on behalf of any organization or for any purpose on Academy premises, unless prior approval is obtained from the school.
- Allow persons not employed by the school into work areas unless authorized by the school.
- Endorse or imply endorsement of a product or service in the name of the school unless prior approval is obtained from Trix Academy
- Solicit or accept tips or gratuities for any related service in the course of your work duties.
- Solicit or accept gifts of any kind from vendors, parents, co-workers or students.

Resignation, Reduction of Staff, and Terminations

If you find it necessary to resign, you are requested to give advance notice in writing to your supervisor, indicating the last day you will be working. A minimum of a two-week notice period is expected. If you resign without notice, you may forfeit your eligibility to be rehired.

Prior to receipt of your final check, you are expected to return all school-owned property, including but not limited to, office and equipment keys, equipment, radios, laptops, et al.

Financial reversal or economic slowdown at Trix Academy may make it necessary to reduce your paid working hours or even cause a layoff. In the laying-off and rehiring of personnel, the particular work performed by said employee will be considered as an important factor. Wherever possible, employees will be given advance notice of impending layoff. The employees and the

staff recognize that the school shall have the right to assign any employee to any available work and the employee will perform the work assigned.

The following are considered as terminations:

1. Voluntarily quitting
2. Discharge for cause
3. Absence for three (3) consecutive working days without your Supervisor's permission and without proper daily notification.
4. Working for another employer during a leave of absence without written consent of the employer.
5. Failure to return to work immediately upon expiration of a leave of absence, unless such failure is due to an injury or illness which makes it impossible for the employee to return.
6. Failure to report to work after layoff callback within three (3) working days after being notified by registered or certified letter at the employee's last known address as contained in the records of the employer.
7. Failure to report to work immediately after being released to work by a physician following a workers comp injury or sick leave.

Discrimination, ADA, Harassment, etc.

Discrimination Is Prohibited Policy (MI)

The School is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, childbirth, medical condition related to pregnancy or childbirth, sexual orientation, and gender identity), national origin, disability, age, genetic information, height, weight, marital status or any other status protected under applicable federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. We seek to comply with all applicable federal, state and local laws related to discrimination, and will not tolerate the interference with the ability of any of the School's employees to perform their job duties.

The School makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of your immediate supervisor, designated manager or Human Resources. Your complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Americans With Disabilities Act Policy

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment. The ADA does not alter the School's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of School policy, the School prohibits discrimination of any kind against people with disabilities.

Disabled Defined

An applicant or employee is considered disabled if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record or past history of such an impairment; or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite

skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the School in order to allow them to perform a particular job. If you are disabled and you desire such reasonable accommodation, contact your immediate supervisor, designated manager or Human Resources. On receipt of your request we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations, or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, the School does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, the School does not have to provide an accommodation if doing so would cause undue hardship to the School.

Harassment Policy and Procedures

Trix Academy is committed to providing a work environment that is free from harassment and discrimination. Therefore, the school maintains a strict policy prohibiting harassment and discrimination in any form whether verbal, physical, visual, sexual, or other. It is very important that all forms of discrimination or harassment are reported.

Sexual and other harassment based on protected status at Trix Academy is unlawful discrimination. This policy and the law prohibit harassment and retaliation for having brought a complaint of or having opposed discrimination or harassment and/or for having participated in the complaint process.

For the purposes of this policy, the term “harassment” means unwelcome sexual, or other advances, unwelcome requests for sexual, or other favors, and other unwelcome verbal or physical conduct or communication when:

- a. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of the individual’s employment; or

- b. Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual; or
- c. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment.

Examples of unwelcome harassment include, but are not limited to, threatening adverse employment actions if favors are not given; promising special treatment in exchange for certain favors; unwanted physical contact; and/or sexual, or other offensive remarks, including the following kinds of behavior:

Verbal: Sexual, or other propositions, threats, or advances; continue to express interest after being informed that the interest is not welcome; offensive jokes; suggestive sounds or insulting comments; and all other abuse or behavior that is sexual or offensive in nature.

Visual: Display of sexual, racial, religious or ethnic suggestive objects, pictures, or letters; obscene gestures; sexual, racial, religious or ethnic suggestive or offensive graffiti.

Physical: Unwanted physical contact, including offensive touching, pinching, brushing the body, impeding or blocking movement; unwanted sexual, intercourse or other unwanted assault or battery.

The school does not condone any kind of harassment based on protected status by anyone in the organization, clients, vendors, independent contractors, applicants for employment, or visitors to the workplace.

Trix Academy is responsible for managing a workplace free from sexual, racial, religious or ethnic harassment, for discouraging employment related sexual, racial, religious or ethnic harassment and for implementing and enforcing the policy. The responsibility is ongoing, whether or not complaints of sexual, racial, religious or ethnic harassment have been brought to the attention of Trix Academy.

Any matters when an employee feels that she/he has been subjected to sexual, racial, religious or ethnic harassment should be brought to the attention of the supervisor or Human Resources.

Trix Academy and/or Phalen Leadership Academies' Human Resources department will investigate all allegations promptly using the following procedures:

1. Interviewing the complainant when the complaint is first presented and when it is put into writing.
2. Interviewing all witnesses that the complainant identifies and putting it in writing.
3. Reviewing all documents and evidence submitted by the complainant.
4. Interview the alleged harasser and document the interview.

5. Interview all witnesses identified by the alleged harasser and document their statements either by the witnesses writing their statements and signing them or some other mechanism acknowledged by the witness.
6. Interviewing all other potential witnesses who might have observed the conduct alleged or may possess knowledge about the investigation. All statements must be in writing, either by the witnesses themselves or by documenting their statements in writing to be signed or otherwise acknowledged by the witnesses.
7. Reviewing all documents or other evidence submitted by the alleged harasser.
8. Advising complainant and all witnesses of the confidentiality of the investigation.
9. Completing a written determination of the validity of the complaint.
10. Imposing discipline or other interim measures as required based on the findings of the investigation.

If Trix Academy finds that a violation of this policy has occurred, the school will take prompt and appropriate action to eliminate the policy violation and to insure that it does not recur.

Such action may include:

1. Disciplinary action of the harasser up to and including termination of employment
2. Restoration to an individual of any employment benefits or employment status that occurred as a result of the sexual, racial, religious or ethnic harassment or the exercise of the right to make a complaint of sexual, racial, religious or ethnic harassment oppose sexual, racial, religious or ethnic harassment or to participate in an investigation under this policy.
3. Removal from the individual's personnel record or other records of any documents containing adverse or negative references to the complainant flowing from the policy violation.
4. Appropriate measures to assure all individuals adversely affected by the filing of a complaint, or opposition to sexual, racial, religious or ethnic harassment is restored to the position held prior to the policy violation.
5. Removal of the effects of the policy violation, such as offensive graffiti or posters of visual sexual, racial, religious or ethnic harassment, or the elimination of unwanted physical contact.
6. Republication of the policy that was violated and in-house training relating to this policy.

If Trix Academy, in conjunction with Phalen Leadership Academies, determines that a violation of this policy has not occurred, Trix Academy will:

1. Advise the complainant and the alleged harasser of the results of the investigation and the reasons for its finding of no policy violation
2. Advise the complainant and the alleged harasser that the harassment is not permitted in the workplace and that Trix Academy is committed to enforcing this policy.

3. Advise all individuals involved that no harm is done for making a complaint of harassment, or for participating in the investigation under this policy and that individuals should not be subjected to retaliation for their involvement.
4. Advise the complainant to provide additional information relating to any policy violations in the future.
5. Take appropriate measures to assure that this policy, and the school's commitment to enforcing this policy, is communicated again in the workplace, such as republication of the policy and in-house training pertaining to the policy.

If after the investigation Trix Academy determines that there is insufficient information from which to make a determination whether a policy violation has occurred, the school will:

1. Inform the complainant and the alleged harasser of its finding that no determination be made;
2. Advise the complainant and the alleged harasser that the school is committed to enforcing this policy and will not tolerate sexual, racial, religious or ethnic harassment or retaliation of any kind.
3. Advise all individuals involved there will be no retaliation for making a complaint.
4. Advise the complainant to provide additional information relating to any policy violations in the future.
5. Take appropriate measures to assure that this policy and the school's commitment to enforcing this policy is communicated in the workplace, such as republication of the policy and in-housing training to this policy.

Trix Academy will not let an employee be retaliated against for making a complaint of discrimination or harassment, opposing discrimination or harassment, or participating in an investigation under this policy, regardless of whether a policy violation is found, no policy violations found, or no determination of a policy violation is possible.

Supervisors may not use their position in a harassing manner. Therefore:

- No supervisor may threaten that an employee's refusal to submit to harassment will adversely affect the employee's job, pay, or advancement, in any way. This includes but is not limited to unwelcome advances, requests for favors, or other verbal or physical conduct of an offensive nature.
- No supervisor may create a hostile, intimidating, or offensive work environment caused by sexual, racial, religious or ethnic harassment.
- No supervisor may condone or tolerate a hostile, intimidating, or offensive work environment created by the discriminatory or harassing actions of employees.
- No supervisor may date a subordinate or non-supervisory employee.

It is important that you report any and all incidents of harassment. You have the right to speak with either a male or female to file your complaint. The school will carefully investigate all complaints of harassment.

We will respect the privacy of the employee making the complaint and the accused employee to every extent possible during the investigation. The school will take prompt corrective disciplinary action, up to and including discharge, against any employee who has been **confirmed** to have engaged in any form of discrimination, harassment, or retaliation.

Once again, if you believe you have been discriminated or harassed, or retaliated against, in any way, by a coworker, supervisor, agent, or client of Trix Academy, you should promptly report the facts of the incident and the names of the individuals involved to the Principal or designated Human Resources Generalist. An investigation of all claims will take place and appropriate corrective action will be taken.

If you have any questions concerning any type of harassment, please feel free to contact:

L'Erin Price, Human Resources Generalist Email: lprice@phalenacademies.org

Procedures for Reporting and Investigating Harassment Policy

Employees should report incidents of inappropriate behavior or sexual harassment as soon as possible after the occurrence. Employees who believe they have been harassed, regardless of whether the offensive act was committed by a manager, co-worker, vendor, visitor or client, should promptly notify their immediate supervisor, designated manager or Human Resources. If the employee's immediate supervisor is involved in the incident, the employee should report the incident to the PLA's Human Resources department. The School takes claims of harassment seriously, no matter how trivial a claim may appear. All complaints of harassment, sexual harassment, or other inappropriate sexual conduct will be promptly, thoroughly and impartially investigated by the School.

The School prohibits retaliation against any employee who files or pursues a harassment claim. To the extent possible, all complaints and related information will remain confidential, except to those individuals who need the information to investigate, educate or take action in response to the complaint.

All employees are expected to cooperate fully with any ongoing investigation regarding a harassment incident. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation.

To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, and, where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

At the conclusion of a harassment investigation, the complainant and the alleged “harasser” will be informed of the determination. Where appropriate, the “harasser” and the “victim” may be offered mediation or counseling through an employee assistance program (EAP).

Penalties for Violation of Anti-Harassment Policy

If it is determined that inappropriate conduct has occurred, the School will act promptly to eliminate the offending conduct, and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action (such as, for example, suspension), as the School deems appropriate under the circumstances and in accordance with applicable law.

Technology

Social Media Policy

A. Blogs, Wikis, Podcasts, Digital Images & Video (Personal Responsibility)

- a. MECC/Trix employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- b. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
- c. When posting to your blog be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of MECC/Trix Academy. Remember that blogs, wikis and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- d. The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a MECC/Trix Academy employee online, you are now connected to colleagues, scholars, parents, and the school community. You should ensure that content associated with you is consistent with your work at MECC/Trix Academy.
- e. When contributing online do not post confidential scholar information.

B. Disclaimers

- a. MECC/Trix Academy employees must include disclaimers within their personal blogs that the views are their own and do not reflect on their employer. For example, "The postings on this site are my own and don't represent MECC's position, strategies, opinions, or policies."
- b. This standard disclaimer does not by itself exempt MECC/Trix Academy employees from a special responsibility when blogging.
- c. Classroom blogs do not require a disclaimer, but teachers are encouraged to moderate content contributed by scholars.

C. Profiles and Identity

- a. Remember your association and responsibility with MECC/Trix Academy in online social environments. If you identify yourself as an MECC employee, ensure your profile and related content is consistent with how you wish to

present yourself with colleagues, parents, and scholars. How you represent yourself online should be comparable to how you represent yourself in person.

- b. No last names, school names, addresses or phone numbers should appear on blogs or wikis.
- c. Be cautious how you set up your profile, bio, avatar, etc.
- d. When uploading digital pictures or avatars that represent yourself make sure you select a school appropriate image.

D. Personal Use of Social Media (Examples - Facebook, MySpace, Twitter, etc.) I.

MECC/Trix Academy employees are personally responsible for all comments/information they publish online. Be mindful that what you publish will be public for a long time to protect your privacy.

- I. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional Standards.
- II. By posting your comments, having online conversations etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings what you ‘say’ online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a ‘private conversation’ may still end up being shared into a more public domain, even with privacy settings on maximum.
- III. Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- IV. Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- V. Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- VI. Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that tokens an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?
- VII. Micro blogging (Twitter etc.) Comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional.

Social Media Policy (MI)

The School will not request that employees disclose usernames, password login information or other security information that protects access to a personal Internet account. A personal internet account is an account created via an internet-based service that requires a user to input or store access information via an electronic device to view, create, utilize or edit account information, profile, display, communications or stored data. However:

- The School is not prohibited from viewing, accessing or utilizing information about an employee that can be obtained without any required access information or that is available in the public domain.
- The School may request or require an employee to disclose access information to electronic communication devices, accounts or services paid for by, provided by, obtained by virtue of employment by or used for business purposes of the School.

Any conduct that adversely affects an employee's job performance or the performance of fellow employees, or otherwise adversely affects the School's legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence, or similar inappropriate or unlawful conduct, will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by law.

Email Policy

Within MECC/Trix Academy, our primary source of communication occurs via email. All staff are required to check their MECC email accounts three times a day, once in the morning prior to 8:10am, afternoon (lunch or prep time only) and once after dismissal prior to 4pm to ensure everyone is kept informed with the most current information.

Telephone, Mail and Electronics

The use of business phones is limited to official school business. Friends and relatives should be discouraged from calling during working hours unless there is an emergency. Under no circumstances should you make or charge a long-distance call unless it is work-related and approved by your supervisor. Use of personal cell phones for personal business outside of your lunch and break periods is strictly prohibited.

The use of school stationary, stamps, postage meters, or other supplies for your personal mail is prohibited. Have all of your personal correspondence sent to your home address unless you have permission from your supervisor. Your personal stamped mail may be placed with the other mail and will be taken to the post office at the same time as our business mail.

Electronic mail, including Internet and Intranet access, is provided to employees as a business communication tool for appropriate internal and external business uses. The e-mail system is owned solely by the school and information in the system will be treated just like other school business records, files, electronic records, documents, materials and equipment.

Employees should expect that all telephone, mail and electronic activity will be reviewed by Trix Academy. Employees share their desks and other equipment with the school and should therefore refrain from keeping personal property in such areas. Employees shall have no expectation of privacy while on school property.

Cell Phone Usage Policy (Staff)

Cell phone usage is ONLY permitted for instructional purposes (i.e., LiveSchool, communicating with Administrative Team). Beyond this purpose, cell phone usage is strictly prohibited in the classrooms. Personal cell phones are never to be used to take photos or videos of scholars during instructional time (unless it has been explicitly outlined in the lesson plans). In case of an emergency, call the main office to contact the administration to relieve you from your classroom and make your call once you are relieved. **Excessive use of cell phones in the classroom will result in a write-up.**

Working Hours

Work Schedule

The workweek begins each Monday and ends each Sunday. Working schedules at Trix Academy may require variations in each employee's starting and quitting times. Punctual and consistent attendance is a condition of employment.

All **full-time Teachers and Interventionists** are required to stay after **one day a week until 5:00 p.m. for collaboration** as part of your normal work schedule and salary. Day and start time shall be at the discretion of the Superintendent.

Overtime Hours Policy

From time to time hourly employees may be asked to work over their normal scheduled hours. Overtime hours worked in excess of the normal scheduled workweek (forty hours) that are approved in advance by your supervisor will be paid at the rate of one and one half (1 1/2) times your base rate of pay per hour for **non-exempt** positions. Hours worked means time actually spent on the job. It does not include travel time or hours away from work regardless of whether the time off is paid or unpaid.

All overtime must be approved in advance by your supervisor. Any non-regularly scheduled hours worked without the prior written consent of your supervisor will be subject to disciplinary action. Repeated offenses may result in termination. Example: Jane Doe's regular work schedule is 8:00 a.m. to 4:30 p.m. with a thirty (30) minute lunch period. 1) Jane repeatedly clocks in 15 minutes prior to her start time, 2) she works through her lunch period Mon-Fri without the consent of her supervisor, and the result is 3.75 hours of overtime in the seven day period. These are each infractions of policy subject to disciplinary action.

Tardiness Policy

Tardiness

Three unexcused tardies in one month will result in a formal write-up. Subsequent incidents of tardiness may result in further discipline, up to and including termination.

Time Management/Urgency

- A. Urgency is the opposite of complacency. Every minute of every day matters. The only way our scholars will learn to effectively manage time and to execute tasks with fidelity is through our demonstration. Below are some of the ways teachers will be expected to demonstrate urgency:

- I. Transitions between activities should be completed in 60 seconds or less.
- II. Plan around and follow the outlined schedules.
- III. Every minute of instructional time should be used for instruction. Scholars are never done learning and teachers are never done teaching. There is always more to accomplish.
- IV. Build relationships: Everything that happens (or doesn't happen) in your classroom is greatly impacted by your relationships with your scholars.
- V. Set specific daily goals.
- VI. Arm our scholars with knowledge; scholars should know their current grade(s), skills they've mastered, and what they need to work on. If they don't know, it can be hard for them to be invested in their classwork, especially older scholars. If scholars consistently know their grade(s), are given clear feedback about why their grade is what it is, what skills or topics they need to focus on improvement, then they're more likely to feel empowered and have a sense of urgency to work on the specific things that will push them forward.
- VII. Make it meaningful; as often as possible, we want to connect each daily lesson to meaningful context. If scholars are excited for an upcoming project or lab later in the unit, their sense of urgency will increase if they know how each specific skill prepares them for success. A big picture context can also increase urgency; for example, being able to relate skills to success in college or a specific life situation.

Scholar Attendance Tracking

1. Class attendance needs to be submitted via Infinite Campus by 9:30am daily (K-8) and by 1:30pm (6th-8th grade only).
2. DO NOT permit scholars to enter your class after 8:45am without a tardy slip.
3. Each teacher is responsible for taking and submitting daily attendance through Infinite Campus by 9:30am. Please remember that your Infinite Campus attendance reports are legal documents and periodically will be audited by MECC, Wayne Resa, the state and other outside officials.
4. Scholars are considered tardy if they arrive after 8:45am. All tardy scholars who arrive after 8:45am must report to the office to receive a tardy slip.
5. Monthly attendance reports must be printed and signed by teachers. Before signing monthly attendance reports, teachers are responsible for checking over their attendance and making necessary corrections. Attendance record sheets are to be filed in the individual teacher's attendance binder. This is to be completed before you leave on Friday by 4:00pm. Attendance records are to be kept on school property at all times.

Time Off & Leave

Jury Duty Policy (MI)

A regular, full-time employee who is called for and serves on jury duty shall be granted the necessary time off. Non-exempt (hourly) employees will be paid the difference between the employee's regular wage and the jury duty pay that the employee receives from the court for one day, excluding mileage and travel fees. Exempt employees will be paid as required by law. The employee must provide verification of any pay received from the court to the worksite HR Liaison and the Trix Academy Payroll and Benefit Account Manager.

An employee who works the day shift and is excused from jury duty by noon is expected to return to work at the Academy, although an employee's combined hours of work and jury duty should not exceed eight (8) hours for that day.

Family and Medical Leave Policy

FMLA requires covered employers to 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 or daughter, or parent, who has a serious health condition
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements:

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the

servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

When an employee recognizes the need for a FMLA leave, the employee must give thirty (30) days notice *if the leave is foreseeable*. In the event that a thirty (30) day notice cannot be given, notice must be given as soon as practicable. Leaves that are due to serious health conditions will require medical certification. A form for medical certification is available from Trix Academy. Employees absent for a week or more must present a medical release from a licensed health care provider before being permitted to return to work.

Benefit coverage for all insurance purposes will be maintained during the leave. Any share of the health plan premiums, which had been paid by the employee prior to the leave of absence, must continue to be paid for by the employee throughout the FMLA period. Employees that have contributions to their insurance premiums paid by their employers will continue to have that portion paid by their employer.

Most employees returning from a FMLA leave will be restored to the pre-leave position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Upon return from a leave, an employee will not have to re-qualify for the benefits the employee enjoyed before the FMLA leave began.

Trix Academy may deny reinstatement to a salaried employee who is among the highest paid ten (10) percent of the employees employed by the school, if the denial is necessary to prevent substantial and grievous economic injury to the operations of the employer.

Trix Academy will make every effort to grant requested leave to an eligible employee. However, when granting such leave that would cause undue hardship in an assigned location, circumstances may prevent leave being granted to the employee.

Due to the complex nature of this act, Trix Academy provides the above information as a guideline only, please contact Trix Academy for detailed information.

A. Disability/Pregnancy Unpaid Leave Policy

Disability /Pregnancy Unpaid Leave Policy (for Full-Time Employees Not Eligible under FMLA within the first twelve months of employment beginning with the date of hire).

If a licensed medical physician certifies that an employee is unable to work, that employee may request a leave of absence for up to forty two (42) calendar days. If the reason for leave is foreseeable, a 30 day notice is required. The request for the leave must be substantiated by a licensed, medical physician stating the nature of the disability and the anticipated date of return. A leave of absence requested for purposes of pregnancy will be treated as a disability leave. An employee should inform the school of the need for the leave as soon as the employee becomes aware that a leave will be necessary.

An employee on leave of absence will be expected to communicate with his or her supervisor throughout the duration of the leave regarding his or her condition. If the employee is unable to return on the date that the approved leave expires, the employee may apply for an extension. The

request for the extension must be presented at least two (2) working days before the leave is to expire, and it must be accompanied by a certificate from a physician stating the reason for the extension and expected duration of the continued disability. An approved leave typically will not be permitted to extend beyond a total of fifty six (56) calendar days. Employees who fail to or are unable to return on the approved return date will be considered to have voluntarily resigned.

Benefits will not continue to accumulate during the leave of absence. Employees on leaves of absence are required to use all accumulated sick, personal or vacation time as part of the leave. Employees will not be paid for holidays or school break periods that occur while the employees are on leave. Holidays and school break periods occurring during the leave will not extend the leave duration. Employees should contact the Benefits Administrator for details regarding disability benefits availability and cost of insurance premiums as applicable during the leave.

Employees should contact the Benefits Administrator for details regarding availability and cost of employee insurance premiums as applicable during the leave. Employees may not be employed by another employer while on leave of absence.

Employees absent for a week or more must present a medical release from a licensed health care provider before being permitted to return to work.

While every effort will be made to return you to the same position upon returning from your leave, it is not guaranteed. Please recognize that the school shall have the right to assign any employee to any available work and the employee will perform the work assigned.

Calendar

Calendar

The School calendar is constantly being updated. At the beginning of the school year, you will be provided with a copy of the school calendar. All staff are required to be aware of dates and activities detailed by the school calendar. Pay close attention to blackout days; absences taken on blackout days will be unpaid.

Military Caregiver Leave Policy

The FMLA also allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a member of the Armed Forces, National Guard or Reserves or of certain recent veterans with a serious illness or injury, up to 26 weeks of unpaid leave within a 12-month period to care for the injured or ill service member or veteran. A “serious illness or injury” is generally an injury or illness incurred by the covered service member in the line of duty on active duty (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty) that may render the service member medically unfit to perform the duties of the member’s office, grade, rank or rating.

An eligible employee is entitled to a combined total of 26 workweeks of military caregiver leave and leave for any other FMLA-qualifying reason in a single 12-month period, provided that the

employee may not take more than 12 weeks of leave for any other FMLA-qualifying reason during this period. (For example, in the single 12-month period an employee could take 12 weeks of FMLA leave to care for a newborn child and 14 weeks of military caregiver leave, but could not take 16 weeks of leave to care for a newborn child and 10 weeks of military caregiver leave.) Generally, you must give the School at least 30 days' notice before the commencement of any military caregiver leave.

Qualifying (Military) Exigency Leave Policy

The FMLA also provides for up to 12 weeks of unpaid leave within a 12-month period when an eligible employee's spouse, son, daughter or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces. ("Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the U.S. National Guard and Reserves means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.) The leave may also be extended to the family members of certain retired military. This leave may be used to take care of such things as child care or financial and legal arrangements necessitated by the deployment of the family member.

Break Time for Nursing Mothers Policy

An employee will be provided reasonable unpaid break time to express breast milk for her nursing child during the first year of the child's life. Trix Academy will provide a private room in which the employee may express breast milk. Employees may use their private office area for milk expression, if they prefer.

The private room is defined as shielded from view, free from intrusion, and not a bathroom. Please notify your immediate supervisor of this need for accommodation and the break period(s) you will need as practicable.

Religious Observance Policy

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. The School respects your religious beliefs, however, and therefore, will provide one (1) day of paid leave to employees who, for religious reasons, must be away from the office on days of normal operation. This leave must be requested through the department manager two weeks prior to the event.

Appearing as a Witness Policy

An employee called to appear as a witness will be permitted time off to appear, but without pay. Employees will be permitted to use accrued paid or unpaid time off when appearing as witnesses.

Voting Policy

The School encourages all employees to vote. Most polling facilities for elections for public office have hours that are scheduled to accommodate working voters. The School, therefore, requests that employees schedule their voting for before or after their work shifts. An employee who expects a conflict, however, should notify his or her supervisor, in advance, so that schedules can be adjusted if necessary.

Educational Leave

Full-time Professional Staff Employees are eligible to receive an unpaid leave to pursue higher levels of education. Eligible employees shall be granted a maximum one year unpaid Educational Leave. Employees returning from an educational leave would be eligible for employment at the beginning of the new school year. Trix Academy Liaison must be notified by the employee of their intention to return at least sixty (60) days in advance of the beginning of the new school year. Employees must submit to Trix Academy Liaison evidence of passing grades for the courses taken during the leave to be eligible to return to work. Employees must return to Trix Academy no later than the beginning of the school year following completion of the courses.

While Trix Academy will make every effort to return employees to their former position, it is recognized that the school shall have the right to assign any employee to any available work and the employee will perform the work assigned.

Adoption/Foster Care Unpaid Leave Policy

Adoption/Foster Care Unpaid Leave Policy (for Full-Time Employees Not Eligible under FMLA within the first twelve months of employment beginning with the date of hire).

If a licensed professional with the Department of Social Services and/or a licensed Adoption Agency certifies placement with the employee of a son or daughter for adoption or foster care, that employee may request a leave of absence for up to twenty eight (28) calendar days. The request for the leave must be substantiated by a letter from the Department of Social Services and/or the Adoption Agency involved in the placement of the child. An employee should inform the school of the need for the leave as soon as the employee becomes aware that a leave will be necessary. If intermittent (part-time) use of the twenty eight (28) calendar days of leave time for placement with the employee of a son or daughter for adoption or foster care is requested, it must conclude within fifty six (56) days of the placement date.

An employee on leave of absence will be expected to communicate with his or her supervisor throughout the duration of the leave regarding his or her return.

Benefits will not continue to accumulate during the leave of absence. Employees on leaves of absence are required to use all accumulated sick, personal or vacation time as part of the leave. Employees will not be paid for holidays or school break periods that occur while the employees are on leave. Holidays and school break periods occurring during the leave will not extend the

leave duration. Employees should contact the Benefits Administrator for details regarding availability and cost of employee insurance premiums as applicable during the leave.

Employees may not be employed by another employer while on leave of absence.

While every effort will be made to return you to the same position upon returning from your leave, it is not guaranteed. Please recognize that the school shall have the right to assign any employee to any available work and the employee will perform the work assigned.

Leave of Absence Policies

Paid Time Off (PTO)

Provided that you are a full-time employee in good standing with Trix Academy, you will receive 80 hours of PTO at the beginning of the school year which can be used for personal days or sick days. PTO hours will be pro-rated for new employees who start after the beginning of the academic year. Up to 40 hours of unused PTO time may roll over to next year. Requests for PTO must be submitted through HCC, our HR and Payroll system, and approved by your Building Leader(s).

Trix Academy recognizes that employees need time away from the office to help balance their lives, to address personal concerns, to cover absences due to illness and to provide time off to care for dependents. To that end, the school has established a Paid Time Off (PTO) policy that provides employees with the flexibility to use time off, while recognizing the employee's responsibility to manage his/her paid time off. This policy does not apply to holidays, jury duty or bereavement leaves.

PTO Process

Trix Academy tracks absences for illness, work related illness/injury, or the attendance of school related activities for legal compliance reasons. Once an employee has exhausted his/her PTO balance for the year, the employee will not accumulate additional PTO. PTO may be taken in increments of four (4) or eight (8) hours. However, PTO may not be used for missed time because an employee reports late to work, except during inclement weather.

Management of PTO

You are responsible for managing your PTO balance. It is important that you plan ahead for how you will use it. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

Use and Scheduling of PTO

Generally, PTO will be approved on a first come first serve basis. Depending on the size of the school, not more than 3 staff members will be approved for the same PTO leave.

Notice When Using PTO

When possible, employees must provide reasonable advance notice to his/her supervisor. An email will suffice. There may be occasions, such as sudden illness, when an employee cannot notify his/her supervisor in advance. In those situations, the employee must inform his/her supervisor of the circumstances as soon as possible.

Blackout Dates

There are times when all teachers and campus personnel are needed to be in attendance, and time off is prohibited. The following is a list of “blackout dates” in which requests for time off will be denied. However, if an employee requests time off during these “blackout dates” as a result of unforeseen circumstances, the request will be reviewed on a case-by-case basis and the supervisor will make the final decision for approval. In the event an employee is absent during the stated “blackout days” and approval was not given by the supervisor, the employee may be subject to disciplinary action. There shall be no dock in pay if an employee is out during the “blackout dates” unless the employee has no leave available.

18. The first 10 days of school
19. The last 10 days of school
20. The day before or after a school holiday
21. Professional or staff development days
22. Days scheduled for local exams
23. Days scheduled for state testing

Unforeseen circumstances may result in additional days being added to the list.

Excessive absenteeism, tardiness, and leaving work prior to the designated time constitute grounds for any of the following disciplinary action:

- Disciplinary probation
- Denial of pending or future promotion
- Production of medical certification of reason or reasons for absences and/or tardies
- Any other appropriate disciplinary measure, including suspension or termination of employment

Failure to provide notification of an absence to a supervisor for two consecutive workdays (unless prevented by circumstances beyond the employee’s control) may be considered a voluntary resignation on the last day worked, in accordance with applicable federal and state law. Leave will not be approved for more days than an employee has accumulated from prior years plus those earned during the current year.

PTO Submission

You must submit your request for PTO through the network’s system, HCC.

Obtain Supervisor Approval for PTO

Employees must obtain supervisory approval prior to using PTO. Supervisors must consider the following when determining whether to approve a leave request:

- Available remaining staff in the building to meet operational needs
- Whether the employee complied with PTO request procedures,
- Whether the employee has enough time in his/her PTO balance to cover the absence.

Supervisor Response

Employees should not assume that the PTO request has been approved if he/she has not received a response from the supervisor or via HCC. If an employee has not received an answer within a reasonable time frame (1 week), the employee should send a reminder email to the supervisor and indicate the original date of the request.

Policy Non-compliance

If the supervisor denies the employee's request for PTO and the employee fails to report to work, the employee's absence from work will be considered insubordination and subject the employee to discipline up to and including termination.

Paid Time Off at Termination

PTO is a terminal benefit, not an accrued benefit. Terminated employees are not paid for unused PTO.

Note: An emergency or unexpected work requirement might cause you to forego scheduled Paid Time Off already approved by your supervisor. When such an event occurs, please contact your supervisor immediately.

Requests for time off after the exhaustion of PTO may be rejected and any hours used in excess of allotted PTO will be uncompensated. Absences that exceed allotted PTO may lead to discipline up to and including termination.

Bereavement Leave:

Employees are eligible for bereavement leave in the event of a death in the employee's family. Employees are eligible for up to five (5) consecutive business days for the death of an immediate family member. For purposes of this policy, immediate family shall be defined as husband, wife, son, daughter, step-child, legal guardian, mother, father, father-in-law, mother-in-law, step-parents, brother, sister, step-sister, step-brother, grandchild, son-in-law, daughter-in-law, or any person residing in the household for whom the employee is responsible. This leave must be taken within fourteen (14) days of the death and is to be taken to make arrangements for, attend the services or to make other arrangements resulting from the death of the family member.

Employees are eligible for two (2) days of bereavement leave for the death of a grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law of the employee or spouse, or any other relative of the employee for whom the employee is directly responsible. This leave must also be within fourteen (14) days of the date of the death.

The fourteen (14) day time limit may be waived by Human Resources if unusual circumstances cause services to be delayed. If a legal holiday falls during the bereavement period, the holiday shall not count as a bereavement day. Should the employee already be off work on another leave, the employee is not eligible for bereavement leave.

School Cancellation:

When school is canceled, all staff members will be notified through a text message and school email. Make sure you update the principal with new home/cell phone numbers. There may be times when school may be closed, but staff must still report. School closing information will also be available to the scholar body and families of Trix Academy via local T.V. and radio stations (Channels 2, 4, and 7).

Employee Timekeeping

Trix Academy keeps track of hours worked by use of a time tracking system. You will be paid according to the time recorded by the time tracking method or other hours as may be applicable and approved by the Regional Director. If you forget to sign/punch in or out or believe there are mistakes on your time record, you should notify your supervisor immediately. Handwritten entries to payroll are valid only when initiated by your supervisor. You are responsible for recording/swiping your own time record/card. Recording/swiping the time record/card of another employee or having another employee record/swipe your time record/card is not permitted and will result in disciplinary action up to and including termination.

Health, Safety, and Substance Abuse

Smoking Policy

Trix Academy is a non-smoking facility. Any Trix Academy employee smoking on school grounds will result in disciplinary action up to and including termination.

Drug-Free Workplace Policy

A. General Information

Statement of Purpose: Trix Academy maintains a drug-free workplace and we enforce a strict policy prohibiting the purchase, possession, current use, sale or distribution of controlled substances or habit forming drugs (other than those legally prescribed by a licensed physician) by its employees. If an individual utilizes medical marijuana or other unlawful substances prescribed for medical purposes off-duty, such use on-duty is nevertheless prohibited and such use shall not interfere with any duties required for the school. This policy strictly prohibits employees appearing for work under the influence of illegal drugs.

The school also maintains a strict policy prohibiting the possession or use of alcoholic beverages or recreational drugs, whether legal or illegal (marijuana, et al.) in any form on school property or at offsite school events. Trix Academy strictly prohibits employees from appearing for work or entering the workplace under the influence of alcohol and alcohol related intoxicants or recreational drugs.

The school considers the abuse of alcohol, recreational drugs and use of illegal drugs as presenting a serious physical and mental health threat to the individual employee involved; a potential danger to other employees; and having an adverse impact on the reputation and profitability of the school.

Definitions: For purposes of this policy, illegal drugs or unlawful substances include, but are not limited to; amphetamines, barbiturates, heroin, LSD, marijuana (federal law), cocaine, methadone, methaqualone, phencyclidine (PCP), and opium. Illegal drugs do not include drugs legally prescribed by a licensed physician and when used according to the physician's directions.

The legal use of prescription drugs and over-the-counter drugs, while not necessarily prohibited, may affect an employee's ability to perform his or her job. Therefore, employees must report to their supervisor all prescription and over-the-counter drug use which may have an effect on their ability to perform their job duties.

Employees must also identify all prescription and nonprescription drugs, which they have taken during the thirty (30) days preceding any drug testing. This information will be given the same level of confidentiality as all other medical information.

Disciplinary Action: For purposes of this employee handbook, and specifically this section, the phrase “disciplinary action” refers to *any* School discipline, *up to and including immediate termination*.

B. Prohibited Use of Alcohol, Recreational or Illegal Drugs

The use, sale, possession, and appearing under the influence of recreational drugs, alcohol or illegal drugs while on school property may be grounds for disciplinary action. Any employee reporting for work or entering the workplace while impaired by alcohol recreational or illegal drugs may be subject to disciplinary action ("impaired by alcohol" is defined as .08 blood alcohol concentration level or above).

The sale or possession of recreational (marijuana, et al.), illegal drugs or alcohol on school property or at school functions at any time may be grounds for disciplinary action. Any illegal drug identified will be turned over to the appropriate law enforcement agency.

School property is defined as all facilities, land, buildings, and automobiles owned, leased or used by the school or the school worksite. School property may also include other work locations, or travel to and from those locations, while in the course of or within the scope of employment.

The School may use, at its discretion, further investigative measures designed for the prevention and detection of alcohol or illegal drug use and trafficking on School property.

C. Employee Drug Testing

The following are the types of drug testing which may be requested of an employee.

1. **General Policies:** It is the responsibility of the School to have all examinations performed by a medical facility which will collect, test and retain the samples obtained from employees in such a way as to ensure the integrity, accuracy, and confidentiality of the testing process. All examinations will be performed with concern for the personal privacy of the employee. All test results will be treated with strict confidentiality on a "need to know" basis.

No substance screening will be conducted without the employee's written consent. An employee who refuses to submit to a substance screen or who refuses to sign a written consent will be considered to have failed the screen and may be subject to disciplinary action.

2. **Post Accident/Injury Testing:** Any employee who is injured or who claims to have been injured during the course of employment may be subject to testing for illegal drug and alcohol use.

Additionally, any employee returning from work after a prolonged absence may first be required to take and pass a test for alcohol or illegal drug use. A positive substance screen demonstrating the use of alcohol or illegal drugs in violation of this policy may be grounds for disciplinary action.

3. Pre-Assignment Testing: Trix Academy employees may be required to test for current illegal drug use as part of their pre-assignment requirements. Employees will be required to sign a release of test results to Trix Academy

Refusal to sign a release or refusal to be tested may be grounds for disciplinary action. A positive substance screen demonstrating the current use of alcohol or illegal drugs may also be grounds for disciplinary action.

4. Reasonable Cause Testing: If the school has reasonable cause to believe that an employee is using alcohol or an illegal drug in violation of this policy, the school will require that the employee participates in a medical evaluation by a physician or other qualified medical personnel approved by the school.

This examination includes, but is not limited to, a body fluid test (which may involve a urine drug screen), blood and plasma tests, and a test for breath or saliva. A positive substance screen demonstrating the current use of alcohol or illegal drugs in violation of this policy may be grounds for disciplinary action.

D. Substance Abuse Policy

The school recognizes that alcoholism and substance abuse may be treatable conditions. Confidential assistance in obtaining treatment may be obtained by contacting your supervisor. Any employee who has a problem or addiction to alcohol or controlled substances is encouraged to seek voluntary treatment and counseling.

The school will make reasonable efforts to accommodate any employee who is recovering from drug or alcohol addictions. In no event, however, will the current use of illegal drugs be tolerated.

An employee who voluntarily (prior to anticipated or confirmed alcohol or illegal drug use in violation of this policy) seeks assistance from the school for alcohol or drug addiction shall be offered one (1) opportunity to participate in appropriate treatment activity through a facility approved by the school. All costs of treatment shall be paid by the employee. The school reserves the right to suspend the employee without pay pending completion of the initial treatment activity.

If the employee either refuses to participate in the approved treatment program or fails to successfully complete the program, the employee may be subject to disciplinary action.

If the employee accepts and successfully completes the treatment program, the school shall make a reasonable effort to restore the employee to previous employment, subject to random testing for alcohol or illegal drug use in violation of this policy. If the employee is subsequently found in violation of this policy after completion of the treatment, the employee may be subject to disciplinary action.

E. Selling Illegal Drugs/Law Enforcement Cooperation

The school maintains a policy of full cooperation with law enforcement agencies. We reserve the right to refer any suspected illegal drug related incident, on or off school premises, to the proper authorities.

Any employee who is arrested and convicted by a law enforcement agency and court of competent jurisdiction for a drug related offense (any time, anywhere) may be subject to disciplinary action.

Upon arrest and while waiting for resolution of the case, the employee may be suspended without pay or benefits subject to the outcome. If the employee is found not guilty, or the charges are dismissed, the employee will be restored to previous employment after successfully (with negative results) passing a substance screen.

F. Refusal to Follow Procedures

Any employee who refuses to follow procedures required for evaluation or testing under this policy may be subject to disciplinary action.

G. Split Sample Testing

An employee who is required to submit to a substance screen for the presence of alcohol and illegal drugs may request, at his/her expense, that a split sample simultaneously be submitted to an accredited competitive lab facility for substance screen. All chain of custody regulations must be met.

H. Existing School Policies

This policy will be enforced strictly and consistently in accordance with existing School policy, which provides that no employee will be discriminated against based on sex, age, race, color, national origin, religion, marital status, or non-job related handicap, to the full extent of applicable law.

This Policy shall in no way alter or detract from the policy of at-will employment maintained by the School, which provides that any employee's employment with the School may be terminated by either party at any time, with or without cause or notice.

Note: The School reserves the right to modify or eliminate this policy at any time in whole or in part at its discretion. Employees will be notified of substantial modifications to this policy. We therefore ask your cooperation in making Trix Academy an alcohol and drug free workplace.

Accident Prevention and Safety

Safety is a vital concern to Trix Academy. The ultimate responsibility for safety, however, lies with you. We need your help in promoting safety and the prevention of accidents.

Please observe the following common sense rules:

- Learn your job and how to be safe in the workplace. See your supervisor for appropriate instructions.
- Learn the location of fire alarm boxes, extinguishers, and your duties in case of fire.
- Promptly report all unsafe or potentially hazardous conditions to your supervisor. Examples include, but are not limited to, the following:
 1. Wet or slippery floors
 2. Icy areas in the parking lots or sidewalks
 3. Excessively wet, soiled, or damaged/curled entrance mats
 4. Trashy or unsafe areas at work
 5. Equipment left in halls or walkways
 6. Exposed or unsafe electrical wiring
 7. Electrical cords routed across walkways
 8. Careless handling of equipment
 9. Defective or unshielded equipment
 10. Staff or students using a chair or table as a step stool
 11. Staff or students not wearing appropriate personal protective equipment
 12. Extreme reaching or bending when performing a task
- Do not operate electrical equipment with wet hands or while standing on a wet floor.
- Immediately report all accidents to your supervisor.
- Use proper lifting procedures and get help when needed.
- Wear safety glasses and protective clothing and other appropriate personal protective equipment when necessary.
- Handle hazardous chemicals with extreme care.
- Do not store, allow or instruct a student to use cleaning solutions/powders, or any items of a hazardous or chemical nature in the classroom.
- No employee should ever remove or modify equipment unless properly authorized by Trix Academy.

NOTE: A First Report of Injury must be completed and submitted to Trix Academy for all injuries, no matter how minor, *and* reported immediately to your supervisor and submitted to the HR Liaison.

Fire Drills Procedures

Per state laws, there will be a minimum of five (5) fire drills conducted each school year. At this time, everyone is to evacuate the building. When the alarm sounds, teachers are to take their emergency binder, direct the scholars to the appropriate exits, and then shut the door upon leaving the classroom. When there is a fire drill, staff members are required to escort the scholars at least fifty (50) feet from the building until an “all clear” sign is given. Evacuation exits and procedures are to be posted in each room.

Emergency Procedures

Each classroom teacher is expected to adhere to the map/graph that illustrates or describes Trix “Emergency Exit Procedures” (for fire, tornado, lockdown, other types of emergency). Procedures may be subject to change per administrative discretion. Staff members will be made aware of these procedures and will review them at the beginning of the school year. Staff are also expected to review them with their scholars on a regular basis. The Principal will schedule various drills periodically to reinforce and evaluate these emergency procedures as well.

Lockdown and Shelter In Place

All Trix Academy staff are expected to participate in Lockdown and Shelter In Place drills upon notification of a drill as may be required and conducted at the school worksite.

Lockdown - In the event of an intruder, active shooter or threat outside or inside of building:

Immediate Actions –

- Activate notification system – *refer to the school procedures manual or seek counsel from Administration for your school location procedure.*
- Call 9-1-1

Protective Measures –

- Outside activities are routed to a safe location away from the building
- Check halls and rest rooms for students
- Close and lock interior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance
- Activate signaling system – *refer to the school procedures manual or seek counsel from Administration for your school location procedure.*
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee

Shelter In Place - In the event of hazardous material or chemical incident outside of building:

Immediate Actions –

- Notification will come from emergency responder or administrator
- Activate notification system– *refer to the school procedures manual or seek counsel from Administration for your school location procedure.*
- Call 9-1-1

Protective Measures –

- Individuals outside of the building should be relocated to a separate area away from other building population (isolated)

- Close and lock exterior doors and windows (**NO** entrance or exit)
- Shut down air handling system/HVAC
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee

Hazardous Chemicals and Your Right to Know

You must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act of 1970 (OSHA), and regulations that have been added to this act, by both state and federal governments.

If you believe that you are being exposed to a known or suspected hazard when working with toxic chemicals or substances, you have a right to know about such hazards through Material Safety Data Sheets (MSDS). Ask your supervisor to review the MSDS with you. If your supervisor does not have this information available, you are to contact Trix Academy immediately.

New employees who work with or who have contact with hazardous chemicals or substances are to consult with their supervisors as to the proper handling of such chemicals in the workplace during orientation and new employee training.

Keys and Access Card

Keys

All teachers will be given classroom keys at the beginning of the school year. Teachers will retrieve their keys from the Operations Manager and sign a key distribution agreement form. Teachers are also responsible for returning classroom keys if they resign at any time during the school year or at the end of the year. Teachers will sign the return key distribution form before leaving the building. In the event that keys are lost or stolen, immediately notify an administrator.

Access Card

All teachers will be given a swipe card and building access card agreement form from the Operations Manager to enter the building. Staff may enter the building Monday – Friday beginning at 7:15am and ending at 4:00pm. Please note the building access card will not work any other time. If the building access card is lost, the staff member will be responsible for replacing it at the cost of \$10. Staff is also responsible for returning building access cards if they resign at any time during the school year or at the end of the year. In the event, the card is lost or stolen, immediately notify an administrator.

Security

To keep our school safe, doors should never be propped open and windows must be closed and locked at the end of each day. Teachers should always take their keys when going outside. Classroom doors should be locked in the evenings. Staff should always make certain doors latch behind them when entering and exiting the building. Scholars are not to open any entrance/exit door to allow adults to enter the building.

Doors

- A. Doors need to be locked when you are not in your classroom, and at the end of the day before you leave.
- B. Doors are required to be locked during instructional time.

Dismissal Procedures

- A. Ensuring that our scholars exit the building safely is the responsibility of **EVERYONE**. Everyone must be at his or her assigned post promptly at the scheduled time.

Maintenance/Custodial Request Procedures

- A. If you need maintenance or custodial support, submit a Maintenance/Custodial Request Form via email.
- B. Follow Up with the Operations Manager if the request is not completed within the requested time.

Accident Reports and First Aid Kits

Accident Reports

1. In the event that an accident occurs with a scholar, please follow the below listed guidelines:
 - a. Staff Member: Complete and sign the Accident/Incident Report Form.
 - b. Notify the guardian of the scholar involved in the incident (This can be a staff member and/or front office staff). This process needs to happen immediately.
 - c. Provide the Accident/Incident Report to the front office.
 - d. Front Office Staff: Get Principal to review, sign, and date the form.
 - e. Front Office Staff: Make a copy for the guardian.
 - f. Front Office Staff: File in Accident/Incident Report Binder.

Emergency/First Aid Kit

Contact the office immediately for assistance with emergency/first aid situations. All medications must be dispensed to scholars through the office only. During field trips, a first aid kit must go with a designated staff member. You may obtain a first aid kit from the main office.

Employee Benefits

General Employee Benefits Policy

This section describes the benefits provided by the School and information on your eligibility for benefits. Details regarding each benefit plan are contained in the School's Benefit Booklet. Benefit plans governed by the federal Employee Retirement Income Security Act (ERISA) may be further described in formal Summary Plan Descriptions or other legal documents, which are available for your review in Human Resources.

Employees meeting the eligibility criteria for particular benefits may participate in the various insurance programs offered by the School. You may review the eligibility criteria for each benefit in the school's Benefit Booklet and/or the Summary Plan Description for the particular benefit. Periodically there will be an Open Enrollment period (described below). If you decline to participate in these programs on your initial eligibility date, you may request entry into the plan during Open Enrollment or Special Enrollment (described below).

Receiving Benefits

After completion of the established 30 day benefit waiting period, which shall be provided at the onset of employment, eligible employees may sign up for benefits beginning the first day of the month following completion of the waiting period.

NOTE: Should you have any questions concerning health insurance or any of the benefits listed in this section, contact your supervisor or call the benefits department at Trix Academy, 248-313-2000 ext. 112.

Group Coverage Options

Group Medical Insurance – Trix Academy has available a group medical insurance plan for full-time eligible employees who have completed the established waiting period.

Group Dental Insurance – Trix Academy has available group dental insurance plans for full-time eligible employees who have completed the established waiting period.

Group Vision Insurance – Trix Academy has available group vision insurance plans for full-time eligible employees who have completed the established waiting period.

Coverage for group medical plans always begins on the first day of the calendar month following the completion of the waiting period, and **COVERAGE ENDS ON THE LAST DAY OF THE MONTH IN WHICH THE EFFECTIVE DATE OF SEPARATION OF EMPLOYMENT OCCURS.**

Trix Academy may contribute toward the cost of medical coverage for all eligible employees and their dependents.

Social Security/Medicare

You are covered under the provisions of the Federal Insurance Contribution Act (FICA), better known as Social Security/Medicare. Social Security/Medicare benefits are often of great importance to you and your family in preparing for the future.

The amount deducted from your wages is matched by the firm and credited toward your Social Security/Medicare benefits. If you need assistance, contact either your local Social Security office or Trix Academy for further details.

Unemployment Insurance

You are covered by state and federal unemployment insurance. You are entitled to benefits under this plan if you become unemployed through no fault of your own. The contribution to this benefit is provided by Trix Academy and requires no payroll deduction on your part.

Payroll

Payday

Payday is semi-monthly on the 15th and 30th of each month. If payday falls on a scheduled day off, such as a holiday, payday will be the last working day before the scheduled payday. The school does not provide any payroll advances or extend credit to employees.

In the event a problem or dispute arises, Trix Academy has established the following procedures for resolving issues regarding paycheck mistakes and disputes.

Dispute over rate of pay, hours worked, etc. – contact your dedicated HR Generalist immediately. **If you lose a paycheck, you must notify** Trix Academy **immediately**. A stop payment will be issued and a \$35.00 administrative fee will be imposed to cover processing costs. Another paycheck will be issued within 48 to 72 hours.

As a condition of employment, you are required to elect **one** of the following options to receive your earnings:

Direct Deposit – your net earnings will be **directly deposited** in any financial institution you choose that is a member of the Automated Clearing House Association of Banks. You may elect 100% your direct deposit to a checking or savings account or a split percentage combination of both (example: 75% checking; 25% savings).

- This applies to new hire first time elections or whenever you change your bank accounts.
- If you elect to change the bank account information on file with your employer if your bank closes your account, you **MUST** update your online employee web portal direct deposit information or contact your HR Generalist at least **five business days before the end of the pay period you wish the change to begin**.
- Failure to do so may result in returned funds, bank fees borne by the employee and a delay in receipt of your earnings.

Live Check – your net earnings will be issued via a live check and mailed to your address.

Payroll Deductions

Trix Academy is required to make proper deductions from your earnings on your behalf. Amounts withheld vary according to your earnings, your marital status, government employment regulations, your tax elections and other factors. These mandatory deductions are made until the maximum amount is reached. These deductions include federal and state income taxes, Social Security/Medicare, local income tax (where applicable), and wage garnishments.

Trix Academy may be required by law to recognize certain court orders, garnishments, liens, and wage assignments.

Other deductions may be made from your paycheck, with your permission, including:

- Employee and/or Dependent Health Insurance
- Retirement Savings
- Credit Union
- Direct Deposit Deductions
- Life Insurance
- Disability Insurance
- Other Services You Request as may be available.

Payscale

Our goal is to provide you with a fair and equitable pay scale for the job you perform. An increase in wages is at the discretion of management and the school's operating budget.

Expenses & Reimbursement

Credit Card Policy

If you are provided with a credit card, it must be used with discretion. It can be used to purchase only those items specifically designated by Trix Academy. The purchases are to be approved in advance by your supervisor, must clearly be for business purposes, and must be able to be proven (i.e.: receipt, signed purchase order). Any item purchased with a school credit card for personal use may subject that person to immediate termination of employment.

Travel

If you are traveling on school business, you must have authorization from your supervisor prior to making any travel arrangements. When using your personal vehicle on Trix Academy, you must have a valid driver's license and carry adequate insurance. Trix Academy may request that a motor vehicle record check be made to confirm that an employee's driver's license is valid and their driving record is good.

Trix Academy is not responsible for damages to your car while on school business. Reimbursement for travel will be according to the mileage allowance schedule that can be given to you by your supervisor.

Trix School Specific Policies

Assessments

1. Teachers are required to follow curriculum based assessment plans and this information must be shared with the scholar, discussed in grade cluster meetings, and during coaching sessions. It should be used to drive instruction, and to support each other with best strategies.
2. Weekly assessments will be given utilizing the Edulastic platform.

Restroom Breaks

1. Scholars 6-8 should refrain from using the restroom during instructional time. Scholars may use the restroom during transitions. In the event that scholars have to use the restroom other than during transitions, If girls need to take care of personal issues in the restroom, they may be excused. Excessive restroom breaks will result in dollar deductions. There is no need for whole class restroom breaks. Bathroom logs should be used in individual classrooms.
2. Scholars 3-4 may not use the restroom during instructional time. Scholars may use the restroom during independent practice and during transitions. In the event that scholars have to use the restroom other than the times selected, dollar deductions will occur. There is no need for whole class restroom breaks.
3. Scholars K-2 takes whole class restroom breaks
4. All scholars will be given an ample amount of time to use the restroom. Scholars that are abusing restroom breaks will be deducted dollars.

Building and Classroom Requirements

The physical condition of the classroom is the responsibility of the teacher. Periodic checks of walls and desks should be made. Teachers should hold scholars accountable for damages done to furniture, equipment, and/or classroom materials. Likewise, while teachers can expect custodians to clean classrooms on a daily basis, it is the responsibility of the teacher to straighten the rooms at the end of the day. Please notify the principal of areas that are not properly cleaned.

1. Classrooms must be neat and clean at all times.
2. Classrooms must be swept and debris free at the end of each school day.
3. All chairs must be placed on top of desks and tables at the end of the day.
4. Lockers must remain clean. Food may not be left in lockers at the end of the day.
5. Technology (i.e. headphones, iPads, laptops etc.) must be securely stored when not in use and wiped down.
6. All technology is accounted for before scholars can be dismissed.

7. All technology will be signed out as needed.
8. The staff lounge must be kept clean at all times, including the microwave and refrigerator. If the microwave is not kept clean, it will be removed from the staff lounge. Any items remaining in the refrigerator at the end of the day each Friday will be discarded.

Classroom Set-up Checklist

Academic Program

- Lesson plans available (All teachers will share lesson plans to a folder on a drive each week by Friday end of day).
- Whole group instruction - 30-50 minutes per day depending on subject (Must follow the master schedule as written)
- Scholar to student meaningful content discussion - Instructional Leadership Team will share weekly expected engagement strategies
- Scholar to teacher meaningful content discussion - Instructional Leadership Team will share weekly expected engagement strategies
- Scholars working independently on meaningful content task
- Scholars working collaboratively on a meaningful content related task
- Teacher proximity indicates active monitoring
- Multisensory activities present
- Objective is evident throughout the lesson
- Urgency-every minute counts
- Checks for Understanding evident and utilized multiple times throughout the lesson
- Small groups - 40 - 60 minutes daily depending on the subject
- Strategic monitoring (Aggressive Monitoring) - Must utilize and update all data tracking mechanisms as needed
- Curriculum implementation - Must adhere to the curriculum pieces chosen for each subject. Please get approval for supplemental resources prior to using them. (No TpT)
- Support staff is actively supporting scholar learning
- Classroom Culture is nurturing, inviting and conducive for learning and exploration
- Liveschool must be utilized for both positive and negative behavior documentation with a ratio of 3:1 positive to negative

Print Rich Environment

- Anchor Charts - Expected anytime you are starting a new concept. The most effective anchor charts are those created with scholars
- Reading focus wall in all K-4 classrooms and 5-8 ELA classrooms
- Academic vocabulary word wall in all K-8 classrooms
- Math focus wall in all K-4 classrooms and 5-8 math classrooms
- Scholar access to books and materials

- Up-to-date word wall in all K-4 classrooms and all specials classrooms
- Daily agenda or schedule in all K-8
- Current I Can statements/Objectives are posted in scholar friendly language
- Student work/exemplars are present both inside and outside of the classroom
- Calming corner in all K-8 classrooms including specials classrooms
- Small group area prepared for instruction and evident in lesson plans weekly
- Whole group area with visual cues accessible to all scholars

Math Inquiry

- Evident that the teacher has studied and understands the problem type and strategies that scholars might use
- Evident that the teacher prepared for the strategies scholars might potentially use. Teacher tells the story problem in an engaging way (once without text and one time with text)
- Teacher unpacks the problem with scholars in a way that supports their understanding
- Teacher checks for understanding by posing a comprehension question that all scholars respond to using turn and talk and/or silent signals, focusing on the meaning of the story and not the strategies
- Teacher purposefully circulates to identify who will share during discourse
- Teacher conferences with scholars to ensure they are prepared to explain their thinking to the class
- Teacher collects data on the class to identify misconceptions (teacher created data tracking)
- Teacher asks obtuse questions in the beginning and more narrow questions based on scholar responses.
- Teacher prompts scholars to make connections between strategies
- Scholars have the opportunity to revise based on individual coaching and feedback
- Lessons move at a rigorous pace and students are highly engaged
- Scholars do the bulk of thinking and talking
- Scholars use their understanding and tools to solve problems
- Teachers push scholars to prove their thinking and critique others.

Planners Policy (Scholars)

Scholars 6-8 will be issued planners to complete on a daily basis. All homework, projects, assignments, note taking, etc. will be included in the planners. All planners should be signed by parents Thursday evening and planner checks will be conducted on Fridays by classroom teachers.

Field Trips/Event Submission Procedures

- A. All field trips request forms must be submitted a minimum of 30 days before the event takes place. Please note, if there is a lot of planning for the field trip or event please submit a request form well in advance.
- B. Submit a Field Trip Request Form to the Front Office Manager.
- C. Within a week, you will receive the form back with an approval or denial response. Curriculum-related field trips play a valuable role in our school's programming. However, it is important to be cognizant of communication, organization, and safety matters. To that end, prior notification of and approval to the Principal is necessary before any plans are completed. After written approval has been given, parents should be informed via a "Field Trip Parent Permission" form, which must be signed and returned to the teacher before the field trip begins. Please know that it is the responsibility of each teacher to maintain supervision of all scholars and chaperones during field trips. At no time should a teacher leave a chaperone responsible for her scholars. All chaperones should be assigned to a specific teacher and should take responsibility for the day. Teachers and chaperones are to report misbehaving scholars to the administrator. Please remember to take these items with you on a field trip:
 - 1. Fanny pack with First Aid supplies.
 - 2. Family directory or class list with emergency home/work phones
 - 3. Any medication necessary.
 - 4. Lunch (in bags) for all free &/or reduced lunch scholars.
 - 5. A cell phone for emergency calls.

Getting the Attention of Scholars (School-wide)

- A. It is extremely important that all adults are able to immediately get the attention of their scholars. MECC will use a call and response approach to gain the attention of our Scholars. The teacher will say scholars, scholars (are you listening) and the scholars should IMMEDIATELY respond by saying yes, yes (you have my attention). From that point scholars should be silent and visually be focused on the adult.
- B. This process must be enforced at ALL times by ALL adults. There should NEVER be a time when an adult says scholars, scholars and all scholars do not respond with yes, yes. If scholars do not respond to the call, they will be deducted dollars and corrected immediately!

Grade Book

MECC has provided its teaching staff with an electronic grading system called PowerSchool. It is the expectation of Trix Academy that all teaching staff will maintain current and up to date grading procedures:

1. At least two formative grades in the grade book per week.
2. At least one summative grade in the grade book at the end of every Unit/Module.
3. Grade books will be audited on a weekly basis by the Instructional Leadership Team

Report cards will be issued approximately every 12 weeks. There should be no surprises and no excuses for a parent or scholar to not have a general idea as to the scholar's grade at any point in the semester. Teachers are expected to make every effort possible to contact the parent when the scholar's grades are poor (on a bi-weekly basis). On the other hand, teachers are also encouraged to advise parents when their scholars are doing well in class.

Kindergarten – 4th Grade – Teachers can enter the following grades each week:

- (2) Reading Formative Assessments,
- (2) Math Formative Assessments,
- (1) Writing,
- (1) Science/(1) Social Studies,
- (4) Homework (not graded, only recorded for completion
- (1) Reading Summative Assessments at the end of a module/unit
- (1) Math Summative Assessment.at the end of a module/unit

5th Grade – 8th Grade (*Per Subject*) Teachers can enter up to:

- (3) graded formative assignments,
- (3) homework assignments (not graded only recorded for completion
- (1) Summative Assessment at the end on a module/unit.

Electives – Teachers must enter:

- (1) graded assignment every two weeks
- (1) Assessment per quarter.

ALL GRADES MUST BE ENTERED WEEKLY

Grading Scale

A= 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = Below 59%

Guest Speakers/Visitors

The administration must approve all visitors who enter the building as guests of a teacher or class prior to the visit. When they arrive, the visitor must report to the main office. Visitors must sign in and will be issued a visitor's pass.

Scholars visitors are not allowed in the school unless approved by administration. Agents and solicitors are not permitted to distribute any material, interview, or canvas scholars or staff without the permission of the administration.

Birthday Parties

Birthday Parties are prohibited at this time. All homeroom teachers will do monthly classroom birthday celebrations for scholars.

Hall Passes

- A. Scholars outside of the classroom are required to have a hall pass.
- B. Each Teacher will be provided with hall passes that must be worn by scholars whenever they are out of the classroom.

Homework

- I. Scholars will have three days to make-up missing assignments and homework.
- II. Homework is to be given daily or once a week as a packet except for weekends to reinforce and enhance what has been taught in school.
- III. If scholars are not submitting their missing assignments or homework regularly, a parent conference must be scheduled to discuss the concern and educational impact.

Intervention

- A. **(MTSS)** The Multi-Tiered Support System (MTSS) approach represents a process for assessing and maximizing the 'opportunity to learn' for scholars who are struggling in any content area. It emphasizes the importance of effective, culturally responsive instruction, and early intervening service for all scholars prior to making a referral to Special Education.
- B. MTSS focuses on "accountability for results." The plan, as it pertains to reading & math, includes:

- I High-quality and culturally-responsive classroom instruction
 - II. Scientifically-Based Reading Research
 - III. Universal screening (NWEA)
 - IV. Continuous progress monitoring
 - V. Early implementation of research-based interventions
 - VI. Progress monitoring during intervention
 - VII. Fidelity Measures
- C. It is the responsibility of teachers to collect, track, and submit scholar's MTSS data as outlined by the MECC MTSS process.
- D. Regular MTSS data reviews will take place between the teacher and the assistant principal. It is the responsibility of the assistant principal to support and provide guidance and manage the MTSS process.

Language/Speaking to Scholars

Scholars will always need correction to grow and mature properly. When correcting a scholar, teachers should never yell, shout, demean, insult, attack or publicly shame a scholar. There should never be an argument between a teacher and scholar. Teachers must model good behaviors for their scholars to follow. Any use of profane language toward a scholar will result in immediate reprimand by Principal.

Lesson Plan & Assessment Requirements

All lesson plans for each week will be completed by teachers and special teachers and submitted to the Lesson Plan Google Folder and should also be placed on a clip board that should be located on the teacher's desk.

Evidence of planning should be evident. Lesson plans will be reviewed by the administration team and feedback will be provided as needed. In the event you are not well planned you will be asked to submit formal lesson plans each week.

Lesson plans should include:

1. The lesson objective shall be written (aligned to state standards and it must be quantifiable and specific) for core academic content areas: reading, writing, math, science and history.

2. The lesson activities shall be listed, providing specific content language.
3. Lesson plans must include plans for small group instruction
4. The type of assessment or evaluation should be listed: scholar projects; worksheets; quiz; tests; teacher observations date, or any other type of evaluation instrument. The assessment must be specific and one that accurately measures scholar learning.
5. Lesson plans must also include accommodations made for special needs scholars as well as at-risk scholars.

Breakfast/Lunch Procedures

Breakfast Procedures:

Scholars will enter the cafeteria quietly at 8:05am and proceed to the service counter to retrieve their breakfast. After receiving their breakfast, scholars will proceed to their assigned tables to begin eating. Once breakfast ends at 8:20am, scholars will discard their trash and wait for the teacher's directions to begin transition. Any scholar arriving after 8:20am, will remain in the gym to eat breakfast.

Lunch Procedures:

Teachers will escort their scholars to the gym at their designated times. Teachers will sit scholars at their designated table. The lunch monitor will line scholars up at his/her discretion. Scholars will receive their lunch and sit in their assigned seats to begin eating. Prior to lunch ending, the waste basket will be rolled to each table for scholars to dispose of their trash. During dismissal, teachers will return to the gym to transition their scholars.

Make-Up Work

Each teacher will be provided with a crate/trays in his/her room centrally located for scholars to pick up missing assignments.

- A. Crates/trays should be updated daily with the current class assignment and homework.
- B. Scholars will have three days to make-up missing assignments and homework.

Parent-Teacher Conferences

- A. Parents are encouraged to speak with teachers before and after school.
- B. No conferences can be scheduled with teachers during instructional time. Parents must make an appointment with teachers by calling the main office. Teachers are responsible for reaching out to parents within 24-hours.

- C. No Personal Time Off (PTO) is allowed on report card pick up/conference days
(*See calendar*)

Staff Meetings/Cluster Meetings

- A. Whole staff meetings will take place on designated Mondays and will focus on job-embedded professional development and data analysis.
- B. Cluster meetings will take place weekly and will focus on Intellectual Preparation and Planning based on formative assessment data, NWEA data digs, behavior trends/initiatives, and MTSS.
- C. All salaried staff are required to attend staff meetings.

Substitute Teacher Binder

Please develop a folder for any individual who may take over your class in your absence. Copies of your plans, assignments and homework should be housed in a folder. In addition to having three days of lesson plans, the folder should contain the following:

1. Class Schedule — including transition times
2. Seating Chart/Roster — even if names are on desks
3. Directions on taking hard copy attendance
4. Where to find:
 - a. materials in your room to complete each lesson
 - b. materials needed from other teachers
5. “Help” list. List teachers and/or staff who can provide assistance.
6. List of scholars in your class(es) who can provide assistance
7. List of special needs and health concerns
8. Accident Report form
9. Emergency procedures
10. Behavior and discipline plan for room and building
11. Include emergency lesson plans for additional support. Keep current.
12. All scholar work should be reviewed and graded.

Traveling Throughout the Hallways

- A. Grades K through 5
 - I. When classes line-up outside of the classroom, each class should be broken up into two lines, one line that consist of males and one line that consist of females. The scholars should be in line from smallest to tallest, facing forward with their arms folded. When the lines are ready to travel through the Wings, the teacher should say to the Scholars “Attention” and the Scholars should follow with an action of silence. This reinforces the idea that everyone must meet expectations before traveling throughout the building. Lines should then walk in one unified manner together.

II. Younger scholars should be silent when traveling in lines throughout the Wings and scholars should walk with their arms folded.

B. Grades 6 through 8

I. Scholars in middle school are not expected to be silent when transitioning on their floor. However, in order to respect the learning environment of the entire school, when middle school scholars are traveling through other areas of the building they must be silent.

C. ALL SCHOLARS MUST WALK ON THE RIGHT SIDE OF THE HALLWAY AND STAIRWELL. In one line, NOT two.

For additional guidance around procedures and processes please see the PLA Playbook:

QR Code

