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## SECTION ONE - ADMINISTRATIVE INFORMATION
**About ECHS**

Empower Community High School is a public charter high school with a mission to enroll students who have a desire for education beyond high school and give them knowledge, skills, and attitudes to be successful. As a small community designed high school, ECHS provides a world-class education in a personal, supportive atmosphere with the needs of the community in mind.

**Mission:** We facilitate an education program that provides authentic real-world work. This work will be informed by community needs and led by students. We will identify challenges and use them as opportunities to solve problems with a fresh and reasoned application of academic and technical skills.

**Vision:** Starting in October 2017, a Community Design Team of students, families, educators, and community members met bi-monthly to design an innovative school for the community and by the community. Empower Community High School holds as its vision that our students will claim their rightful place as agents of change, growth and social progress. The world is ours, and we must educate and foster the scholars, writers, artists and innovators who will build a just and equitable world.

**Core Values and Beliefs:**

- Students learn best with a variety of methods, including experiential learning.
- Students learn best when content connects to themselves, their culture, and their future goals.
- Students learn best when their voices are valued in the classroom.
- Students realize success involves striving through mistakes.
- Students will receive academic support, leading to independence and interdependence.
- Students learn best when they are in a safe and caring environment.
- Students learn best with consistent, high expectations.

**Welcome**

Welcome to Empower Community High School (herein referred to as ECHS, EMPOWER, or the School). This Employee Handbook has been prepared to assist you in understanding our processes and procedures. As an employee of ECHS, the importance of your contribution cannot be overstated.

At ECHS we strive to provide the finest-quality education to our students. You are an important part of the ECHS team and your work directly influences ECHS’s reputation in our district, our community, the city and the nation. When you joined ECHS, you chose an opportunity for personal growth and development within the framework of a dynamic team of professionals who are committed to making a difference in the lives of our students.

**Contact Information**

450 S. Chambers Rd. Aurora, CO 80017

(202) xxx-xxxx
**Hours of Operation:**
The Principal will determine the work schedule for Instructional staff and for non-instructional staff. Staffing schedules are developed to ensure that sufficient staff are available at the beginning and end of each School day and that staff have sufficient time for interaction with other staff, administrators, students and faculty.

**Hours of Operation**
Monday Tuesday Wednesday Thursday Friday
Start Time 8:00 8:00 8:00 8:00 8:00
End Time 4:00 4:00 4:00 4:00 4:00

Wednesdays, from 1:00–4:00 p.m. are to be reserved for staff meetings, PLC meetings, staff development, and other general staff activities. Please do not schedule appointments for this time unless it is an emergency.

All ECHS staff members participate in additional scheduled events. These night and staff development activities are to be determined by the admin team and various Committees.

**About This Handbook**
This Employee Handbook outlines the framework for a positive, professional environment. Details are included to help you understand our benefit programs, policies, and procedures. Employees are responsible for reading and understanding this Employee Handbook. If anything is unclear, please discuss the matter with the Principal. In the back of the handbook you will find an Acknowledgement of Receipt of this Handbook to sign and return to the Principal. This documents your acceptance and agreement to follow the policies and procedures as an employee of EMPOWER.

The interpretation of all policies is in the sole discretion of ECHS, and the Principal is tasked by the Board of Directors to apply the School’s interpretation of policies and procedures, as they apply to any and all situations. This Handbook is effective August 1, 2019 and replaces all previous Employee Handbooks or personnel policies.

This Handbook and the policies, procedures and guidelines set forth herein are not intended to create or constitute a contract or to change the nature of the employment relationship between ECHS and its employees. None of the policies in this Employee Handbook modify the “at-will” employment relationship.

The Administration and Board of Directors extend best wishes to you for a wonderful School year.

**SECTION TWO – WORK ENVIRONMENT**

**“At-Will” Employment**
This Employee Handbook is not intended to create or constitute a contract of employment; either expressed or implied and does not create legally enforceable rights. It is merely a condensed guide to various policies and procedures of the School.
Employment with ECHS is “at-will”. This means that the employee has the right to terminate the employment relationship at any time, for any reason, with or without notice. Nothing in this Employee Handbook, or any other written policy, or oral or implied statement, changes the “at-will” employment relationship; nor does it extend or guarantee employment in any way or for any specific period of time, or restricts or limits the employee’s right, or that of the School, to terminate the employment relationship. No individual has the authority on behalf of the School to modify the “at-will” employment relationship or enter into a contract of employment or to make any legally enforceable promise or commitment – express or implied – with any employee, and no employee may rely upon any purported or draft contract, promise or commitment unless it is finalized and signed by the EMPOWER Principal and with the authorization of the Board of Directors. If there are discrepancies between the employment agreement and the Employee Handbook, the provisions of the employment agreement are controlling. Any employee who does not have a final written employment contract authorized by the Board of Directors and signed by the Principal is an employee at-will.

**Wage Equality Regardless of Sex**

The Wage Equality Regardless of Sex Act prohibits discrimination in wages based solely on sex, and requires that male and female employees who perform the same, or substantially the same, work to be paid equivalent wages.

**Lawful Off Duty Activities**

A Colorado employer may not terminate an employee due to the employee's lawful activities that occur off the employer's premises during nonworking hours, unless the restriction:

**Colorado Consumer Credit Reporting**

The Colorado Consumer Credit Reporting Act (CC CRA), while similar to the federal Fair Credit Reporting Act, has unique provisions specific to an employer in Colorado.

**Mandatory Background Checks**

In Colorado certain classes of workers are subject to mandatory background checks such as: school employees, employees of nursing and adult day care facilities, employees of childcare facilities and security guards and peace officers.

**Credit Checks**

Colorado's Employment Opportunity Act prohibits certain employers from using consumer credit information for employment purposes subject to certain limited exceptions.

**Equal Opportunity**
ECHS is committed to equal employment opportunities for all. All employment actions, such as recruitment, hiring, promotions, terminations, layoffs, returns from layoffs, compensation, benefits, transfers and participation on School sponsored training, education or social/recreational programs, are made without regard or consideration for an individual’s race, color, creed, religion, sex, sexual orientation, transgender status, age, national origin, citizenship status, veteran status, disability, marital status, genetic information or an individual’s membership in any other class or category protected by applicable federal, state or local law.

In addition, ECHS conducts all business, including matters pertaining to students, staff, administrative, personnel- including advancement in training opportunities, promotions, transfers, layoffs and terminations for all, and operations of the Board of Directors in a non-discriminatory manner. ECHS does not discriminate against applicants, students, staff, administrative personnel, or board members on any legally recognized basis.

**Immigration Reform and Control Act of 1986**

As an ongoing condition of employment, all employees are required to provide documentation verifying identity and legal authority to work in the United States. ECHS Academy is committed to full compliance with state and federal immigration laws. The School will not knowingly hire or continue to employ anyone.

**SECTION THREE- OTHER POLICIES**

Access to Information All information, including e-mail messages and files, that are created, sent, or retrieved over the School’s technical resources is the property of the School, and should not be considered private or confidential. Employees have no right to privacy as to any information or file transmitted or stored through ECHS ‘s computer, voice mail, e-mail, or telephone systems. Any electronically stored information that an employee creates, sends to, or receives from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the School. Employees should also be aware that, even when a file or message is erased or a visit to an Internet or Web site is blocked; it is still possible to recreate the message or locate the Web site. ECHS reserves the right to monitor the use of its technical resources at any time. All information including text and images may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

**American With Disabilities**

The School complies with all state and federal law regarding individuals with disabilities. Law prohibits discrimination against any “qualified” employee or applicant with regard to any terms or conditions of employment because of such individual’s disability, perceived disability or record of disability, physical or mental, so long as the employee can perform the essential functions of the job with or without reasonable accommodation. An employee may be entitled to a reasonable accommodation, provided s/he is a qualified individual with a disability, as defined by the ADA, who has made the Principal aware of his or her disability, provided that such accommodation does not constitute an undue hardship on ECHS.
Employees with a disability who may be qualified individuals as defined by state and federal law should notify the Principal in writing if they believe they need a reasonable accommodation to perform the essential functions of their job. It is your responsibility to notify the Principal of the need for an accommodation. Upon making this request the Principal will require information, including medical documentation about your condition, the type of accommodation you and your doctor believe may be necessary, the functional limitations caused by your disability and the amount of time required.

The School, through the Principal will need employee permission to obtain medical information from the employee’s physician, psychologist, or other medical or rehabilitation professionals. Upon receipt of this information, the Principal will make an assessment of the request for accommodation, with input from appropriate School personnel on a need-to-know basis, and make a decision. The employee will be notified of the decision in writing.

**Sexual Harassment**

ECHS prohibits sexual harassment in the workplace and any other place where a School-sponsored event takes place. ECHS is committed to maintaining a workplace environment that is free of harassment of and by its employees. Sexual harassment is a form of discrimination. Harassment on the basis of sex is defined as unwelcome sexual advances, request for sexual favors, and other verbal, physical or visual conduct of a sexual nature, when:

- submission to such behavior is made explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an employee is used as the basis for employment decisions; or
- such conduct has the purpose or the effect of unreasonably interfering with an employee's work performance, or of creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include such actions as: repeated offensive or unwelcome sexual flirtations and advances; verbal comments, jokes, or innuendo of a sexual nature; words or gestures of a sexual nature used to describe a person or depict a situation; or the display of sexually suggestive objects or pictures.

Sexual harassment will not be tolerated. ECHS staff members are responsible for avoiding behaviors and conduct which create an offensive environment in the workplace.

**Prohibition Against Unlawful Discrimination, Harassment and Retaliation**

The School prohibits discrimination and harassment of any staff member or student by any staff member, supervisor, or student for any reason including race, color, religion, national origin, age or gender, sexual orientation, disability, genetic information, military status or any other protected status. Title VII also prohibits retaliation against an employee who files a complaint of discrimination or harassment for the grounds just cited.

The purpose of this policy is not to regulate the personal morality of staff members. It is to assure that in the workplace no staff member harasses another for any unlawful reason.
While it is not easy to define precisely what harassment is, it includes some of the following: slurs, epithets, threats, derogatory comments, and unwelcome jokes and teasing. A hostile work environment is one where the harassment is so “severe” or “pervasive” as to affect an employee’s terms and conditions of employment and the harassment is undertaken for an unlawful basis: age, gender, race, color, religion or national origin.

Not all “harassment” constitutes “unlawful harassment” or an “unlawful hostile work environment”. Personality conflicts that have nothing to do with a person’s race, color, religion, national origin, age, gender, sexual orientation, disability, genetic information, military status or any other protected status is not unlawful harassment. Stated another way, a hostile environment that is not based upon a person’s age, gender, race, color, religion or national origin does not violate Title VII. Employees often confuse the concept of a hostile work environment. If there is any question, you are directed to contact the Principal for guidance and assistance. The School, as a general manner, will not tolerate harassment of any kind but there is a legal difference.

Any staff member who feels that he or she is a victim of such harassment should immediately report the matter to their immediate supervisor, the Principal, the School’s Compliance Officer or a Member of the Board of Directors.

Our School will investigate discrimination/harassment complaints and our investigatory findings are confidential. Staff members who report or participate in the investigation of a violation of this policy are protected from retaliation as a result of his/her participation. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

**Employee Recourse**

Every employee has the right and is encouraged to tell any ECHS employee in a professional manner to stop behavior towards him/her that the employee believes to be discriminatory, harassing and/or offensive. If an employee believes that he or she has experienced unlawful harassment or discrimination, or believes that he or she has witnessed unlawful harassment or discrimination, the employee must immediately notify the Principal, or a member of the Board of Directors. All reports of unlawful harassment or discrimination will be promptly investigated by the Principal, or a designee who is not involved in the alleged harassment or discrimination, and will be kept confidential to the extent possible. If the results of the investigation confirm that harassment has occurred, appropriate corrective action will be taken, ranging from an official memorandum in an employee's personnel file, salary or responsibility adjustment to termination. The type of discipline imposed is within the sole discretion of the School and does not modify the at-will employment relationship.

**Administration’s Responsibility**

It is the responsibility of every employee to prevent unlawful discrimination, harassment and sexual harassment. Management employees who witness or receive reports of discriminatory or harassing behavior are required to take appropriate action, including immediately reporting such behavior to the Principal, or the Board of Directors. Management employees who fail to promptly report such behavior may be subject to discipline.
Retaliation Prohibited

No employee will be subject to employment-based retaliation, intimidation, or discipline as a result of making a complaint of unlawful harassment or discrimination or who has cooperated in the investigation of such complaint. Retaliation includes any employment decision or other conduct made with the intent to punish an employee for complaining about or assisting in the investigation of discrimination or harassment. Disciplinary action up to and including termination may be taken against any employee who knowingly makes a false, meritless, or malicious claim of harassment. This policy creates no contractual rights on the part of any person.

CONFIDENTIALITY: Private information—yours, students’ and co-workers' Do not publish, post, or release information that is considered confidential or not public. Online 'conversations' are never private.

- NEVER give out or transmit personal information of students or co-workers.
- ALWAYS respect the privacy of our students and families.
- Do not post pictures of others (students, families or other staff) without their permission. For students, please check to ensure that they have a signed Media Permission slip on file with the Main Office.
- If contacted by the media always refer them to the Principal.
- If it seems confidential, it probably is. With questions about what is considered confidential, check in with the Principal.
- Be careful about the type and amount of personal information provided. Avoid talking about personal schedules or situations.

Conflict Of Interest

Employees must never use their positions with the School, or any of its students for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The School's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance. Employees of the School shall conduct their personal affairs so that their duties and responsibilities to the School are not jeopardized and/or legal questions do not arise with respect to their association or work with the School.

Acceptance Of Gifts

All employees of ECHS are generally prohibited from accepting or soliciting any gifts worth more than $50 during a calendar year, unless the donor of the gift is a relative or close personal friend. This includes, but is not limited to gifts of money, goods, food, entertainment, or services -- directly or indirectly that are being provided by individuals, Schools, or companies serving as vendors or potential vendors for the School. Gifts to ECHS are not covered by these restrictions. If you have any questions regarding the permissibility of a gift, please contact the Principal, or the Chairperson of the Board of Directors.
**Drug And Alcohol Free Workplace**

All School campuses are alcohol and drug free zones. Alcohol, illegal drugs and marijuana are not allowed on any campus, for any reason, even for evening events, except under exceptional circumstances, when medically necessary pursuant to a doctor’s orders.

Illegal or unauthorized possession, consumption (use), purchase, sale, or transfer of drugs, marijuana or alcohol, or intoxication while on duty, is prohibited, and will result in corrective action, up to and including termination of employment, regardless of job performance. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in any School building, School facility, or in any School vehicle is prohibited...

To ensure compliance with this policy and a safe environment at all times for the students and staff, the School reserves the right to request reasonable suspicion tests of its employees. Refusal to submit to a reasonable suspicion test will result in corrective action, up to and including termination of employment.

**Smoking And Tobacco Use**

Smoking is prohibited in the building and on the property (including the parking lot). Smoking includes the use of cigarettes, cigars, pipes, e-cigarettes and vapors. Staff are expected to set a positive example for students concerning the use of tobacco by following the district policy and state laws regarding tobacco possession and use. The use of tobacco by staff on all School property is prohibited and also during all School sponsored activities, even those off of School property. The use of tobacco while driving or sitting in district or School owned vehicles is prohibited, both on and off of School property. In order to be healthy role models for students, School staff is discouraged from any visible possession or use of tobacco during work hours.

**Whistleblower Compliance Officer**

The School Compliance Officer is solely responsible for investigating and resolving all reported complaints and allegations concerning violations of the law and/or inappropriate accounting, financial, or other practices or actions. The Compliance Officer will acknowledge receipt of the report of a violation or suspected violation of law or inappropriate financial or other action or practice within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The Compliance Officer shall have direct access to the Officers of the School’s Board of Directors and is required to report to them at least annually on compliance activity.

**Reporting Responsibility**

It is the responsibility of all employees, trustees, independent contractors, and consultants to report suspected violations of the law and/or any suspected inappropriate accounting, financial or other practices or actions by any employee or volunteer of ECHS in accordance with this Whistleblower Policy.

**Reporting Violations**
Employees should share their concerns about potential or suspected violations of law and/or suspected inappropriate accounting, financial, or other practices or actions by any employee or volunteer of the School with the Principal. However, if the employee is not comfortable speaking with the Principal, or if he or she is not satisfied with the supervisor’s response, he or she is encouraged to speak with a Member of the Board of Directors.

Directors, independent contractors, consultants, and loaned executives should report any suspected violations of the law and/or any suspected inappropriate accounting or financial practices or actions to any Officer of the School’s Board of Directors, or to the legal counsel for the School.

**Workplace Violence**

Violence by a staff member or anyone else against a student, parent, staff member or other person on School premises or any other location where a School-sponsored activity is taking place will not be tolerated. The purpose of this guideline is to minimize the potential risk of personal injuries to staff members at work and to reduce the possibility of damage of School property in the event someone, for whatever reason, may be unhappy with a School decision or action by a staff member or member of management.

If you receive or overhear any threatening communications from a staff member or outside third party, report it at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to a staff member or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Staff members are encouraged to report and participate in an investigation of any suspected or actual cases of workplace violence in accordance with direction of the Principal. Failure to report or fully cooperate in the School’s investigation could result in discipline. Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge.

Electronic Mail And Monitoring Staff need to be able to communicate efficiently with fellow employees and others. The ECHS internal electronic mail (e-mail) system will facilitate the transmittal of business-related information within the School. The e-mail system is intended for business use only. The use of the ECHS e-mail system to solicit fellow employees or distribute non job-related information to fellow employees is prohibited to the extent allowed by applicable law.

Our School’s policies against sexual and other types of harassment apply fully to the email system. Violations of those policies may result in disciplinary action, up to and including discharge. Employees are prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others' files. All email passwords must be made available to the School at all times. Violation of this policy may result in disciplinary action, up to and including termination of employment.
EMPOWER reserves the right to enter, search and/or monitor the School's email system and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the School's e-mail system will be disclosed to administration. Employees should not assume that communications that they send and receive by the School's e-mail system are private or confidential.

Employee Accidents

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Principal. If necessary you may be required to submit a written report.

Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to a staff member accident. The School will abide with all requirements set forth by the Workers' Compensation Act and any other applicable law. We will not take any adverse action against any staff member in retaliation for filing a workers' compensation claim.

The amount of the benefits payable to you and the duration of payment depend upon the nature of your injury or illness. You will be required to go to one of ECHS’s designated providers for all non-life threatening injuries requiring medical attention. Emergencies can be treated at a local hospital. Post-accident drug testing may be required.

FERPA- Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all Schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a School beyond the high School level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the School. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a School correct records which they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the School still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows Schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
• School officials with legitimate educational interest;
• Other Schools to which a student is transferring;
• Specified officials for audit or evaluation purposes;
• Appropriate parties in connection with financial aid to a student;
• Organizations conducting certain studies for or on behalf of the School;
• Accrediting organizations;
• To comply with a judicial order or lawfully issued subpoena;
• Appropriate officials in cases of health and safety emergencies; and
• State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Schools must obtain consent from parents and eligible students before disclosing directory information about them. Schools must notify parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the School not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each School.

**Hiring Relatives**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the School may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the School.

If two employees marry, become related, or enter into an intimate relationship, the Principal in conjunction with the Principal and the Board of Directors may decide that they not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The School will attempt to identify other available positions, and the Employees will have 30 days to decide which individual will remain in his/her current position. If no alternate position is available, the employees will have 30 days to decide which Employee will remain with the School. If this decision is not made in the time allowed, the School will make the decision.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

**Intellectual Property**
Copyrights, patents or other intellectual property created by any employee in the course of his or her employment and any royalties or similar payments deriving therefrom are the property of ECHS.

**Media And Outside Agencies**

All inquiries by the media and outside agencies regarding the School and its operations must be referred to The Principal or Board of Directors. Only The Principal or Board of Directors or a person designated by The Principal is authorized to make or approve public statements pertaining to the School or its operations. Employees who want to write and/or publish an article, paper, or other publication on behalf of the School must obtain written authorization from The Principal or Board of Directors before publication. Employees may not contract with an outside agency for field trips, presentations or other School business without the permission of The Principal.

**Outside Activities**

Should an employee possess a position of employment other than that at ECHS, the School asks that the employee does not allow the other employment to obstruct the employee’s duties with the School. Employees are discouraged from partaking in any outside activities that may negatively affect their job performance at the School.

**Personal Property**

The School is not responsible for loss or damage to personal property. Valuable personal items, such as purses, cell phones and all other valuables should not be left in areas where theft might occur.

**Personal Telephone Calls**

While at work, employees are expected to perform their job duties and responsibilities. Personal calls, both incoming and outgoing, must be kept to a minimum and must not interfere with Employees’ duties and responsibilities. Abuse of the telephone policy may result in discipline, up to and including termination. Employees are expected to turn off all cell phones while working in the School building.

**Visitors**

All visitors must report to the office immediately upon entering the building. Visitors are required to sign a visitor’s log indicating time of arrival, reason for visit, and time of departure. Employees may have an occasional visit from a friend or relative provided advance approval is obtained from The Principal. Any visit must be arranged to minimize disruption of work. Generally, friends and relatives should be asked not to visit Employees during working hours. Unattended children are not allowed in the facility or on the premises at any time. For safety and insurance reasons, friends, relatives, and parents of students are not permitted in areas restricted to Employees only, unless authorized.

**Personnel Files**

Employees may examine his or her personnel file with 24 hours advance notice and only in the presence of the Principal or his or her designee. An employee may take written notes about the contents of the file, and may add comments for inclusion in the file at any time. No personnel file is to be removed from the office.
Personnel Information

Employees are required to notify The Principal or his or her designee, as soon as possible, of any change in name, family status, address, telephone number, emergency contact or other information affecting personnel data held or used by ECHS within two weeks of any change.

Personnel Inquiries

Inquiries about any employee, either in writing or verbally should be directed to The Principal or the Board of Directors. Employees should not attempt to respond to these inquiries. The School will comply with requests for information from personnel files pursuant to the employee’s wishes, excluding personal privacy information unless the employee otherwise designates in writing.

Protecting School Information

Protecting the School’s information is the responsibility of every staff member, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the School's confidential business with anyone who does not work at ECHS. All information concerning employees, students, donors, and organizations with which ECHS does business is to be considered privileged and to be maintained as confidential.

Employees may not release any information about ECHS Academy, its activities, or the activities of its employees, students or families except as normally required by their duties, expressly permitted by The Principal or in conformity with the requirements of The Freedom of Information Act. Employees are expected to maintain the confidentiality of student records at all times in accordance with the federal Family and Educational Rights and Privacy Act and other relevant state and federal legislation.

No employee shall publish, disclose, or use, or authorize anyone else to publish, disclose, or use, or in any way cause to be published, disclosed, or used, any private or proprietary information which such employee may in any way acquire, learn, develop, or create by reason of employment with ECHS unless otherwise directed by The Principal or the Board of Directors. Any document or other material containing such information is required to be returned to The Principal upon an employee's termination or resignation.

Staff Children Policy

ECHS is pleased that its staff can be at School with their child(ren) and considers it a positive experience for everyone. To be sure that this is the case, the School has the following rules in place for the children of staff:

- All children of staff must report to their parent’s classroom (or under the direct supervision of their parent) before School starts. No children should be in the halls, other classrooms or any other part of the building during the morning pre-School hours.

- Staff children will remain in their assigned homerooms until the end of dismissal.

- Staff children must first check in with their parent after School before going outside or any other location. Parents must know where their children are at all times. If staff children remain inside any of the School buildings after School hours they must be inside a classroom directly supervised by their parent or another staff person arranged by the
parent. No children are allowed unsupervised in the halls, other classrooms or any other part of the building except with permission and purpose.

• Any staff person, who is unable to supervise their children because of School duties or doesn’t have a designated room, is expected to make arrangements for supervision with another staff person.

• Staff children are not allowed to participate in field trips that are not their class even if it is sponsored by their parent.

• Staff children are NEVER allowed in the faculty lounge.

• Staff children should never be allowed to do anything OUTSIDE the expectations/rules for any other ECHS student. This is in the best interest of both the child and the parent to avoid even the appearance of favoritism or special privileges.

Use Of Technology & The Internet

The School’s technical resources, including desktop, laptops, fax machines, Internet access, voicemail, e-mail, and its intranet, enable employees to efficiently access and exchange information throughout the School and beyond. Used properly, these resources enhance productivity and knowledge. This policy applies to all technical resources that are owned or leased by the School, that are used on or accessed from ECHS premises, or that are used for ECHS business. This policy also applies to all activities using any ECHS-paid accounts, subscriptions, or other technical services, such as Internet.

Acceptable Uses

ECHS technical resources are provided for the benefit of the School, its students and staff. These resources are provided for use in the pursuit of ECHS business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy. Employees are otherwise permitted to use the School’s technical resources for occasional, non-work purposes with permission from the Principal. Employees have no right of privacy as to any information or files maintained in or on the School’s property or transmitted or stored through the School’s computer, voice mail, e-mail, or telephone systems.

Unacceptable Uses

The School’s technical resources should not be used for personal gain or the advancement of individual views. Employees who wish to express personal opinions on the Internet are encouraged to obtain a personal account with a commercial Internet service provider and to access the Internet without using ECHS resources. Employee postings are not permitted on the School’s intranet or electronic bulletin board. Playing computer games during regular work hours is not permitted. Solicitation for any ECHS business or activities using ECHS resources is strictly prohibited. Use of the School’s technical resources must not interfere with the employee’s productivity or that of any other employee or the operation of the School’s technical resources. Review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the School, or improper use of information obtained by unauthorized means, is prohibited.
Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes, or images that would offend someone on the basis of his or her race, color, religion, sex, age, national origin or ancestry, disability, veteran status, genetic characteristics, creed, sexual orientation or any other category protected by federal, state, or local laws. Any use of the Internet, intranet, or electronic tools to harass or discriminate is unlawful and strictly prohibited by the School. Violators will be subject to discipline, up to and including termination of employment.

Social Media Policy In the social media world there is often no line between public and private, personal and professional. It is important that ECHS employees follow these general social networking/media guidelines when sharing your thoughts, views and perspectives—as an ECHS representative—in the virtual world. If you have a Facebook account, it must be separate from any and all activities of ECHS.

Should you choose, you may create a professional page to add students and provide School related information:

- Use good judgment in all situations, particularly in the world of social networking/media
- Respect the privacy of students, parents and other staff.
  - Maintain a tone that is positive, respectful and inclusive. Be transparent
- Even as a ECHS employee, unless one is specifically authorized to represent the School as a spokesperson, one must state that the views expressed in postings are his or her own.
- Limit discussion of work-related matters to your area of job responsibility.
  - Be open about your affiliation with the School and your role/position held. Be cautious with respect to other websites A significant part of interaction on Twitter, Facebook and the School’s website involves passing on relevant content or linking to other posts. However, ECHS Academy High School is ultimately responsible for any content passed on to or through our networks. Do not repost a link without looking at the content first.
- When using Twitter, Facebook and other tools, always follow terms and conditions.

Software Policy

The installation of software on ECHS computers must have pre-authorization from The Principal. The software will be installed by the systems administrator. Employees are prohibited from installing any software on any ECHS technical resource without the express prior written permission from the Principal. Following these procedures ensures that the School can manage the software on ECHS systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes the School and the individual employee to substantial fines and exposes the individual
employee to imprisonment. Employees may not load personal software onto the School's computer system and may not copy software from the School for personal use.

**Voluntary Termination**

Should you decide to leave your employment with us, we ask that you provide the Principal with written notice at least two weeks prior to the desired resignation date. Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to re-apply for employment with the School.

**Termination Information**

An employee who is terminated or who resigns must return all curricular material, student work, office keys, identification, security cards and codes, and office materials and supplies to the Principal. No information or copies of information, including but in no way limited to files, memos, computer-stored items, rosters, or other similar information, may be taken without the express permission of the Principal. Otherwise, the School may take further action to recoup any replacement costs and/or seek the return of School property through appropriate legal recourse.

You should notify the School if your address changes during the calendar year in which employment is severed so that your tax information will be sent to the proper address.

**Categories Of Employment**

**Regular Full-Time**

Regular full-time employees are those employees who are regularly scheduled to work 30 to 40 hours per week. Regular full-time employees will be eligible for all benefits offered by the School. This Handbook describes benefits available at the time of its publication. These benefits are expected to continue, however, they may be amended or altered at any time. The Handbook is not contractual in nature and does not guarantee any continuation of benefits.

**Part-Time**

Part-time employees are those employees who are regularly scheduled less than 30 hours per week. Part-time employees are not eligible for benefits.

**Exempt**

Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, exempt employees are those who perform administrative, professional, supervisory or managerial responsibilities. All certified staff, including teachers, fall into this category and do not qualify for overtime pay. Exempt employees, as defined by law and including all teachers, are not entitled to overtime pay or to compensatory time off for additional hours worked.

**Non-Exempt**

Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, non-exempt employees are entitled to overtime pay for all hours worked in excess of 40 hours per week.
A non-exempt employee who works in excess of forty (40) hours in a work week qualifies for overtime compensation. The employee will receive pay at the rate of one and one half times his/her regular rate of pay on the next scheduled payday. For overtime purposes, the 40 hour work week does not include School holidays that occur during the work week or time taken as leave.

All overtime must have pre-authorization in writing from the immediate supervisor or the Principal. Working overtime without authorization will not be tolerated.

**Compensation**

**Compensation Dates**

Employees will be paid monthly, normally on the last business day of the month. When our payday is a holiday or weekend, you will normally be paid on the last business day preceding the holiday or weekend.

Please review your paycheck for errors. If you find a mistake, report it to the Principal immediately. You will be informed as to the steps necessary to correct the error.

**Pay Advances**

Pay advances will not be granted to employees.

**Mandatory Deductions from Paychecks**

The School shall make all mandatory deductions from employee paychecks. These may include federal, state and local income taxes or PERA. These deductions will be itemized on the employee’s check stub. Modification to W-4 exemptions requires the completion of a new W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Employees are advised to review pay stub details to ensure that it reflects the proper number of withholdings. The School will also honor all other legal deductions, including garnishments.

**Recording Your Time**

All non-exempt staff members are required to maintain an accurate record of all time worked. Failure to accurately and consistently record work time may result in disciplinary action. Time worked is all the time actually spent on the job performing assigned duties. Employees should accurately record the time they begin and end their work day, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of departure from work for personal reasons.

All required payroll documentation, including request for leave forms, personnel action forms, change of information requests and time keeping records must be received by the Principal by the 15th day of each month. No one may record hours worked on another’s timecard or timesheet. Altering, falsifying, tampering with time records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of both employees. In the event of an error in recording your time, please report the matter to the Principal immediately.

**Overtime Exempt Staff Members**

Exempt employees, as defined by law and including all teachers, are not entitled to overtime pay or to compensatory time off for additional hours worked.
Non-Exempt Staff Members
A non-exempt employee who works in excess of forty (40) hours in a work week qualifies for overtime compensation. The employee will receive pay at the rate of one and one half times his/her regular rate of pay on the next scheduled payday. For overtime purposes, the 40 hour work week does not include School holidays that occur during the work week or time taken as leave. All overtime must have pre-authorization in writing from the immediate supervisor or the Principal. Working overtime without authorization will not be tolerated.

Benefits
EMPOWER has developed a comprehensive set of staff member benefit programs to supplement regular wages. These benefits represent a hidden value to our staff members. This Employee Handbook describes the current benefit plans maintained by the School. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling. The School reserves the right to modify its benefits at any time. We will keep you informed of any changes. This is intended as a summary of benefits only. Additional information may be obtained from The Principal.

Health Insurance
The School provides certain group insurance benefits to eligible employees. Employees should refer to the Benefits At a Glance Booklet and plan documents for complete details. These materials are available in the School office.

COBRA

PERA Retirement
ECHS is a PERA employer and will deduct the required employee portion of the PERA Contribution from your paycheck as directed by statute. The School will also contribute the required employer portion of the PERA Contribution to PERA on your behalf as outlined in statute.

Right to Modify or Change Benefits
ECHS reserves the right to change the benefits offered to employees at any time, subject to applicable laws. Employees will be notified of any change in benefits.

Time Away from Work
Absence or Lateness
From time to time, it may be necessary for you to be absent from work. The School is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Leave time has been provided for this purpose.

If you are unable to report to work, or if you will arrive late, you must contact the administrative assistant immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive.

If you know in advance that you will need to be absent, you are required to request this time off directly from the Principal. Those not reporting to work must notify the
administrative assistant at least six (6) hours in advance when possible, but no later than 6:00 a.m. the morning of.

When you call in to inform the School of an unexpected absence or late arrival, please also call the Principal. For late arrivals, please indicate when you expect to arrive for work. **Notifying a fellow-employee is not sufficient.** If you are unable to call in yourself because of an illness, emergency, or for some other reason, you must have someone call on your behalf. Both the administrative assistant and Principal must be notified.

Unauthorized absence from work without notifying the School administrator may be considered a voluntary resignation.

**Coverage**

Every effort will be made to find coverage for your job responsibilities. In the event of a teacher absence, the School may be unable to secure a guest teacher. If a guest teacher is not available, the Principal will provide a schedule of coverage using teachers on a rotational basis.

In the event that a teacher is unable to be in attendance on the regularly scheduled days and times for any reason, to include those listed below, the teacher must provide detailed lesson plans, an attendance roster, and all needed materials on his/her desk in the “guest teacher folder.” Additionally, a copy of the detailed lessons must be provided to the Principal and administrative assistant.

**Excessive Absenteeism or Lateness**

Other than for a requested leave of absence, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to the School as an absence. Three (3) such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered. Be aware that excessive absenteeism, lateness, or leaving early may lead to disciplinary action.

**Record of Absence or Lateness**

If you are absent because of illness or if there is a pattern of frequent absences, you may be required to submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation. Should you be asked to submit document from your medical provider, you should submit this documentation directly to the Office Manager.

**Bereavement Leave**

Regular full-time staff members will be allowed up to three (3) paid bereavement days for the death of an immediate family member. The term "immediate family" refers to spouse, child, sibling, parent, grandparent, any other relative permanently residing with the employee. Requests for bereavement leave should be made to The Principal in writing (if possible) as soon as possible. The School reserves the right to request written
verification of a staff member's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay

**Donation/Transfer of Time**

ECHS does not allow for donation or transfer of time off except in extreme and unusual circumstances. This decision will be made at the sole discretion of the EMPOWER Board of Directors.

**Family and Medical Leave Act (FMLA) Coverage**

The federal Family and Medical Leave Act of 1993 (“FMLA”) entitles employees with twelve months or more of service and 1,250 hours of work to receive up to twelve weeks of unpaid leave for:

1. the birth and care of a newborn child
2. the adoption of a child or the placement of a child in foster care
3. the care of an immediate family member with a serious health condition
4. the employee’s own serious health condition
5. a qualifying exigency for military operations arising out of a spouse, child or parent’s Armed Forces active duty or call to active duty
6. the care of a spouse, child, parent or next of kin who is an Armed Forces member with a serious injury or illness incurred in the line of duty.

Additionally, the FMLA contains some special provisions that apply to educators. (Note: The right to leave for a child’s birth or adoption ends twelve months after the birth or adoption.) If you have any questions about family and medical leave coverage under federal or state law or about your eligibility for coverage, please contact the Principal for more information.

**Scope**

This policy is applicable to all requests for family and medical leaves of absence under the FMLA.

**Eligibility**

To be eligible for FMLA leave and benefits, an employee (1) must have worked for the School for at least twelve months (which need not be consecutive) prior to the date on which his or her leave is to begin (2) must have worked at least 1,250 hours during the previous twelve months preceding the leave and (3) must work at a location where at least 50 individuals within a 75 mile radius are employed by the School. Full-time teachers of an elementary or secondary School or other educational establishment are presumed to meet the 1,250 hours requirement. However, this presumption is rebuttable. The determination of whether an employee has worked 1,250 hours in the past 12 months must be made as of the date that the FMLA leave is to start, not the date when the leave is requested.

**Leave Entitlement**

Eligible employees may request FMLA leave for one or more of the following reasons: 1) the birth and care of a newborn child ("Bonding Leave") 2) the adoption of a child or the placement of a child in foster care ("Bonding Leave") 3) to care for an immediate family member (Spouse, child or parent) with a serious health condition ("Family Care Leave") 4) the employee’s own serious health condition ("Serious Health Condition Leave") 5) a "qualifying exigency" for military operations arising out of a spouse, child or parent’s Armed Forces (including the National Guard and Reserves) active duty of call to active
duty in support of a “contingency operation” declared by the U.S. Secretary of Defense, President or Congress, as required by law (“Military Exigency Leave”) or 6) to care for a spouse, child, parent or next of kin (nearest blood relative of an individual) who is an Armed Forces member with a serious injury or illness incurred in the line of duty while on active duty that may render the individual medically unfit to perform his or her military duties (“Military Caregiver Leave”).

Unless otherwise required by law, a “qualifying exigency” under Military Exigency Leave will be defined by the School on a case-by-case basis. The types of situations that will qualify for this type of leave include, but are not limited to: making arrangements for childcare and School activities; making financial and legal arrangements to address the military member’s absence; addressing any issue that arises from the short-notice deployment of a military member; attending counseling relating to the active duty of the military member; attending to farewell or arrival arrangements for the military member; spending time with the military member who is on short-term, temporary rest and rehabilitation leave during the period of deployment; attending any official ceremony, program or event sponsored by the military; and attending family support and assistance programs.

For purposes of this policy, “serious health condition” is an illness, injury, impairment or physical or mental condition that involves:

• Any period of incapacity or treatment in connection with or consequent to inpatient care (e.g., an overnight stay) in a hospital, hospice or residential medical care facility

• Any period of incapacity requiring absence from work, School or other regular daily activities of more than three consecutive calendar days that also involves: (1) two visits to a healthcare provider or (2) treatment by a healthcare provider with at least one visit that results in a regimen of continuing treatment. The two visits to a healthcare provider must occur within 30 days of the start of the period of incapacity and the first visit in either the “two visit” situation or the “regimen of continuing treatment” situation must occur within seven days of the start of the period of incapacity.

• Continuing treatment by a healthcare provider for a chronic serious health condition that requires periodic visits (at least twice a year) for treatment by a healthcare provider, continue over an extended period of time and may cause episodes of incapacity

• Any period of incapacity due to pregnancy or prenatal care

• Any period of permanent long-term incapacity due to a condition for which treatment may not be effective and requiring the continuing supervision of a healthcare provider.

Length of FMLA Leave

An eligible employee may take up to a maximum of twelve workweeks of unpaid leave in a “rolling” twelve-month period measured backward from the date that the employee’s FMLA leave begins, when the leave is taken for (1) Bonding Leave (2) Family Care Leave (3) Serious Health Condition Leave; and/or (4) Military Exigency Leave.

In the event that both spouses are employed by the School, their rights under this policy will be limited to a combined leave totaling twelve weeks in any twelve-month period if the leave is taken for the birth and care of a newborn child, the adoption of a child or the
placement of a child in foster care. FMLA leaves for the birth, adoption or foster care placement of a child must be concluded within twelve months of the birth, adoption or placement.

The maximum amount of FMLA leave available for any employee who needs to take Military Caregiver Leave will be a combined leave total of twenty-six workweeks in a single twelve-month period. A “single twelve-month period” begins on the date of the employee’s first use of such leave and ends twelve months after that date.

If both spouses work for the School and are eligible for leave under this policy, the spouses will be limited to a total of twenty-six workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Bonding Leave and/or Family Care Leave.

To the extent required by law, some extensions to FMLA leave may be granted when the leave is necessitated by an employee’s work-related injury/illness or a “disability” as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

**Advance Notice**

An employee requesting a leave pursuant to the FMLA must submit a written leave request to Principal or School Operations Manager at least thirty days before the date that the leave is expected to begin. The School recognizes that unexpected emergencies can arise where it is not possible to provide thirty days’ notice of the intended leave. In such situations, employees are expected to provide as much advance notice as possible. Employees may be required to explain why they provided less than 30-days’ notice of the need to foreseeable leave. If an employee fails to give timely advance notice with no reasonable excuse when 30-days’ notice is required for foreseeable leave, the School may delay FMLA coverage until 30 days after the employee provides notice. The employee must provide sufficient information to enable the School to determine if the leave is FMLA-qualifying and must also advise the School of the anticipated timing and duration of the leave. If the employee fails to respond to the School’s reasonable inquiries for additional information, leave may be denied.

**Medical Certification**

In cases where an employee is requesting a medical leave because of the employee’s own serious health condition or that of a spouse, child or parent, the School will require the employee to submit a written medical certification from a healthcare provider verifying the need for the leave. The employee must provide a complete and sufficient certification within fifteen calendar days after the School’s request, unless it is not practicable despite the employee’s diligent, good faith efforts. The failure to provide the required medical certification within the time allotted may result in the denial of the FMLA leave. If a certification is incomplete or insufficient, the School will notify the employee in writing of what information is necessary to complete the medical certification and provide the employee with at least seven calendar days to furnish the additional information. Failure to cure the deficiencies identified may result in denial of the FMLA leave.

After providing the employee seven days cure any deficiencies in the certification and the School still has questions about the information provided, the School may contact the
employee’s healthcare provider directly to clarify or authenticate the medical certification. The School may contact the employee’s healthcare provider using a management official, but will not use the employee’s direct supervisor. The School, at its own expense, may require the employee to receive a second opinion from a healthcare provider designed and approved by the School. If this opinion conflicts with the first opinion, the School, again at its own expense, may request a third opinion from a healthcare provider mutually agreed upon by both the School and the employee. The third opinion will be binding on both parties.

If an employee’s request for leave is for a qualifying exigency, the employee will be required to provide a copy of the covered military member’s active duty orders or other documentation issued by the military. The employee will also be required to complete a Certification of Qualifying Exigency form. If the request is for Military Caregiver Leave, the employee must provide a certification from a Department of Defense (DOD) healthcare provider, a Department of Veteran Affairs healthcare provider, a DOD TRICARE network authorized private healthcare provider or a DOD non-network TRICARE authorized private healthcare provider.

During the employee’s leave, the employee may also be required to provide the School with additional physicians’ statements at regular intervals, upon request from the School, attesting to the employee’s or family member’s continued serious health condition and inability to work.

**Substitute of Paid Leave**

An employee who qualifies for FMLA leave will be required to use all of his or her eligible accrued paid time off benefits in lieu of unpaid leave and have such paid time off be counted toward his or her twelve-week FMLA leave entitlement.

An employee who qualifies for a medical-related FMLA leave (i.e., Serious Health Condition Leave) will be required to use all of his or her accrued paid time off benefits in lieu of unpaid leave and have such paid time off be counted toward his or her twelve-week FMLA leave entitlement. An employee who qualifies for a non-medical-related FMLA leave (i.e., Bonding Leave, Family Care Leave, Military Caregiver Leave or Military Exigency Leave) will be required to use all of his or her time off balance in lieu of unpaid leave and have such paid time off be counted toward his or her twelve-week FMLA leave entitlement.

After an employee has exhausted all of his or her eligible paid time off benefits, the remainder of his or her twelve-week FMLA leave period, if any, will be unpaid. The substitute of paid time off benefits for FMLA leave does not extend the duration of FMLA leave to which an employee is entitled beyond twelve workweeks in a twelve month period.

**Interruption and Reduced Schedule Leave**

FMLA leave for an employee’s own serious health condition or for the serious health condition of the employee’s spouse, parent or child may be taken intermittently or on a reduced schedule basis when medically necessary.
If the need for intermittent leave is based on planned medical treatment, the employee is required to consult with the Principal to make a reasonable attempt to schedule the treatment in a manner that does not unduly disrupt the School or School operations.

When an employee requests an intermittent leave or reduced schedule leave, the School reserves the right to temporarily transfer the employee, where possible, to an alternative position that better accommodates the employee’s leave schedule. The position to which the employee is transferred will be equivalent in pay and benefits to the one that the employee held prior to the transfer.

**Reporting in While on Leave**

During a FMLA leave, an employee is expected to maintain periodic contact with the Principal to advise them of his or her progress and anticipated return-to-work date. Approximately two weeks prior to the anticipated end of the employee’s leave period, the employee is expected to notify the Principal of his or her expected return-to-work date.

**Instructional Employees**

Special FMLA rules apply to employees who work principally in an instructional capacity. Instructional employees may be required to continue their FMLA leave until the end of the semester under the following circumstances:

- If the leave is scheduled to begin more than five weeks prior to the end of the semester, and (1) the leave will last at least three weeks and (2) the employee’s scheduled return to work would occur within the three-week period of the end of the semester; or
- If the leave is scheduled to begin within five weeks prior to the end of the semester, and (1) the leave will last for more than two weeks, and (2) the employee’s scheduled return to work would occur within the two-week period of the end of the semester (this does not apply to medical leave for the employee’s own serious health condition); or
- If the leave is scheduled to begin within three weeks prior to the end of the semester and the leave will last more than five working days (this does not apply to medical leave for the employee’s own serious health condition).

An instruction employee who needs intermittent leave or leave on a reduced schedule to care for a family member or for the employee’s own serious health condition is subject to special rules when the employee would be on leave for more than twenty percent of the number of working days over the period that the leave would extend. These special rules include being required to take leave for periods of a particular duration or to transfer temporarily to an alternative, equivalent position that better accommodates the leave. The Principal should be consulted in such situations.

**Return-To-Work Certification**

All employees taking medical leave to care for their own serious health condition will be required to submit a fitness-for-duty certification signed by their healthcare provider before returning to work, stating that the employee is able to resume his or her position. The certification must address specifically the employee’s ability to perform the essential functions of his or her job. The failure to provide an appropriate fitness-for-duty certification will delay the employee’s ability to return to work. If an employee never provides such a certification, he or she may be denied reinstatement.
Status of Benefits While on Leave

While an employee is on family or medical leave pursuant to the FMLA, he or she will continue to be covered under the health insurance plan in effect at the time that his or her leave began to the same extent and under the same terms and conditions as would apply had he or she not taken leave. The employee must continue to pay whatever employee portion of the premium costs is normally required. If paid leave is used for any portion of the family or medical leave, employee premiums will be deducted from the leave payments in accordance with the practice applicable to an employee not on leave. At the time an employee begins unpaid family or medical leave, he or she will receive written instructions detailing the time and manner in which has or her premiums are to be paid. Failure to pay these premiums by the end of the grace period stated in the written instructions can result in the loss of insurance coverage.

An employee who fails to return to work for at least thirty calendar days following the expiration of his or her unpaid family or medical leave will be required to reimburse the School for the portion of the healthcare premiums paid by the School during the unpaid portion of the leave period, unless the employee can establish that the failure to return was due to the continuation, recurrence or onset of a new serious health condition that meets the criteria for leave under this policy or was due to other circumstances beyond the employee’s control.

Restoration of Position and Benefits

During the leave, all existing benefits will be retained.

At the conclusion of an employee’s family or medical leave, the employee will be returned to the position that employee held prior to taking the leave unless the following conditions apply:

• The total FMLA-related absences from work exceed twelve weeks.
• The employee would not otherwise have been employed at the time reinstatement is requested.
• The employee cannot perform the essential functions of the job at the conclusion of FMLA leave with or without reasonable accommodation.
• The employee advises the School of his or her intent not to return to work.
• The employee fraudulently obtained leave.
• The employee is a key employee as defined under the FMLA, whose reinstatement would cause substantial and grievous economic injury to the operations of the School.

If the employee’s position is not available, the employee will be placed in a position that is equivalent in pay, benefits and other terms and conditions of employment to the employee’s prior position.

Failure of the employee to either return to work or to notify the School of his or her inability to return to work at the end of his/her family or medical leave under the FMLA will be considered a voluntary resignation.
Restoration to work can be delayed if the employee fails to provide a fitness-for-duty certificate to return to work, if the FMLA leave was occasioned by the employee’s own serious health condition.

**Key Employees**

A key employee is a salaried, eligible employee who is among the highest paid ten percent of all employees of the School. Under the FMLA, the School may refuse to reinstate a key employee on a FMLA leave if it determines that the denial of reinstatement is necessary to prevent substantial and grievous economic injury to the operations of the School.

Miscellaneous FMLA leave is integrated with, not in addition to, time off due to a worker’s compensation injury or disability.

**Jury Duty**

An employee who is summoned for jury duty must provide a copy of the summons to the Principal upon receipt and must inform the administrative assistant as soon as possible if he or she is selected for a jury. Employees who are on jury duty will be paid the lesser of their usual wages or $50 per day for each of the first three days of jury duty. Employees may use sick/personal leave to earn compensation during jury duty with the approval of the Principal.

**Military Leave**

Staff members who are required to serve in any branch of the Armed Forces of the United States or are engaged in state military service are given the necessary time off, without pay.

Military orders should be presented to The Principal so arrangements for leave may be made as early as possible before a departure. Staff members are required to give advance notice of their service obligations to the School unless military necessity makes this impossible. You must notify The Principal of your intent to return to employment based on requirements of the law.

**Professional Leave**

Professional Leave is granted by the Principal. Teachers must receive approval from the Principal prior to the leave. Requests for professional leave must be submitted to the Principal ten (10) working days in advance. Teachers must call for a substitute and make arrangements as soon as possible.

**Sick/Personal Leave**

Full-time staff members working 40 hours per week will receive eight (8) sick/personal leave days (64 hours). Full-time staff members working less than 40 hours per week will have their time off prorated accordingly. Employees may NOT take off paid days on either side of a holiday, in-service workday, or a designated School vacation. Sick/personal leave may not be used to extend the final date of employment.

The employer has the right to ask for a physician's note at any time, and a note is required if the staff member is absent for more than 2 days in one week due to illness.
An employee may have a balance up to a maximum of eighty-eight (88) hours of sick/personal leave. A maximum of three (3) days may be rolled over each year. One time per year, at the end of the employment year, employees who have not used all 64 hours of the current year’s sick/personal time and have rolled over 24 hours of sick/personal time may elect to cash out the remaining current year balance at the rate of eighty dollars ($80.00) per day. A maximum of 5 sick/personal leave days may be cashed out. Sick/personal Leave is not paid out at time of separation from employment.

**Worker’s Compensation Insurance**

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the administrative assistant. If necessary you may be required to submit a written report.

Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to a staff member accident. The School will abide with all requirements set forth by the Workers' Compensation Act and any other applicable law. We will not take any adverse action against any staff member in retaliation for filing a workers' compensation claim.

The amount of the benefits payable to you and the duration of payment depend upon the nature of your injury or illness. You will be required to go to one of ECHS’ designated providers for all non-life threatening injuries requiring medical attention. Emergencies can be treated at a local hospital. **Post-accident drug testing may be required.**

**SECTION FOUR – STAFF RESPONSIBILITIES AND EXPECTATIONS**

**Code Of Conduct**

In the workplace gossip, negative attitudes and behaviors can drain, distract and downshift employee job satisfaction. Conflict is to be expected. However, this must be handled in a way in which resolution is achieved. We must conduct ourselves in a way that teaches those in our charge how to handle conflict.

When conflict arises, please address the person involved. If the problem persists, or the behavior is unethical, against policy or procedures, or is disruptive please notify the Principal immediately.

**Relationships with Students**

School employees are strictly prohibited from engaging in personal relationships with students, which are outside the scope of a professional adult/student relationship or which may give the appearance of being outside the scope of a professional adult/student relationship. This prohibition applies both on and off School grounds.

Employees who violate this policy may be subject to disciplinary action, up to and including immediate termination, in the sole discretion of the School. Violations of this policy may result in notification of the situation to law enforcement authorities, if the conduct is believed to constitute a crime under state law. If disciplinary action is taken against an employee, a report will be made to law enforcement and/or a child abuse
report will be made for violation of this policy. In addition, the parents of the student involved will be notified of the situation and the actions taken by the School.

**Dress Code**

The entire staff at EMPOWER represents the School to our students, parents, the district, and the community. We are highly visible to visitors, and our appearance may be the only form of communication/identification many of them ever have with us as individuals. Employees are expected to dress appropriately in business casual attire. Employees are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and your professional image to coworkers should be the factors that are used to assess that you are dressing in business attire that is appropriate. Inappropriate attire in the workplace will be handled on an individual basis rather than subjecting all employees to a more stringent dress code.

Business casual attire includes suits, pants, jackets, shirts, skirts and dresses that, while not formal, are appropriate for a business environment. Examples of appropriate business attire include a polo shirt with pressed khaki pants, a sweater and shirt with corduroy pants, a jacket or sweater and skirt. Jeans, t-shirts, shirts without collars, and footwear such as flip flops, sneakers, and sandals are not considered appropriate business casual attire.

**Student Dress Code**

All teachers are expected to know the ECHS Student Dress Code and to observe all staff compliance measures delineated therein.

Empower Community High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District’s intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**Basic Principles**

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

**Students Must Wear**, while following the basic principle above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND Shoes.

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

**Students May Wear**, as long as these items do not violate the basic principle above:
- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate the basic principles above).

**Students Cannot Wear:**
- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

**Dress Code Enforcement**
To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.
- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above.
- Students in violation of the dress code will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
o Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
o If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school’s dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school.

“Shaming” includes, but is not limited to:
- kneeling or bending over to check attire fit;
- measuring straps or skirt length;
- asking students to account for their attire in the classroom or in hallways in front of others;
- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Student athletic apparel will be defined by safety and competitive performance standards. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Principal immediately.

**Performance Evaluations**

Employees may be observed both formally and informally, announced and unannounced, on an ongoing basis by The Principal, or designee. Formal evaluations are normally performed on an annual basis, at the discretion of The Principal. Evaluations will be conducted by The Principal or designee, with input from the instructional coach if applicable. Evaluations are maintained in the employee’s personnel file. Employees can submit a response and self-evaluation to their personnel file if they choose to do so.

**Safety**

Safety can only be achieved through teamwork. All staff member are required to practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately. Staff members have the responsibility to keep themselves updated on all information related to health and safety at the School.
Teacher Safety

▪ Notify the Principal or designee of any emergency situation. If you are injured or become sick at work, no matter how slight, you must inform your supervisor immediately.

▪ Use, adjust, and repair machines and equipment only if you are trained and qualified to do so.

▪ Get help when lifting or pushing heavy objects.

▪ Understand your job fully and follow instructions. If you are not sure of the safe procedure, ask the Principal.

▪ Know the locations and proper use of first aid and fire-fighting equipment.

Building Safety

▪ General building hours are from 7:45 a.m. to 4:00 p.m. Any special rehearsals or practices extending beyond these times should be cleared first with the administration. A building usage form must be completed.

▪ No students are to be in the building beyond the regular School day unless they are under faculty supervision. Students and staff in the building after 4:15 p.m. should notify the office.

▪ Keys necessary for the performance of the teacher assignments will be issued at the beginning of the School year. For security reasons, it is imperative that students not be permitted to have access to School keys. If a teacher loses School keys, a fee will be charged for each key lost ($25.00) and / or lock core to be changed. A theft / lost report must also be completed. Teacher keys are to be checked in before summer break.

▪ All visitors to EMPOWER must first report to the office for permission to proceed to another part of the building. Visitors must obtain and wear a visitor’s tag. Teachers have responsibility and right to question strangers in the building.

School Closure Information

We follow Aurora Public Schools for all weather related School delays or closures. Typically, APS will make a decision by 6:00 a.m. We will do our best to adhere to the phone tree and notify you as soon as possible.

Security

Normal security precautions involve placing expensive equipment in locked cabinets, cabling and locking computer safeguarding for thefts, and locking the room when not in use. Other security precautions involve checking the room when one enters, checking the lock on the door, and reporting any unusual persons and circumstances.

If a theft does occur, notify the assistant Principal immediately. Please note, that while we will try to assist in finding the lost/stolen items, ECHS is not responsible for any damage or loss of property.

Visitors For security reasons, ALL visitors must sign in at the entrance. Parents are always welcome to visit ECHS. Visitors are expected to sign the visitor’s log and fill out and wear a visitor’s sticker. If a visitor has an APS ID, they may present this as identification but are still kindly requested to sign in the visitor log. This is for the safety
and security of all students and staff. Unauthorized visitors will be asked to leave the building.

**Staff Sign In Procedure**

All staff must sign-in and out each day. This assists with verifying absences and ensuring the safety of all staff members in the event of an emergency.

Confidentiality Information about students is shared only on a need to know basis and student information is strictly confidential. When working with parents, speak only about their student and no other. Refrain from making comparisons among students and do not share any information about any student with anyone other than the student and his/her parents/guardian. For students with whom you work, records are available for your review, including the records of students with special needs.

Expectations It is each teacher’s responsibility that the following preparation and services are provided to our Students and parents at the beginning of each semester:

- ✓ A written and approved curriculum for each semester that a class or program is offered.
- ✓ Contextual instruction including appropriate academic content standards, career skills and assessments.
- ✓ Well-planned instruction addressing the various learning styles of students.
- ✓ A course expectations sheet distributed to each student at the onset of the semester.
- ✓ Objectives/strategies developed for the identified School/district goals.
- ✓ A tracking of each student's progress in Infinite Campus (IC) to be shared with students and parents during the designated progress and grade reporting periods.
- ✓ Entering attendance within the first 10 minutes of class.
- ✓ Supervision of students during all times including their break and during other assigned times. ✓ Use of Infinite Campus and e-mail, e-mail is to be checked twice daily.
- ✓ Remember: You are responsible and liable for your students’ actions during your class time. Please do not dismiss students early, or leave students unsupervised for an extended amount of time

**As a member of the EMPOWER staff you are expected to:**

- ✓ Consider your work as a Classroom Teacher your primary job.
- ✓ Maintain a classroom for students and not a hobby shop for self-interests.

**Weekly Schedule of Instructional Staff (40 Hours)**

Monday Tuesday Wednesday Thursday Friday
Start Time 7:30 7:30 7:30 7:30 7:30
End Time 4:00 4:00 4:00 4:00 4:00
Wednesdays, from 1:00–4:00 p.m. are to be reserved for staff meetings, PLC meetings, staff development, and other general staff activities. Please do not schedule appointments for this time unless it is an emergency.

All ECHS staff members participate in additional scheduled ECHS events. These night and staff development activities are to be determined by various event planning and RTI Committees.

All teachers who are not assigned to a class can expect to be asked to assist in opening classrooms and providing emergency coverage for those individuals who may be stranded and unable to arrive on time during inclement weather.

**Attendance Reporting**

All teachers are required to take accurate daily attendance for each class period. This responsibility may not be delegated to a student, student teacher, or any other person. All attendance is officially kept in the Infinite Campus system.

**Daily attendance**

Teachers should have attendance entered within the first 10 minutes of class every day. This will ensure that the attendance clerk has enough time to check the attendance monitor to see who did not enter their attendance. She/he will then send them a friendly e-mail reminding them to enter the attendance. The Principal will also be CC’d on those e-mails.

When teachers enter their daily attendance, each must simply mark absent. Teachers must not put “School business” and “excused” in the comment box. If it is School business, or a parent called you directly, put the specific type of School business. For example: test at home School, sports at home School, etc. If a parent calls to excuse the student, put the reason in the comment box. The attendance personnel will put in the code School business, excused absence, or other applicable code.

**Tardies**

Students should only be allowed into class tardy with a pass, unless they are less than one minute late. Passes should be verified against attendance by 3:00 every day.

If a pass has been sent from a staff member, enter that in the comment box and why it was excused, and the attendance clerk will change the code to excused tardy.

**Attendance for excursions**

When going on excursions, please fill out the excursion form, provided to teachers at the beginning of the School year. Be certain to include the times students will depart and return to ECHS. This form will provide attendance personnel a list of students who will be attending the excursion, so they can be excused.

When there is a guest teacher, please leave a roster with lesson plans for the guest teacher; this will allow the guest teacher to take attendance accurately. If a teacher forgets to include a roster, the attendance personnel can print a roster for the substitute that morning. Be aware and considerate that it is often hectic in the mornings.

**Classroom Appearance And Maintenance**
In an effort to maintain an attractive facility that presents a positive image to the students and the public, we ask that all staff exert precautions in maintaining their classrooms. Precautions would include the following:

- Limit the consumption of food in the classrooms (except for special occasions).
- Ensure that all beverages are capped.
- Reduce visual clutter. Routinely dispose of unused items and papers.
- Eliminate use of tape on any painted surface or windows. Tape will remove paint from the walls and leave a very difficult-to-remove residue on many surfaces. Sticky, double-sided tabs are available in the supply room for attaching items to walls.

**Classroom Book And Material Checkout System (Students)**

- Teachers are responsible for all classroom books and materials. Therefore, it is imperative to maintain an accurate checkout system on all materials. Teachers, be sure to fill out the —Textbook Check Out Sheet when distributing textbooks to students.
- All textbooks and reference books should be stamped with "Empower Community High School" and a number written inside the front cover of the book and on the last page of the book. A system should be developed for tracking who has checked out (or is responsible for) each book or materials. Give a copy of the —Textbook Check Out Sheet to the media center supervisor and keep a copy for yourself.
- All items not returned must be reported to the office manager on a "Financial Obligation" form one week before the end of first semester and two weeks before the end of second semester. Teachers keep one copy of the form for their records and give the remaining copies, including the original, to the office manager. The original is sent to the parents, and the Administrative Assistant keeps the last copy.

The student will not be allowed to get his/her next semester's schedule or graduate until all financial obligations are cleared or the materials are returned. If the student returns the book or materials, the Administrative Assistant should be informed, and then the obligation will be cleared. If the student wishes to pay for the items, he/she should be sent to the Administrative Assistant.

- Teachers are not to sign student withdrawal slips or senior check out forms until all books and materials are returned or a financial obligation form is submitted to the Administrative Assistant.

**Copyrighted Materials**

ECHS has a strict policy on the use of all copyrighted materials. Because technology has made it so easy to reproduce workbooks, videos, audiotapes and computer software, the temptation to use unauthorized copies is ever present. The temptation is compounded by the purity of intentions since our product is the development of fine young minds. However, in spite of the ease, convenience and the lofty purpose, staff members are reminded that we absolutely frown on the infringement of any copyright. Employees should not copy and/or distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless advance confirmation has been received from appropriate sources that the School has the right to copy or distribute the material. Failure
to observe a copyright may result in disciplinary action by ECHS as well as legal action by the copyright owner. Any questions concerning these rights should be directed to The Principal/Principal.

**Copy Machine Use**

Teachers must be mindful of the number of copies you make for students. All teachers will be issued a copy code within the first few weeks of School. Individual codes should not be shared. Monthly tallies per code are monitored. ECHS has a service agreement that specifies the number of copies we make. When we exceed that number, our prices increase substantially. If you find yourself copying substantial copies from workbooks, please speak to the Principal about the possibility of purchasing textbooks for students.

**Custodial Service**

You are responsible for the cleanliness of your room. Please make sure the floor is accessible for the custodial staff by picking up objects bigger than the size of a quarter. The custodial service will wipe down desks, vacuum and empty your trash.

**Equipment Checkout**

ECHS encourages staff to check out equipment for curriculum/School-related use. There is only one correct procedure for taking and using any School equipment away from ECHS:

- Staff must complete the “ECHS Off-Premises Check-Out Form,” available in the main office.
- The completed form must be submitted to the administrative assistant prior to removing the equipment.
- When returned, equipment is to be checked in with the individual responsible for that equipment. It is necessary to obtain the signature of that person, and submit form to the administrative assistant.

**Employee Responsibilities Regarding Technology**

Each Employee is responsible for the content of all text, audio, or images that they place or send over the School’s technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter. Violations of any guidelines in this policy may result in disciplinary action up to and including termination. In addition, the School may advise appropriate law enforcement officials of any illegal violations.

**FAX Machine**

A fax machine is available for use in the main office for School purpose only. If a fax must be sent, please complete a fax transmittal form with your document and give it to the front office.

**Student Management**

**Hall Supervision**

During passing periods, before and after School, (this includes when students are leaving to lunch and returning from lunch), teachers should make every effort to be at the classroom door to supervise the area around the room and to see that students enter and leave in an
orderly manner. The presence of staff members discourages misbehavior and tardiness. It is also most helpful to have teacher routinely walk through restrooms when moving about the building and during passing periods.

Classroom Supervision

Teachers are not to leave a classroom of students unsupervised. If a teacher leaves the classroom, the teacher will be held responsible for all incidents occurring in the unattended classroom. If you elect to select an alternative instruction site, e.g., the Media Center or a computer lab, a note should be left taped to the door advising others where you have moved your class. Teachers should not take their classes outside for activities for which outside learning is not required.

Extra-curricular Supervision

Activity sponsors will supervise their own extra-curricular activities. Other teachers may be asked to supervise as needed. Unless specifically assigned to certain times, all activity sponsors will remain on duty throughout the performance. The Principal or designee will make these arrangements in advance of all performances. Changes in assignments because of conflicts should be resolved with the principal or assignee. When you leave, the students must leave. If you have an evening activity, be sure all students have a ride home and have left before you leave School grounds. Never permit students to remain unsupervised.

Supplies

General supplies for staff use are available in the main office storeroom. Supplies are not intended for student use, nor is the School in a financial position to be a School supplies resource for our students. If a class requires specific supplies for students, please prepare a list of required items and send home with each student. If a student has a financial hardship, please refer them to the Principal.

In addition, staff members should make arrangements to pick up their own supplies. Under no circumstances will supplies be given to students, even if they are provided with a note.

Technology Concerns

Please inform the Principal in writing as to the computer issue you are having. Please be specific.

To avoid losing your work, practice healthy, computer habits: 1. Always save immediately after opening a blank document (If saving is a problem, know about it before composing.) 2. Save often, every five minutes or every paragraph. 3. Save before printing or before opening another program. 4. If you don't want to lose it, have one or more backups. 5. Please save all documents to “My documents” folder on your PC. All of this data will be backed up on the server. Therefore, we will have a better chance of recovering items should your computer crash.

**Practice these steps or accept the reality that your missing data is gone.

Telephones/Calls

Please do not unplug telephones or move your phone from its current location. Unplugging the phones will deactivate the line.
Long-distance calls can be made only through the main office. Please obtain approval before making such calls.

SECTION FIVE – MANDATORY REPORTING

Child Abuse/ Neglect

Staff members are obligated to report immediately instances of child abuse or neglect to the Principal. Instances of child abuse or neglect are to be reported when a staff member has reasonable cause to believe that a child under eighteen (18) years of age is suffering serious physical or emotional injury, including a perception that the child may inflict harm upon himself/herself, resulting from abuse inflicted upon him/her, including sexual abuse, or from neglect, including malnutrition or one who is determined to be physically dependent upon an addictive drug at birth. Staff is required to report instances of suspected child abuse or neglect to the Principal verbally and in writing.

Suspected Abuse

Every School official or employee is required to report any suspected physical, emotional, or sexual abuse or neglect of a child immediately. The process for reporting in this building is as follows:

- If the employee suspects abuse of a child, please do not ask any further questions, but refer the concern to the appropriate person mentioned above.
- The person who receives the report from the employee will complete Form CAR 983 and be responsible for reporting the incident to the proper authorities.
- Employee informs School nurse of his/her concerns. If the School nurse is not available, report the allegations to an administrator. In the event that neither the nurse nor administrator(s) are available, the alleged incident should be reported to the counselors.

Suspected Abuse/Neglect by School Employee

If an employee suspects any abuse/neglect by another School employee, the alleged incident should be reported immediately to the appropriate person as outlined above.

Crisis Counseling Plan For Students

A crisis is defined as any unexpected event that brings emotional and/or physical trauma. Examples of such are accidents or any threat or implied threat of harm to the individual.

Crisis Counseling Procedure

- Staff member will identify a crisis situation and refer to the School social worker, psychologist or administration.
- School professional will evaluate the situation and determine a course of action.
- If the administration and School professional deem it necessary, the APS crisis team will be called in. Policy directs that the team is available if a crisis threatens the functioning of a number of staff and/or students.
- A crisis team member will be assigned to follow up and monitor the situation reporting to the crisis team leader.

Nurse/Social Worker/ Psychologist
A registered nurse, social worker, and psychologist are available one day per week and upon request. Both the office manager and Principal are designated nurses when needed.

**Medical/Health Procedures Emergency Cards**

It is required that we have an emergency card for every student. At the beginning of each semester this information is provided by the student and signed by the parent. This information is entered in Infinite Campus for full time students. Hard copies are maintained for all students in the main office.

**Ill Students**

There is a sign-in/out procedure in the main office for any student who is sent to the nurse's office. The student must stop by the main office to check-in upon arrival and checkout prior to departure. If a teacher personally escorts the students to the office to rest or receive treatment, please make sure that the previous procedure is followed.

**Medical Emergency**

The person in charge of the area where an emergency occurs should:

- Call the ERCM team via the Phones
- Please describe the situation
- Ask for an ambulance if obviously needed. The nurse/health care person will further assess the emergency and give the office additional directions regarding calling an ambulance, getting a stretcher or wheelchair, etc., and identifying of the sick or injured person.

The office will:

1. Locate additional nurse/health care personnel, and administrator.
2. Carry out directions for ambulance, etc.
3. Pull emergency card of sick or injured person.
4. Inform area of any special directions on emergency card. In case of minor emergency, send student to the office.

An administrator or certificated staff member must accompany a student who is sent to a hospital without a parent or guardian. There are no exceptions!

**SECTION SIX - INTERNAL ACCOUNTING PROCEDURES**

**Accounting And Auditing Matters**

The Principal shall immediately notify the Board of Directors concerning corporate accounting practices, internal contracts or auditing and shall work with the Officers until the matter is resolved. The Officers may involve an outside auditing firm in investigating reported concerns regarding accounting, internal controls or auditing.

**Acting In Good Faith**

Anyone filing a complaint concerning a suspected violation of the law or a suspected inappropriate accounting, financial, or other action or practice must act in good faith and have reasonable grounds for believing the information reported indicates a violation of the law or constitutes an inappropriate accounting or financial practice. Any School
employee who makes allegations which are unsubstantiated and made maliciously or with knowledge of their falsity will be subject to appropriate disciplinary action, up to and including termination of employment.

No Retaliation
No individual who in good faith makes a report pursuant to this policy shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Confidentiality
Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent appropriate in the sole opinion of the Compliance Officer.

Notice
A copy of this policy and the name of, and contact information for, the Compliance Officer shall be posted by the School in the location(s) where important employee notices are posted. In addition, copies of this policy shall be provided to all employees in the manner in which other important employee policies are provided. Copies of this policy shall also be provided to all trustees, independent contractors and consultants.

Reimbursements Of Expenses
Travel: employees are eligible for reimbursement for reasonable expenses incurred while engaged in School related travel that has been approved, in advance and in writing, by The Principal.

Other Reimbursements: Employees will be reimbursed for expenditures made on behalf of the ECHS provided that such expenditures have been approved in advance by The Principal. The final decision on whether to reimburse an employee for any such expenditure is vested with The Principal or his or her designee.

General Procedures
The following information summarizes general procedures for handling ECHS budgetary dollars:

Change
Change is not available to students.

Check Cashing
ECHS does not offer check-cashing services

Fees/Materials/Obligations
All fees and collections from the sale of materials, performance tickets, lost books, damaged property, etc. shall all be paid in cash by the student directly to the administrative assistant. Payment is not to be accepted by any other individuals.
If there is a need to assess a student for lost or damaged property, please complete a Student Financial Obligation form no later than one week prior to the end of first semester and two weeks prior to the end of second semester.

**School Activity Fund/Club Accounts**

This account exists to provide for small purchases of educational materials not otherwise readily available through regular purchasing procedures or for expenses incurred in connection with approved activities. Such expenditures for these activities might include registration fees, entrance fees, banquet costs, hotel accommodations, and transportation.

- All clubs, classes or groups within ECHS must have an account established with the administrative assistant to receipt all money or dues collected for any purpose.
- No School employee may borrow any amount for any purpose from the School Activity Fund.
- There will be a teacher/sponsor who is responsible to the budget manager for receipts and disbursement of club funds.

**Fundraising/Money-Raising Projects**

- Any fundraising project must have the prior approval of the appropriate administrator. Teachers must fill out a fundraising request form before any fundraiser will be approved.
- All funds resulting from fundraising activities that are not part of the regular curriculum, class instruction, or class work are to be tuned in to the administrative assistant.
- Fees to support club activities can be calculated in project costs.

Fundraising projects involving the sale of food and beverage products come under strict federal regulations of the Food and Nutrition Service of the US. Department of Agriculture. This regulation should be reviewed before considering any food and beverage sales as a fundraising activity.

**Collections:**

The sponsor is responsible for collecting and receipting all money in a classroom receipt book. The following procedures are to be followed regarding collections and receipts. If needed, arrangements must be made with the administrative assistant to check out change and moneyboxes several days in advance of a project.

- School classroom receipt books are to be checked out with the administrative assistant. Use a pen, not pencil, to write receipts. The white copy of the receipt is given to the payer. Carbon copies are never to be torn from the book. In case of error, when a receipt needs to be voided, the white copy must be clipped to the carbon copy and both copies marked VOID.
- If collections are $20 or over, the money should be turned in to the Administrative Assistant at the end of the School day. In any case, all money should be turned in each Friday at the end of the School day and before vacation periods.
- Receipts should total amount of money submitted or it will be returned to the individual.
All cash received shall be submitted to the administrative assistant and be deposited without deductions.

These collection books are not the property of an individual or a club.

If it is necessary for the sponsor or designated staff member to sell tickets at an evening event, the following procedures are to be followed:

Make arrangements with the administrative assistant for the cash box and tickets at least one week in advance.

If tickets are sold, receipts are not necessary; a list of names and signatures will suffice.

All admission tickets must be delivered to and audited by the administrative assistant before going on sale.

Tickets must be serially pre-numbered.

All money collected from the sales is to be turned in to the administrative assistant to be receipted to the club account. The next working day after the ticket sales are closed, an accounting of the tickets and the unsold tickets must be filed with the administrative assistant.

The accounting should equal the tickets sold and the money turned in to the budget manager.

NOTE: Failure to abide by above rules may result in loss of privileges in use of club accounts.

SECTION SEVEN - STUDENT EXPECTATIONS

Athletic Eligibility & Extracurricular Activities

Athletic ECHS students will have the option of playing sports during the School year. ECHS students (APS and out of district) can participate in athletics at their home high School or at another APS High School. They are required to register for athletics at their chosen School and remain with that School the entire term(s). Additionally, they must earn a 70% or above on a weekly basis to be eligible to participate in sports.

Attendance

Attendance Guidelines

Students are expected to attend every day of the established School calendar. EMPOWER has a goal for student attendance to be at or above 94%. Each student, staff member, and parent is responsible for being familiar, and follow, the attendance policy of ECHS and Aurora Public Schools.

As per district policy, an excused absence will be an absence excused only with the permission of the parent/guardian and School Principal. Excused absences may include: family emergencies, illness, medical appointment, death-related absences, School business, transportation, and field trips: other absences are considered unexcused.
• **Illness**: On the morning that a student is absent, a parent/legal guardian must telephone the Main Office between 7:00 and 10:00 a.m. If the absence continues for more than one day, the student’s parent/legal guardian must telephone each morning; with two or more absences for illness, a doctor’s note must be provided to the School.

• **Pre-arranged absence**: If a parent/legal guardian plans to take a student out of School for any reason, religious instruction or services, holiday, or medical/dental appointments, notification should be given to the Main Office as far in advance as possible. Notification should include how the student will leave campus if the event occurs during the School day.

• **Dismissal during the School day**: If it is necessary to excuse a student during the School day, a note or phone call from the parent/legal guardian explaining the reason for the request should be turned in to the Main Office before School and a partial slip will be issued.

• **General**: If, and when, a student becomes ill at School, the School nurse, or health paraprofessional will attempt to contact the parent/legal guardian by phone. Parents picking up ill children must check them out at the Main Office.

• **Participation in School-Sponsored Activity**: Students participating in such activities include: field trips, sports, college and/or band, shall not be considered absent. Teacher will record the absence and the attendance clerk will change it to reflect School business.

• **Excursions**: Students participating in excursions affecting other classes or home School will need to get signature from all teachers and return the form to the School five days prior to excursion.

**Details on absences**

**Unexcused Absence**

If an absence is not called in, it will be unexcused. In the case of an unexcused absence, A zero should be given for all work on the day of the unexcused absence (either work due or classwork on that day).

**Excused absence**

1. A student will have two (2) School days to make up work for each excused absence.

2. If a student is absent one (1) full week or more he or she must meet with each individual teacher to develop alternate plans for make-up work.

**Tardiness**

If a student arrives to class more than five minutes late after the scheduled start time, he/she should report to the main office to receive a tardy slip. Students will not be allowed to enter class without a tardy slip. Teachers must verify attendance by 3:15 each day.

**Truancy**

Truancy is absence without the permission of the parent/legal guardian and the School Principal. Four (4) unexcused absences in one month or ten (10) in one year constitutes habitual truancy.

**Attendance Policy**
The faculty and staff at EMPOWER believe that a good work ethic is developed through training, practice, and habit. Regular attendance in any job is crucial. To strengthen our attendance position and to support the students at ECHS each of the stakeholders groups, students, teachers, administration, and parents have a set of responsibilities.

**The Administration will:**
- Provide a consistent policy for attendance and publish and share it with students, parents, and staff
- Implement accountability checks to include cross-checking IC
- Institute a recognition system for students and faculty

**Teaching Staff will:**
- Model behaviors: start on time and be on time
- Be expected to be in the hallways before class and during passing periods
- Post consequences for tardies and absences
- Consistently follow the School-wide policy for attendance
- Enter each occurrence into IC within the first 10 minutes of class
- Be aware and proactive in using his or her attendance/IC data
- Communicate with parents after 3 unexcused absence

**Students will:**
- Be on time to class
- Participate in the posted consequence when given
- Be aware that students are subject to reduced credit and/or loss of the privilege to take certain classes for excessive absences and tardies

**RTI Team will:**
- Intervene when conditions warrant necessary intervention
- Support stakeholders with strategies and protocols

**Parents will:**
- Support ECHS’ attendance policy and intervention efforts, and help their student(s) succeed by encouraging changes in behavior, i.e. getting to School earlier, taking an earlier bus, communicating and problem solving with teacher(s)
- Support district policy by helping their student(s) complete/arrange all make-up work within 2 School days of the absence
- Attend a class with their student if necessary to support positive student behaviors

**Contracts/Plans For Improvement**

**Initial Contracts:** All students and parents will sign the ECHS contract when they register for School in the fall. Students and parents are bound by this contract

**Attendance Contracts:** Students who have excessive tardies or absences will meet with support staff to create a plan that will help with overall attendance. Each of the parties
mentioned will state clearly in the contract what they will do to create the necessary change in behavior(s). The student must also meet with the RTI team of teachers to determine the details of the contract.

**Behavior Contracts**: When a student is demonstrating improper behaviors at School, the RTI team along with teachers, parents, and administration can institute a behavior contract. The contract will deal specifically with the area(s) of concern.

**Performance Contracts**: Students who are earning less than a 2.0 will meet with support staff to create a plan that will help with their academic performance. RTI team along with teachers, parents, and administration will state clearly in the contract what they will do to create the necessary changes in behavior(s).

*All student contracts will be created with specific beginning and ending dates. Furthermore, the contract will state specific mid-point dates so that all parties involved can check for progress. The student must demonstrate a good-faith effort in all classes and behaviors to successfully end the contract.*

**Release Of Student To Leave School**

Students may be dismissed early only upon the authority of the Principal or his designee. The Principal shall not honor a telephoned or written request for a student’s early dismissal unless he/she is positive that the request is made by the parent/legal guardian, or another authorized person. If there is doubt as to the authenticity of any request for early dismissal of a student, the Principal or designee shall verify the request via telephone.

**Parent Portal**

Parent Portal is the electronic student database used by Aurora Public Schools to maintain student records including attendance and grades. Every student is assigned an individual access/log-in number so that parents/students can monitor student grades and individual assignments from home. Please call (xxx) xxx-xxxx for more information on Parent Portal.

**Probation**

Academic, Attendance and Behavior Academic probation:

1. Students and parents will be notified of probationary status at the beginning of each semester and must sign a contract for the following probation semester. Students who receive less than a 2.0 in their academic or career classes will be placed on probation.

   A. The intervention team will make suggestions for interventions to help students in their classes.

   B. If mandatory weekly counseling meetings are assigned, students will be expected to attend those.

   C. Parents will meet with the counselor once a month to review the student’s progress.

2. At the end of the semester, students will be off probation when they have achieved all passing grades, and an academic GPA of 2.0 with no F’s.
3. If students are on probation for 2 semesters, parents will be notified by mail informing them that their child may have to find another School for the coming School year. For Attendance and Behavior Probation, please see Contracts/Plans for Improvement section of the handbook.

SECTION EIGHT - EMERGENCY PROCEDURES

Emergency Response Preparedness Plan

ECHS emergency plans are derived from and are consistent with the master emergency plans as published by APS. These instructions are compiled into the Classroom Emergency and Safety Procedure Manual that is to be readily available in each classroom and office! All staff members should be familiar with the location of the manual and its contents. The ECHS plans are adjusted periodically to meet changing needs. It is imperative that all teachers read, review, practice, and follow all emergency procedures. Feel free to make suggestions for possible changes.

• Teachers are to discuss and to explain these procedures to students at the beginning of each semester.

• Teachers are required to place a copy of all emergency procedures in their sub folders.

Emergency Procedures And Drills

We are required to familiarize each of our classes with emergency procedures and evacuations. Within the first week of each semester review the following procedures with your students.

❖ Bomb Threat
❖ Evacuation
❖ Fire
❖ Lockdown
❖ Lockout
❖ Shelter in place

Bomb Threat

A bomb threat is a threat or explosion of some type will occur. The threat may be delivered in writing, by e-mail, video or telephone. It may also be in the form of a suspicious package. A suspicious package or device is something out of place, such as an unattended backpack, briefcase or box. I can be located inside or outside of the building.

• The following announcement will be made twice: You will be instructed to either Lockdown, Lockout, Shelter or Directed Evacuation.

Evacuation

Evacuation is called when there is a need to move students from one location to another. NON-Fire related.

• The following announcement will be made twice: Evacuate for (type and location. Fire Alarm And Drill The purposes of a fire drill are:

✓ To prevent or reduce possible panic in the event of a fire.
✓ To familiarize faculty and students with all available means of exit both inside and outside the building.

✓ To provide for order and control. Speed of evacuation is important, but secondary.

IN THE EVENT A FIRE IS DETECTED WITHIN THE SCHOOL BUILDING, PROCEED ACCORDING TO THE FOLLOWING PLAN.

TEACHERS

1. Sound the Fire Alarm by notifying the main office of the fire or by pulling the alarm system located in the halls. (Remember to set off the alarm, you must lift the plastic cover, at which time an alarm will sound, then pull the handle. You must do both to send the alarm to the fire station.) 2. When the alarm sounds, immediately grab your black emergency clipboard.

3. Have the students leave the room in a quiet, quick and orderly manner.

4. Remember to close the classroom doors to help confine the fire and protect the School from further damage; however do not spend time to lock your doors if they are unlocked.

5. Evacuate the building immediately. Do not allow students to go to lockers or other areas of the School. If the fire is blocking an exit, use an alternative path.

6. All teachers and staff are to direct students away from entrances to the building, driveways, fire hydrants, and firefighting apparatus.

7. Assemble your class on the soccer field directly across the drive from the front of the building. Once outside the building, take roll immediately and notify the administration, on the status of the students, those present and those missing.

8. When the All-clear alarm is sounded, return to your classroom and take roll. (Notify the main office if a student is missing.)

9. In the event of an emergency that does not allow us to reenter the building, the Principal will advise on any further action.

Lockdown Procedures

Lockdown is called when there is a threat or hazard inside of the School building. From parental custody disputes to intruders to an active shooter. Lockdown uses classroom security to protect students and staff.

- The following announcement will be made twice:

Attention, staff, students and visitors, lockdown the building immediately. Locks, Lights out of sight.

Students should immediately go to the nearest classroom and teachers lock your doors. No one is to leave the classroom until an administrator makes an all-clear announcement. Ignore any fire alarms. If there is a need to evacuate, an announcement will be made.

Teachers follow procedures below:

1. When you hear the announcement, check the hallway outside your classroom and bring in any stray students (Remember: if you know the threat is outside your classroom, protect your students and just lock your door without checking the hall.)
2. Get the students to an area of the room that is away from the door and windows. If possible, this area should provide some measure of cover.

3. Tell the students that there is an emergency and you are not sure what it is, but to remain calm.

4. Teachers should remember that no one is to leave the room until the all-clear is given so you should be prepared for the long haul.

5. If possible, teachers should call the teachers of any students who were brought in from the hallways that are not on your roster for that period. If that teacher does not answer, call the main office.

REMEMBER:

Lockdown means Lockdown. No one is to be outside his or her rooms without the Principal’s knowledge or permission for any reason. You will be given the all clear or be informed of the situation as soon as possible. The lockdown is for your safety and the safety of the students!

Lockout Procedures

Lockout is called when there is a threat or hazard outside of the School building. Whether it’s due to violence or criminal activity in the immediate neighborhood, or a dangerous animal on the campus. Lockout uses the security of the physical facility to act as a protection.

- The following announcement will be made twice: Attention staff, students and visitors, the building is in a lockout. The perimeter doors are secured. No one is allowed to enter or leave the building at this time. Instruction and School business may continue.

Shelter Procedures

Shelter is called when the need for personal protection is necessary. For example, tornadoes, earthquakes or airborne irritants.

- Any of the following announcements will be made twice: Shelter for tornado, Shelter for Bomb, Shelter for Hazmat, Shelter! In Silence!

Acknowledgement of Receipt of Staff Handbook by Employee

I acknowledge I have received a copy of the ECHS (EMPOWER) Employee Handbook adopted August 1, 2019 and that it is my responsibility to read and familiarize myself with ECHS’ policies and guidelines set forth in the Handbook. If I have a question about these policies and guidelines, I understand that I can request an explanation from ECHS’ Principal or a designated representative.

I understand that ECHS has the sole discretion to interpret the Handbook policies and guidelines. I recognize it may be necessary to change the policies, practices and benefits described in the Handbook from time to time and accordingly, that ECHS has the right to delete, suspend, discontinue or revise any or all of its provisions of the Handbook.

I am aware that my employment with ECHS is “AT-WILL.” Just as I have the right to end my employment with ECHS at any time for any reason, with or without notice, ECHS also has the right to terminate my employment at any time, for any reason, with or without notice, notwithstanding any provision contained in the Handbook. I acknowledge that
nothing in the Handbook extends or guarantees employment for a specific period of time or creates any contractual rights.

________________________________________


Employee Signature                      Date

________________________________________

Employee Name (Printed)