



**GRANDE**  
**INNOVATION**  
**ACADEMY**

# **The Grande Innovation Academy**

Employee Handbook

2020-2021

**Purpose:** *This Employee Handbook is provided to all classified and certified employees of The Grande Innovation Academy to outline guidance on school operations, policies, and procedures.*

*The Grande Innovation Academy, Inc.*

*Founder and Executive Director: Patty Messer*

*The Grande Innovation Academy is operated by The Grande Innovation Academy, Inc., a non-profit (501c3).*

Welcome to The Grande Innovation Academy (GIA) 2020-2021 school year. Our role involves many important responsibilities and requires a dedication to high standards of quality and efficiency. We believe that today's challenges in education demand learning and leadership at all levels of the organization. We are committed to developing a community of learners and leaders and believe that achieving success depends on every member of our staff. We encourage individual initiative and collaborative creation, which supports the overall team effort. Through the Love and Logic and Responsive Classroom programs GIA has established a very safe environment for our scholars to make and learn from mistakes.

This handbook has been prepared to acquaint you with The Grande Innovation Academy and to help you know what is expected of you in your job. You will find information about the school's personnel policies, staff guidelines and standards, and other matters important for the success of our schools. This handbook should serve as a useful guide for you. Of course, no handbook can anticipate all your questions or concerns. Your administrative staff is always ready to answer questions you may have about the school, its policies and procedures.

Since this handbook is intended to provide an overview of information, which will be useful to you as a member of our team, it does not include detailed information on all school policies and procedures and is not intended to be an employment contract. You should consult the Executive Director or Business Manager or refer to the appropriate policy or benefits documents for details on specific policies and procedures. GIA is committed to reviewing policies and procedures on an ongoing basis. The policies and procedures outlined in this handbook are subject to review, interpretation, modification, amendment and change by the administration at any time.

Neither this handbook nor any GIA document confers any contractual right, either expressed or implied, to remain in GIA's employ. This handbook and the statements contained, referred to, or mentioned herein, like all policies and programs of GIA, are not intended to and do not create terms of a contract of employment between GIA and any employee.

Should any provision in this handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under the National Labor Relations Act (NLRA) or be incompatible with the NLRA. Nothing in this handbook should be interpreted to prevent, interfere with, or otherwise restrain an employee's legitimate exercise of his or her Section 7 activities under the NLRA, including concerted discussions or activities regarding the terms and conditions of employment, wages, and working conditions.

I am pleased to have you with us and hope you will find your work at the school both challenging and rewarding as you continuously strive to perfect your practice. Thank you for your efforts and service in educating the scholars at The Grande Innovation Academy.

Sincerely,

Patty Messer

*Founder and Executive Director*

# **The Grande Innovation Academy**

## **Vision**

*The Grande Innovation Academy's vision is to prepare scholars to assume leadership roles in the community, be socially responsible collaborators, while exhibiting self-reliance in a global market.*

## **Mission**

*The Grande Innovation Academy's mission is to provide our scholars with an innovative 21 Century education. With our enduring commitment to foster an innovative and creative campus of nationally competitive individual thinkers, The Grande Innovation Academy is dedicated to the pursuit of higher knowledge and excellence, striving to make a difference in the educational field.*

## **Core Values**

1. All scholars will think critically and develop new processes as they pursue discovery by expanding their knowledge and always asking questions.
2. All scholars will experience creative spaces to learn and develop academic skills and strong leadership traits to enhance each scholar's uniqueness.
3. All scholars will develop a growth mindset of excellence and make the commitment to learn something new every day.
4. All scholars will demonstrate creative thinking, construct knowledge, and develop innovative products and processes.
5. All scholars are provided a well-rounded academic education and cohesive character development that will strengthen the Casa Grande community and society as a whole.

## Parent-Teacher Communication

The School-Home relationship is a very important one to build and develop. The number one reason parents switch schools, is usually because they didn't feel connected to the learning environment. While we tend to think about parent communication only when a child becomes disruptive, it can be especially beneficial to make regular contact with all parents to inform them of positive events that have taken place in class. Establishing a positive relationship with parents will go a long way if a negative behavior has to be discussed down the road.

Therefore, during the first week of school every teacher must send one personal, positive email to the parents of each scholar on their roster. GIA encourages teachers to do this throughout the year, but during the first week, this is mandatory.

All K-8 teachers are required to post a weekly mass email, by Friday, to all of their parents. The mass email should be used to inform parents of the content being taught, expected learning outcomes, important due dates and descriptions of projects. This mass email should also be used to share with parents the exciting lessons that are taking place in class.

Teachers are also required to post 3-4 updates during the school week using the SchoolWay App. These updates are for the whole class, not scholar specific. Reminders about tests, due dates, field trips, t-shirt day, etc. are all-acceptable to include in your weekly postings.

Parents must be contacted via email or phone if their child's grade drops below a C. If a disciplinary issue arises in class that is serious enough for a referral the parents must be contacted. If a child's behavior in class is continuously disruptive a conference should be set up with the parents (and Executive Director if issues are deemed serious.)

Teachers are required to respond to parent emails by the evening of the day the email was received. For example, if you receive an email at 10:00 a.m., you must respond by that evening. If you receive an email after school hours, you aren't required to respond that night, but the sooner the better. The next morning is the time it's expected to respond. It's always better to spend one prep that is intentionally used for sending and responding to emails.

### **Equal Opportunity and Employment:**

- The Grande Innovation Academy policy is to provide, through a positive and effective equal opportunity program, equal opportunities for employment, retention, and advancement of all persons regardless of race, color, creed, national origin, sex, or disability.
- Discrimination against an otherwise qualified individual with a disability or any individual because of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

- GIA will determine pay and benefits based on position and employee qualification. Determination on pay and benefits will not be made based on race, color, religion, sex, age, national origin or disability. Employee compensation will comply with state and federal laws.

### **At Will Employment:**

Employment at GIA is an “at-will” relationship. GIA may terminate employment with or without cause by providing to the employee written notification of its desire to terminate the employment relationship as defined in the Employment Agreement. For the betterment of the scholars, the employee shall be responsible for the performance of the employee’s duties until the date of termination unless otherwise mutually agreed. In the same regard, employee has the right to terminate the employment relationship.

### **Constructive Discharge:**

- An employee is encouraged to communicate to his/her Executive Director whenever he/she believes working conditions may become intolerable to the employee and may cause the employee to resign. The employee is required to notify his/her Executive Director and the directors in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge.

## **Procedures Governing Appointments, Promotions, Transfers**

### **Assignment of Duties**

Duties and responsibilities of GIA employees are determined and assigned by the Governing Board. All classified employee’s work under the direct supervision of the site Executive Directors. The Executive Director, with the approval of the directors, may change the assignments, including promotions and transfers, of employees in the best interest of GIA as the mission requires. Any areas of concern shall be reported directly to the site Executive Director and/or the directors.

### **Guest Teachers**

The Governing Board shall establish the daily pay rate for guest teachers. The directors shall approve all applicants and substitute agencies for guest teacher positions. Efforts will be made to use guest teachers with a standard certificate.

### **Long-Term Guest Teacher Procedure**

The Grande Innovation Academy Employee Handbook

Revised 9/2019

If an employee requires a guest teacher for maternity leave, FMLA, or any other situation that will require an absence of two weeks or longer, the employee will notify the Executive Director and the Business Manager Director as soon as possible. The HR Director will hire the appropriate personnel to complete the assignment.

### **Guest Teacher Daily Assignments**

The administration has the right to switch jobs around at their discretion. If teachers contact guest teachers and set up an assignment, administration will do their best to allow the pairing. However, in emergency circumstances, the administration will move the guest teacher into the job of greatest need and least disruption to scholars.

### **In and Out Processing**

All personnel will process through the Business Manager department prior to starting employment and upon terminating employment.

### **In-Processing**

- The Executive Director will provide for orientation of all new employees covering the following items: goals, objectives and programs, personnel policies; terms of employment; general disciplinary rules and procedures; salary and benefit plans; professional development requirements; procedures for evaluation; names of evaluators.
- The HR department will provide the employee information and forms for enrolling in the health benefits program and will have the employee complete the W-4 and State Withholding forms and assist the employee in completing all other required forms.
- The director will provide the employee a copy of the signed contract with all addendums and annexes.
- The Executive Director will issue the appropriate keys and badges and instruct the employee on use of facilities, equipment, and other required business office functions.
- The technical support staff will provide the employee an email address and instructions for using the school computer systems.

### **Out-Processing**

- The Executive Director will require teachers and other instructional staff to turn in educational materials to include keys, computers, lesson plans, grade books, classroom books, etc., upon termination or completion of contract.
- The Business department will conduct an exit interview with all departing staff and will

counsel the departing employee on the effects of termination of employment regarding benefits and will provide the employee information continuing post-employment benefits, to include entitlement to COBRA. The directors will also insure the employee provides a mailing address for all future correspondence and personnel actions.

- The IT department will ensure that the employee access to GIA is terminated.

### **Reduction in Force**

- **Classified:** If it becomes necessary to release classified staff members due to reduction in force, the first step will be through normal attrition due to staff resignations. If additional reductions are required, the site Executive Directors will recommend to the directors the termination of specific staff members. Criteria used will include, but is not limited to: length of full time employment at GIA, size of class assigned, qualifications and past contributions to the educational programs of GIA. Personnel to be laid off for the ensuing school year shall be notified of such layoff as soon as practical.
- **Certified** The governing board may reduce salaries or eliminate certified teachers to effectuate economies in the operation of the school due to lower enrollment or to improve the efficient conduct and administration of the school, but no reduction in the salary of a certified teacher who has been employed by the school for more than the major portion of three consecutive school years shall be made except in accordance with the general salary reduction at the school, and in such case the reduction shall be applied equitable among all such teachers. Notice of a general salary reduction shall be given each certified teacher affected no later than May 1 of the calendar year in which the reduction is to take effect. A certified teacher dismissed for reasons of economy or to improve the efficient conduct and administration of the school shall be chosen based on a combination of length of service and performance. The certified teacher has a preferred right of reappointment in the order of original employment by the governing board in the event of an increase in the number of certified teachers or the reestablishment of services within a period of three years.

### **Health and Safety**

- Any staff member having a communicable disease as defined in the county Health Department policy may be excluded from school for the period designated in that policy. Such diseases include, but are not limited to: amebiasis, chicken pox, diphtheria, encephalitis, hepatitis, measles, meningitis, mumps, pediculosis, and scabies, (outbreaks and re-infestations), pertussis and rubella.

- Any staff member excluded from school as a result of an actual or suspected communicable

disease must provide a licensed physician's written medical release prior to returning to work.

- No person shall be employed in the school when affected with pulmonary tuberculosis. If it is ascertained that a person employed by GIA is afflicted with tuberculosis, such person shall be placed on leave. If in the opinion of the directors an employee's ability to fulfill the duties of the position is jeopardized by a physical or emotional condition, the governing board may require a complete health examination by a licensed physician selected by GIA at GIA's expense.
- GIA Administration shall have procedures for complying with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure control plan, methods of compliance, work practice controls, post exposure evaluation and follow up, and administering vaccine to employees exposed to hepatitis B virus.
- All employees who as a result of their employment have had significant exposure to blood-borne pathogens (Hepatitis C/Human Immunodeficiency Virus) are required to report the details of exposure in writing to the HR department, and are required to follow post-exposure evaluation, to include consulting a physician, and follow-up activities in accordance with Arizona and Federal laws.
- Employees are covered by Workman's Compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An injured employee must report any accident to GIA administration immediately, since a report on the time of the accident, persons involved, and how it happened is required.

### **Pay Policies**

- All GIA employees are paid twice monthly. The pay periods end on the last day of the month and 15th of the month and checks are delivered on the 5th and 20th of the month. Direct deposit is available to all employees and the pay will be deposited to the employee's account on the 5th and 20th of each month. For hourly employee's errors in pay because of incorrect time cards will be paid during the following pay period. Changes or "write-in" hours must be verified and signed by the business manager.
- The governing board will establish salaries for all employees. Part-time classified employees shall work no more than 29 hours weekly.
- Overtime for non-exempt employees must be properly managed and controlled. Only full time employees requesting overtime MUST have PRIOR approval from the director.
- Any person who does not work full term, as set by the salary schedule will be paid on a prorated basis for the number of days to be worked for the remainder of the school year. Classified hourly personnel who are required to work after school hours for assignments

such as open house, conferences, or any other necessary duties will be compensated at their regular hourly rate up to 40 hours per week. Any hours worked beyond these limits will be compensated for at the overtime rate, if applicable, as required under the Fair Labor Standards Act. The directors may recommend extra-duty pay to the board.

- Classified personnel, certified staff, and administration will receive merit raises upon renewal of contracts when the contract year changes on July 31st of each year, as approved by and at the discretion of the governing board. Pay increases for employees will be based on satisfactory work performance per an annual evaluation done by the Executive Director and by the availability of funds.
- Certified employees will receive benefits as established by the governing board. If the employee contract is for less than full time, leave benefits will be prorated. Part-time certified and classified employees shall not be eligible for benefits other than those provided for by law.
- Federal income tax, state income tax, and Social Security (OASI/FICA) deductions will be made as mandated by state and federal statutes. The board and the employee must authorize all other deductions. The following deductions have been authorized by the board: insurance premiums for dependents who are being covered under board approved insurance programs, insurance premiums for dental insurance, direct deposit, court ordered deductions, and debt collection.

Expense Reimbursements: Every effort will be made to economize by purchasing in bulk or from the most economical source possible. Occasionally, though, expedience or availability of items may require an individual to purchase supplies or incur expenses for the school. School employees who incur expenses in carrying out their authorized duties may be reimbursed by GIA upon submission of allowable supporting ORIGINAL receipts, if GIA administration has granted PRIOR authorization. A reimbursement from must be completed, stapled to the receipt and turned in to the business manager.

### **Travel Reimbursement**

- Reimbursement amounts may not exceed the maximum amounts established by the Arizona Department of Administration (DOA). The reimbursement rates set by DOA generally follow the Internal Revenue Service (IRS) limits outlined in IRS Publication 1542.
- The current mileage reimbursement rate for privately owned motor vehicles is 58 cents per mile.

- Reimbursement rates for lodging and meals are based on the federal per diem rates for the locations listed. To be eligible for meal allowances, travelers must be in authorized travel

status and be 35 or more miles away from their residence or GIA campus. Check with the business manager for the allowable rates.

GIA administration will book lodging.

Meal per diem of \$30.00 may be provided when an employee is on travel status (overnight, further than 35 miles away.)

### **Evaluation and Review of Performance**

All certified and classified personnel shall be periodically evaluated. The formal process of evaluating all personnel requires a cooperative process, with the evaluator and the employee having full knowledge of the criteria, process and results.

For certified personnel, the site Executive Directors are responsible for the final written and official statement of evaluation. All evaluations will be documented, a copy of which will be transmitted to the staff member within five days after completion of the evaluation.

### **Evaluation and Observation Schedule:**

- At the beginning of the school year, the site Executive Directors/directors shall meet with the staff for orienting the staff to the evaluation plan.
- A teacher may request a conference after the formal observation. The staff member and evaluator shall sign the formal evaluation. If necessary, the staff member will be allowed five days to submit written comments. An electronic record shall be made of each observation, with a copy provided to the observed employee.
- If the teacher chooses to appeal the formal evaluation, the site Executive Director and directors will review the appeal and determine if the appeal has merit. If the appeal is determined to have merit, the directors will then turn the evaluation over to the governing board at the next meeting and discuss during executive session.
- If the governing board determines the appeal has merit, the site Executive Director or a director will perform a new evaluation. The new evaluation along with the appeal will be placed in the employee's personnel file for three years.
- If the governing board determines the appeal not to have merit, the original Executive Director evaluation plus the appeal will be held in the employee's personnel file for three years.
- In addition to formal, scheduled observations, there will be periodic unannounced classroom visits by the Executive Directors, directors, and academic coaches.

### **Employee Records, Access, Confidentiality**

#### **Personnel Records**

- GIA will maintain a complete and current official personnel file for each school employee, which will be available only to authorized individuals and to the employee, as required by law.
- An employee may review his/her personnel file by making a written (email) request to the Business Manager.
- Employee certification and highly qualified status will be kept available to the public at the employee's campus of record.

### **Fingerprinting Requirements of New Hires:**

- All certified and classified personnel shall be fingerprinted as a condition of employment. All Personnel are responsible for the costs of fingerprinting and fingerprint checks. Employees are responsible for tracking their own fingerprint card expiration dates and applying for new fingerprint cards three months before expiration. Staff members with expired fingerprint cards are not permitted, under any circumstances, to work on campus. Days absent due to the expiration of a fingerprint card will be taken from the employee's sick leave and taken into consideration at the time of contract renewal.
- The employee's fingerprints together with a prescribed form signed by the employee will be submitted immediately upon being notified that his/her employment is pending. The school may offer a contract for certified and non-certified personnel who provide services directly to scholars pending the results of the fingerprint check. The school may terminate the employee if the information provided by the employee is inconsistent with the fingerprint check.
- Personnel employed shall certify on the prescribed forms that they are not awaiting trial and have never been convicted of or admitted committing any of the following criminal offenses in accordance with Arizona Statute or similar offenses in any other jurisdiction: sexual abuse of a minor; incest; first or second degree murder; kidnapping, arson, sexual assault; sexual exploitation of a minor; felony offenses involving distribution of marijuana or dangerous or narcotic drugs; burglary; robbery, dangerous crime against; child abuse; sexual conduct with a minor; molestation of a child.
- Documented good faith efforts will be made to contact previous employers of a person to obtain information and recommendations that may be relevant to the person's fitness for employment.

## **Work Rules**

### **Dress Code:**

All GIA employees must present a professional and appropriate image while at work or representing the school at off site locations. Business/professional casual attire is the acceptable dress for all employees. Business casual is defined as clothing and shoes that are clean and neat. Dresses and skirts must be no shorter than above the knee.

The following items are not permissible as business/professional casual attire: **jeans with no holes, shorts, cut-offs, halter tops, spaghetti-straps, tank tops, low cut shirts, , see-through attire, cold-shoulder shirts, sweatshirts or flip flops. Collared GIA shirts are permitted. GIA T-shirts and clean cut, sit at the waist, jeans may be worn on designated days. No leggings may be worn, unless a tunic top covers your buttocks.**

### **Casual Friday:**

Casual attire is permitted on Fridays. As such, all staff remains responsible for maintaining an appropriate level of decency and respect in their clothing choices. The following items are not permissible: **short-shorts, halter tops, spaghetti straps, exceedingly low cut shirts, t-shirts/sweatshirts with inappropriate or questionable writing/advertising that does not support the GIA mission or display positive character to scholars and parents.**

### **Identification Badges:**

- Identification badges must be worn ALWAYS during school hours. The badge can be clipped on the employee's blouse or shirt or can be worn on lanyards, but it must be visible always.
- All GIA staff members will have a badge. Badges will also be issued daily for guest-teachers, temporary workers, volunteers and visitors. If an employee forgets his/her badge the office will issue a temporary badge for the day. If the badge is lost or stolen, notify the office immediately and a replacement badge will be issued.
- Badges are issued as part of the safety and security program for the school. Every employee has the responsibility to challenge individuals on campus without a badge, including all visitors and volunteers.
- Fingerprint clearance cards must be on the employee's person always during the workday.

### **Personal Phones**

- Teachers are permitted to use cell phones for personal use on prep periods, at lunch and before and after school only.
- Teachers are not permitted to send or receive personal text messages or make personal phone

calls while in class including video recording, photography students. Necessary text messages to and from GIA staff are permissible.

- Teachers are free to send and receive personal text messages and phone calls while on prep or at lunch.
- Staff members are not allowed to post on social media during work hours.

### **Attendance**

- All teachers are to arrive at their classrooms no later than 7:15 and leave no earlier than 4:15 Monday - Thursday.
- *Fridays are workdays for teachers.* All teachers are to arrive to all scheduled meetings on time. Teachers will be prepared to attend all scheduled professional development in its entirety on Fridays.
- Parent-Teacher Conference Days are on Friday and teachers are expected to be in their classroom prepared to meet with parents regardless of a scheduled appointment. You must make yourself available to parents 7:30-4:00.
- Staff members are expected to be in their respective rooms or work areas as the schedule indicates. Continual or habitual tardiness shall be ground for recommending discipline for the employee, which may include suspension or dismissal.
- Teachers are required to attend all scheduled field trips for their class. Teachers shall not take personal days on days his/her class attends a field trip.

### **Friday Requirements**

Every Friday will be reserved for professional development training, team meetings, goal setting, evaluation of goals, and tracking scholar achievement. Attendance at all professional development meetings is mandatory and all staff members are expected to arrive on time. Meetings can generally be expected to last from 8:00 - 12:00. If a teacher is unable to attend a professional development meeting on Friday, he/she MUST inform his/her site Executive Director as soon as possible. Teachers must also put the absence in EMPLOYEE ABSENCE SYSTEM. Friday absences for certified staff will result in the loss of ½ personal day. Excessive Friday absences may result in disciplinary action.

## **Leaves and Absences**

### **Paid Sick Leave Policy**

All employees in Arizona are entitled to paid sick leave under Arizona law and this policy summarizes details of paid sick leave. To the extent this policy conflicts with Arizona law, The Grande Innovation Academy will comply with Arizona law.

### Accrual of Paid Sick Leave

Arizona employees will accrue one hour of earned paid sick leave for every 30 hours worked, up to a maximum accrual of 40 hours of paid sick leave annually. Hourly employees will accrue paid sick leave based on hours actually worked. Employees who are exempt from overtime are assumed to work 40 hours each workweek, unless their normal workweek is less than 40 hours, in which case the employee will accrue sick leave based on the number of hours the employee normally works in a workweek.

Sick leave accruals will carry over to subsequent years, but employees may use a maximum of 40 hours of paid sick leave in any 12-month period measured from the employee's anniversary hiring date.

If an employee is rehired within nine months after the employee's employment with The Grande Innovation Academy ends for any reason, The Grande Innovation Academy will reinstate all unused sick time that the employee had accrued as of the date the employee's employment ended, and the employee may use that accrued sick leave from the date the employee is rehired.

### Use of Paid Sick Leave

Employees may use accrued sick leave as they accrue it, except for employees hired after July 1, 2017, as noted below. Employee may use accrued paid sick leave in hourly increments. An employee who uses accrued sick leave will be compensated at the same hourly rate and with the same benefits, including health care benefits, as The Grande Innovation Academy normally pays to the employee.

Sick leave may be used for any of the following purposes:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care.
- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care.
- Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having

jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

- Absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member: (a) medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking; (b) services from a domestic violence or sexual violence program or victim services organization; (c) psychological or other counseling; (d) relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or (e) legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

In addition, The Grande Innovation Academy reserves the right, in its sole discretion, to allow employees to use paid sick leave for other purposes.

As used in this policy, the term "family member" means (1) regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor; (2) a biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child; (3) a person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision; (4) a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or (5) any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

If the employee's need to use sick leave is foreseeable, the employee must make a good-faith effort to give notice to The Grande Innovation Academy and to schedule the leave in a way that does not unduly disrupt operations. Employees must notify Human Resources of the need to use sick leave and the expected duration, and Human Resources will provide the employee with a form to fill out for the requested leave.

For earned paid sick time of three or more consecutive work days, the employee must provide reasonable documentation that the earned paid sick time has been used for one of the purposes described above. For an employee's own health condition or where the employee is caring for another as allowed under this policy, The Grande Innovation Academy will accept

documentation signed by a health care professional indicating that earned paid sick time is necessary.

In cases of domestic violence, sexual violence, abuse or stalking, one of the following types of documentation selected by the employee will be considered reasonable documentation: (1) a police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual violence, abuse or stalking; (2) a protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse, or stalking; (3) a signed statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual violence, abuse, or stalking; (4) a signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; (5) a signed statement from an attorney, member of the clergy, or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse or stalking; or (6) an employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking, and that the leave was taken for one of the purposes described above (the written statement must be legible if handwritten and must reasonably make clear the employee's identity, and if applicable, the employee's relationship to the family member).

Employees may not borrow and use paid sick time before it is accrued. The Grande Innovation Academy will not pay an employee for accrued sick leave under any circumstances other than when an employee uses the leave as set forth in this policy. Employees will not be paid for unused accrued sick leave when their employment with The Grande Innovation Academy ends for any reason, including termination, resignation, retirement, or any other separation from employment.

The Grande Innovation Academy will not use any absence from an employee's use of sick leave under this policy for purposes of discipline, discharge, demotion, suspension, or any other adverse action. Nor will The Grande Innovation Academy retaliate against employees who request or use paid sick time.

#### Effective Date of Policy

This policy will become effective July 1, 2020. Employees who are hired after July 1, 2020 will accrue paid sick leave beginning on their first day of employment. Sick leave will be rolled over year-to-year.

Employees who believe that they have been denied the right to use Arizona earned paid sick time or that they have been subjected to retaliation for requesting or taking earned paid sick time may file a complaint with the Industrial Commission of Arizona, 800 W. Washington Street, Phoenix,

Arizona, 85007, (602) 542-4411, where questions about rights and responsibilities can be answered.

Note to client: Arizona law requires that the following information appear on the employee's regular paycheck or on a separate document that is included with the paycheck: the amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time.

### **Personal Days**

Employees are allowed up to 40 hours/year to take off at their own discretion. Employees may not take more than 2 consecutive days off at a time. Approval by the director for 2+ consecutive days off will need to be requested in writing at least 30-days in advance. All personal days must be requested in advance through the employee absence system. If personal days are not taken in a school year, employees will receive an Attendance Bonus. The Attendance Bonus is based on personal days not taken and employees will be "cashed" out at a rate of \$100 per day. The personal days will be paid out the July 20th payroll.

### **Black Out Days**

Personal leave shall not be paid or approved for the following situations:

- interviews or other activities related to employment elsewhere or any activity for which compensation is received
- the first two weeks of school
- one day immediately prior to or after school breaks, or days school is not in session
- the last 2 weeks of school
- the week prior to and the days the employee's class is scheduled to take state mandated tests.
- elective, non-emergency medical procedures

Teachers who do not renew their contract for any reason will not be eligible for summer work for replacing blackout day absences.

Due to the ongoing burden placed on administration and staff to cover absences, employees are strongly encouraged to schedule appointments outside the school day. Absences must be reported through the EMPLOYEE ABSENCE SYSTEM. A text to the director and office manager are necessary to secure a substitute. Additionally, teachers shall not ask the front office staff, Executive Directors, or directors to make copies or in any other way prepare sub plans if absent.

As an institution with high expectations for the implementation of a rigorous and intentional curriculum it is expected that GIA teachers will maintain an exceptional attendance record. It is understood that family illnesses will occur and that sick time may need to be taken. However, given the opportunity throughout the school year and the summer months for adequate vacation time, it is considered unprofessional to schedule vacations during the school year. Employee attendance will be evaluated before contracts are approved for the following school year.

### **Verification of Absence**

The administration requires a physician's verification of any employee's claimed reason for absence of any illness lasting longer than three days.

### **Family and Medical Leave Act**

The Family Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. Employees must be employed 12 months with GIA before they are eligible for FMLA time off. Employees do not accrue personal time while utilizing FMLA leave time. However, GIA will not count Fridays against accrued time.

GIA will provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- for the birth of a child
- for placement with the employee of a child for adoption or foster care
- to care for an immediate family member (spouse, child or parent) with a serious health condition
- to take medical leave when the employee is unable to work because of a serious health condition

Employees are eligible for leave if they have worked for their employer for 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined per FLSA principles for determining compensable hours of work.

Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave. For more information regarding FMLA please visit

<http://www.dol.gov.whd.fmla/>

### **Jury Leave**

An employee on jury duty may receive his/her regular salary for all days that jury duty is performed. An employee shall not lose seniority or precedence while absent from his/her employment due to his/her serving as a member of a grand or trial jury.

### **Military Leave**

An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time or efficiency rating when engaged in field training, camps, maneuvers, formations or armory drills for a period not to exceed thirty days in any two consecutive years. Additional time will be considered leave without pay or, at the employee's election, charged as personal days. An employee shall not be charged military leave for days on which the individual was not otherwise scheduled to work. A member of the National Guard shall not lose seniority or precedence while absent under competent military orders. Upon return to employment the employee shall be returned to his/her previous position, or to a higher position commensurate with his/her ability and experience as seniority or precedence would ordinarily entitle him/her.

### **Political Leave**

An employee serving in the legislature shall be paid his/her regular salary less the salary paid by the state for days the employee misses due to legislative duty. (note: If it does not violate exemption rules).

### **Voting Leave**

With prior approval of the site Executive Director, employees may be entitled to absence from service or employment for voting on the biennial primary and general election days. A person entitled to vote at a primary or general election held within Arizona may, on election day, be absent for voting if there are less than three consecutive hours between the opening of the polls and the beginning of his/her regular work day or between the end of his/her regular work day and the closing of the polls. Voting leave will allow a maximum of three hours from the opening of the polls to the beginning of the work day, or a maximum of three hours from the end of the work day and the closing of the polls.

### **Absent Without Leave**

An employee shall be deemed "absent without leave" when he/she fails to report to work or to the assigned work location (i.e. staff meeting, professional development, team meeting) without prior notification to the site Executive Director.

In no case, shall an employee be compensated for time lost due to being absent without leave. An

employee is subject to disciplinary action if he/she is absent from work without prior approval, or prior approval was impossible due to unusual circumstances and approval for the employee's absence is denied upon return.

### **Workman's Compensation**

- Any compensation received by the employee from Workman's Compensation Carrier for disability or illness during the time he/she is compensated by GIA must be reimbursed to GIA.
- An employee who receives compensation from the Workman's Compensation Carrier at the same time he/she is also receiving sick leave compensation from GIA shall report the amount received from the Workman's Compensation Carrier to the Business Manager within two days after receiving the check from the Workman's Compensation Carrier. The amount received from the Workman's Compensation Carrier shall be deducted from the employee's next paycheck. Sick leave shall be deducted proportionately to the amount of compensation received from GIA.

## **Use of Equipment and Facilities**

Equipment: GIA equipment will not be removed from the school property without permission from the site Executive Directors. No equipment or supplies may be used for personal or private business use. Staff sponsored extracurricular activities approved by the site Executive Directors such as after school sports and clubs, may use school equipment with prior approval, however consumable curriculum supplies may not be used. All equipment must be returned to the original location in the same condition it was received.

**Tutoring for pay:** School buildings shall not be used for private tutoring or classes for which GIA enrolled scholars pay a fee to certified staff members unless a rental contract has been entered with GIA. Staff members are not permitted to provide tutoring for pay to any scholars who attend or are registered in any of their own classes. Electrical Equipment: prior to placement in the classroom and electrical equipment must be approved by the Executive Director or Business Manager. The teacher will be responsible for ensuring the refrigerator is kept clean, sanitary and serviceable. At no time, will any appliance that includes a heating element (hot plate, microwave oven, coffee pot, popcorn popper, etc.) be placed or used in the classroom, unless necessary for a curriculum required project.

The Executive Director will approve the temporary use of such appliances on a limited time, case-by-case basis.

### **Electronic Device Policy**

Employees may be provided access to a variety of electronic devices designed to improve efficiency and productivity. Such devices include voice mail, email, personal computer, and Internet access systems (collectively, “Electronic Media”).

Electronic Media are to be used for business purposes only and may not, under any circumstances, be accessed or utilized for personal reasons. The use of Electronic Media for the transmission of offensive comments, discriminatory language, vulgarities and/or obscenities is strictly prohibited. In addition, using Electronic Media for purposes of obtaining or transmitting materials of a sexual nature is strictly prohibited.

While it is the intention to treat communications via Electronic Media as private and confidential, it may occasionally be necessary to access employee communications. Accordingly, privacy and confidentiality may be unable to be maintained in the event an employee access personal electronic accounts via-GIA “Electronic Media”. All employees waive any right to privacy in communications via Electronic Media regardless of whether they pertain to personal or business matters. GIA occasionally will conduct periodically systems analysis to ensure the accuracy and integrity of it infrastructure.

Employees violating this policy will be subject to disciplinary action, up to and including termination of employment and where appropriate, criminal prosecution.

### **Computers and Related Equipment, Furniture and School Supplies**

The Grande Innovation Academy, Inc. is the sole owner of all school computers and peripheral equipment. School computers will not be used for personal use or for any other purpose that is not school related. In addition, school printers, copiers, paper and supplies will not be used for personal use or any other purpose that is not school related. Only the computer specialist will connect, disconnect, or move computer equipment. At no time, will an employee attempt to repair or disassemble computer equipment beyond normal user actions to operate the equipment. All computers are subject to periodic monitoring by the computer specialist, site Executive Directors and directors.

- Personally owned computers may not be used during instructional time. Personally owned peripheral equipment may not be used in classrooms without the approval of the site Executive Directors and computer specialist. Personally owned equipment is subject to periodic monitoring by the computer specialist, site Executive Directors and directors. GIA and its landlord are not responsible for any loss or damage to personally owned equipment in the classroom.
- Certified staff are not permitted to keep grade books, attendance, or any other classroom tracking on personal computers. All grades and internal school information are the sole property of GIA and will be tracked only on GIA computer systems.

## **Internet**

The school will prevent access to Internet sites that are not appropriate for children. The computer specialist shall report any attempted access, by scholars or staff, to inappropriate sites to the GIA leadership. Repeated attempts by employees to access inappropriate sites will be grounds for dismissal of the employee. Staff members who knowingly allow scholars to access inappropriate sites will be subject to disciplinary action. Access to the internet will be limited to research and other official school duties and will not be used for personal or private business use by any staff member.

## **Email**

School computers may be used for routine school related email correspondence, but shall not be used for mass mailings, spam, or personal/private use or business. In addition, staff may register their school email address on school related websites to receive automatic information updates but shall not register on websites that are inappropriate for school use or unrelated to the mission of GIA. Any email generated or received on GIA equipment can be monitored or viewed at any time and becomes the property of GIA. Personal email, once received, is not the property of the individual receiving it. All staff members are prohibited from sending emails received to their GIA email account to their own personal email account and are also prohibited from utilizing their parent email list for private use. Email accounts will be purged at the end of each school year.

## **Cash in School Buildings**

All monies collected by school employees and by scholar treasures shall be receipted, accounted for and directed without delay to the safe. In no case, shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables. This applies to all monies collected for any type of fundraising event or field trips.

# **Corporate or Private Partnership Policy**

## **General**

- GIA realizes the importance of establishing partnerships with business and individuals through carefully constructed relationships with companies, organizations and individuals to generate income, promotions and savings that benefit the school's commitment to education, integrity and quality with acceptance of financial support or services for its scholastic activities and related programs.
- Balancing the interest of the parties requires the establishment and clear identification of realistic goals and expectations. The partners must be willing to adapt their promotional

activities to the constraints of the school's philosophy and the school must be sensitive to the practical needs of the partners to use the relationship in beneficial ways.

- GIA appreciates and is fully aware of the reality that there must be a real benefit and value to partners that participate with the school. Efforts will be made by the school to enable its partners to promote sales through their relationships with GIA or identification with GIA events and programs that benefit the school.
- It is impossible to develop a detailed set of rules and regulations defining permitted activities by partners. It is practical, however, to agree upon certain guiding principles reflecting the values of the school, which must be respected:
  - Partnership shall be defined as a corporate or private transaction whereby a corporation or other private entity offers goods, services or funds to the school to support or enhance a school activity or school function in return for recognition of the corporation's name or product.
  - School activity is defined as a school sponsored or mandated activity that involves scholar participation.
  - School function shall be defined as a school duty; action or responsibility required facilitating the operation of the school.

### **Authority**

GIA governing board shall review all partnership requests. No employee will have the authority to accept goods, services, or funds without the approval of the board. Acceptance of partnerships will adhere to this policy as well as the school's principles and charter.

### **Guidelines**

- Partnerships must be linked to a specific activity, event, program or publication.
- Partnerships will never involve techniques or marketing approaches that exploit children.
- The partner's materials or communications shall not use the school's name, logo, or mark without the express written authorization from the school. Authorization for such use is at the authority of the school board.
- The school will not make any endorsements regarding the partner's company, products, or services.
- No partnership will put the school's non-profit status in jeopardy.

- The school will not accept any partnership request from companies or individual entities that manufacture products or take public positions inconsistent with the school's policies, principles, and resolutions.
- All materials or communications - including but not limited to - print, video, internet, broadcast, or display items developed to promote or communicate the partnership must be approved by the board prior to its use.

### **Restrictions**

No corporate or other private partnership shall be accepted if it involves, or gives the appearance of involving, any activity which could result in the following:

- Promotion of hostility or violence
- An attack on ethnic, racial or religious groups
- Discrimination against any group
- Promotion of drugs, alcohol or tobacco
- Promotion of sexual, obscene or pornographic activities
- Promotion of any image that is not keeping with the established goals, principles and purposes of GIA as determined by the governing board

## **Conduct and Misconduct**

### **Conduct and Ethics**

- All employees of GIA are expected to maintain high standards in their school relationships with staff and scholars, to conduct themselves in a manner consistent with effective and orderly education, and to protect scholars and GIA property.
- All staff members on school property for any purpose shall refrain from engaging in disruptive conduct, physical or verbal abuse, damage or threat of damage, unauthorized entry; unlawful use, possession, distribution or sale of drugs, alcohol or other illegal contraband; unacceptable conduct or speech; refusal to comply with lawful direction; carrying of or possession of a weapon; knowingly violating GIA policies and regulations; conduct violating any federal, state, or city law or regulation. A GIA employee engaging in this conduct is subject to termination of employment.
- Employees are expected to exercise general supervision over the conduct of scholars, not only while in the classroom, but also before and after school and during recess.
- If an employee's fingerprint clearance card has been suspended by the State of Arizona the

employee will automatically be placed on unpaid administrative leave until the suspension of the card has been lifted. The employee will then be required to appear before the board to have an opportunity to explain the circumstances and the board will decide whether to relieve the employee of his/her duties.

### **Release of Information to the Public**

As a public-school GIA, must maintain open communication with the public. However, policies, procedures, and operations must be accurately communicated to the public from official sources. This policy is not meant to stifle routine discussions with parents and guardians concerning individual scholar performance and conduct or to stifle honestly and openly responding to individual questions from current or prospective scholar families.

- Request for information from the media: GIA directors are the official spokespeople for the school. The directors must approve any requests for information or interviews with GIA personnel in advance. Anyone who is contacted by the news media concerning the school must immediately refer the media to the GIA directors or the Executive Directors, and if the media representative is on campus, escort the representative to the school office. The governing board has delegated authority to the directors and the communications officer to submit public information and current newsworthy stories to the local newspapers to inform GIA families of school events and to promote the school in the community.
- Request for information from the public: administration is responsible for receiving and fulfilling requests for information from the public concerning the operation of the school; requests for documents, publications or records (other than scholar records and transcripts) must be submitted in writing on an approved form available in the office. GIA administration will determine if the information is public information and available for release. There may be a nominal charge for reproducing and disseminating the public information.
- The Executive Director will publish a monthly newsletter to parents and guardians that will include current school events, school calendar, and other newsworthy articles.
- The school website is maintained by an outside, contracted webmaster. Requests for placing information on the school website must be approved by GIA administration.

### **Participation in Political Activities**

- The board recognizes the right of its employees, as citizens, to engage in political activity. Employees should refrain from political solicitation or campaign activities during school hours.
- Any GIA employee or volunteer for the school may not give pupils written materials that are designed to influence the outcome of an election or to advocate support for, or opposition

to, pending or proposed legislation.

- GIA employees who hold elective or appointed office are not entitled to time off from their school duties for reasons incidental to such offices, except as such time may qualify under GIA leave and PTO policies.

### **Tobacco Use on School Property**

- Possession or use of tobacco is prohibited in GIA building, on school-sponsored field trips, or school grounds.
- This prohibition does not apply to an adult who employs tobacco products as a necessary component of a school sanctioned tobacco prevention or cessation program.

### **Substance Abuse**

- An employee shall not possess, sell, transfer, use or be under the influence of illicit drugs or alcohol while on school grounds, at school sponsored events, or when the conduct affects the school or is in any other manner school related. An employee who violates this policy shall be disciplined, which may include dismissal, suspension, or other appropriate sanction. No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in schedules I-V of section 202 of the Controlled Substance Act (§ 21 USC 812) and as further defined by regulation at 21 CFR 1300.11-1300.15
- As a condition of continued employment, each employee shall notify his/her supervisor of his/her conviction under any criminal drug statute, not later than five days after such conviction.

### **Vandalism**

Any act of vandalism is to be reported to the Executive Director together with the names (if known) of those responsible so that appropriate action may be taken. The school shall not assume responsibility for the loss of, or damage to personal property stored, installed, or used on school premises.

### **Duties and Responsibilities of Classified Staff**

- Assist teachers in classrooms. Carry out whatever duties are assigned to them such as assistance to scholars, direct teaching, tutoring, grading papers, filing, recording grades, or any other duties deemed necessary to the efficient operation of a classroom.

- Hold scholars to strict account for the GIA Core Values.
- Exercise supervision over scholars on the playground and during recess if assigned to such a duty.
- Comply with all rules, regulations and policies of the governing board that relate to the duties as assigned.
- Never address personal matters with scholars nor shall matters with scholars be addressed in publicly attended areas.

## **Social Media and Communication Policy and Guidelines**

Social media is a powerful communications tool that has a significant impact on organizational and professional reputations. Because these methods of communication often blur the lines between personal voice and institutional voice, GIA has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media is defined as media to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to: LinkedIn, Twitter, Facebook, YouTube, Instagram, etc.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in life. The same laws, professional expectations, and guidelines for interacting with scholars, parents, media, and other community constituents apply online as in the real world. Employees are responsible for anything they post to social media sites. Nothing in this policy should be read as restricting an employees' rights under the National Labor Relations Act.

### **Policies for all social media sites, including personal sites**

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about GIA scholars or employees. Employees must still follow the applicable federal requirements such as FERPA and HIPAA and adhere to all applicable school privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.
- **Respect copyright and fair use:** When posting be mindful of the copyright and intellectual property rights of others and of the school. A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to the GIA school guidelines. It is recommended that blogs be licensed under a Creative Commons Attribution 3.0 United States License. For guidance consult the guidelines for Copyright Compliance.

- Do not use GIA logos for endorsements: do not use the GIA logo or any other school images or iconography on personal social media sites. Do not use the GIA name to promote a product cause, political party or candidate.
- Respect school time and property: school computers and time on the job are reserved for school related business. Posting to social media during school hours is considered unprofessional and can result in disciplinary action.

**Best Practices for posting on behalf of an official school unit or in a personal capacity**

- Think twice before posting. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on you and GIA. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Business department. Employees can be "friends" with scholars on school approved sites or blogs but are encouraged not to interact with them on their personal social media sites.
- Strive for accuracy: get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the school in any capacity.
- Be respectful: understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully considering how they would reflect on the poster and/or the school and its institutional voice.
- Remember your audience. Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective scholars, current scholars, current employers and colleagues, peers and GIA stakeholders. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- On personal sites, identify your views as your own. If you identify yourself as a GIA faculty or staff member online, it should be clear that the views expressed are not necessarily those of the institution.
- These are guidelines to promote safe and productive social media. Nothing in this policy

should be read as restricting or inhibiting an employee's rights to concerted activities, as protected by Section 7 of the National Labor Relations Act.

## **Institutional Social Media**

If you post on behalf of an official school unit, after receiving permission from the directors or the HR director to do so, the following policies must be adhered to in addition to all policies and best practices listed above.

- Notify the school: departments or sports teams that have a social media page or would like to start one, must have approval from the administration of GIA. A list of all websites should be given to the GIA communications team to ensure all institutional social media sites coordinate with other GIA sites and their content. All institutional pages must have a full time appointed employee who is identified as being responsible for content. Ideally, this should be the head of the department.
- Acknowledge who you are: if you are representing GIA when posting on a social media platform, acknowledge this.
- Have a plan: departments should consider their messages, audiences, and goals as well as a strategy for keeping information on social media sites up-to-date. Ideally posts should be very brief, and when applicable, redirect the visitor to content that resides within the GIA web environment.
- Protect the institutional voice: posts on social media sites should protect the school's institutional voice by remaining professional in tone and in good taste. No individual GIA unit should construe its social media site as representing the school. Consider this when naming pages or accounts, selecting a profile picture or icon, selecting content to post-names, profile images, and posts should all be clearly linked to the department or unit rather than to the institution. You may refer to the GIA web site, [www.grandeinnovationacademy.com](http://www.grandeinnovationacademy.com) for more information.

## **Blogs, wikis, podcasts, digital images and video**

Remember that blogs, wikis, and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online. The lines between public and private, personal and professional are blurred in the digital world. By identifying yourself as a GIA employee online, you are now connected to colleagues, scholars, parents and the school community. You should ensure that content associated with you is consistent with your work at GIA. When contributing online do not post identifiable, confidential scholar information or schoolwork.

## **School Policy Prohibiting Harassment and Violence**

**Title IX of the Education Amendments of 1972** – prohibits discrimination on the basis of gender.

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone or by email using the contact information listed below for the Title IX Coordinator. Such report may be made at any time, including non-business hours.

**GIA's Title IX Coordinator Contact Information:**

Kristin Curtain

[kcurtain@giaowlsmail.com](mailto:kcurtain@giaowlsmail.com)

520.381.2360

**General Statement of Policy**

- It is the policy of this school to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin or disability.
- It shall be a violation of school policy for any scholar, teacher, administrator, or other personnel to harass a scholar through conduct of a sexual nature, or regarding race, color, national origin or disability, as defined by this policy.
- Additionally, where a scholar is involved, a violation of this policy may require GIA to report improper conduct of a staff member to appropriate authorities, as required by law.
- It shall also be a violation of school policy for any teacher, administrator or other school personnel to tolerate sexual harassment or harassment because of a scholar's race, color, national origin, ethnicity, or disability, as defined by this policy or by third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the school.
- For purposes of this policy, the term school personnel include: board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school.
- The school will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any scholar, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

Harassment because of race or color: For purposes of this policy, racial harassment of a staff member or scholar consists of verbal or physical conduct relating to an individual's race or color when:

- the harassing conduct is sufficiently severe, persistent or pervasive that it affects a scholar's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment

- the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance
- the harassing conduct otherwise adversely affects an individual’s learning opportunities
- Examples of conduct which may constitute harassment because of race or color include:
  - graffiti containing racially offensive language
  - name calling, jokes or rumors
  - threatening or intimidating conduct directed at another because of the other’s race or color
  - notes or cartoons
  - racial slurs, negative stereotypes, and hostile acts, which are based upon another’s race or color
  - written or graphic material containing racial comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes
  - a physical act of aggression or assault upon another because of or in a manner reasonably related to race or color
  - other kinds of aggressive conduct such as theft or damage to property, which is motivated by race

Harassment based upon national origin or ethnicity: for purposes of this policy, harassment consists of verbal or physical conduct relating to an individual’s ethnicity or country of origin or the country of origin of the individual’s parents, family members or ancestors when

- the harassing conduct is so severe, persistent or pervasive that it affects a scholar’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment
- the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance
- the harassing conduct otherwise adversely affects an individual’s learning opportunities
- examples of conduct which may constitute harassment because of national origin or ethnicity include:
  - graffiti containing offensive language, which is derogatory to others because of their national origin or ethnicity
  - threatening or intimidating conduct directed at another because of the other’s national origin or ethnicity
  - jokes, name calling, or rumors based upon another because of the other’s national origin or ethnicity

- written or graphic material containing ethnic comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonable related to, ethnicity or national origin

Harassment because of disability consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

- the harassing conduct is so severe, persistent or pervasive that it affects a scholar's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment
- the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
- the harassing conduct otherwise adversely affects an individual's learning opportunities
- examples of conduct which may constitute harassment because of disability include:
  - graffiti containing offensive language, which is derogatory to others because of their physical or mental disability.
  - threatening or intimidating conduct directed at another because of the other's physical or mental disability
  - jokes, rumors or name calling based upon an individual's physical or mental disability
  - slurs, negative stereotypes, and hostile acts, which are based upon another's physical or mental disability
  - graphic material containing comments or stereotypes, which is posted or circulated, and is aimed at degrading individuals or members of protected classes
  - a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
  - other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability

## **Report Procedures**

Any scholar or staff member who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, or disability by a scholar, teacher, administrator or other school personnel, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the school, is encouraged to immediately report the alleged acts to an appropriate

school official designated by this policy.

Any teacher, administrator, or other school official who has or receives notice that a scholar has or may have been the victim of sexual harassment or harassment based on race, color, national origin or disability by a scholar, teacher, administrator or other personnel, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the school, is required to immediately report the alleged acts to an appropriate school official designated by this policy.

Any person with knowledge or belief that scholar has or may have been the victim of sexual harassment or harassment based on race, color, national origin, or disability as set forth above, is encouraged to immediately report the alleged acts to an appropriate school official designated by this policy.

GIA encourages the reporting party or complainant to use the report form available from the school office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to a school board member or to the board president.

- The school directors are responsible for receiving oral or written reports of sexual harassment, or harassment based on race, color, national origin or disability. Any adult school personnel who receives a report of sexual harassment, or harassment based on race, color, national origin, or disability shall inform the directors immediately.
- Upon receipt of a report, administration must notify the governing board without screening or investigating the report. The administration may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practical by the administration to the governing board. If the report was given verbally, the administration shall personally reduce it to written form within 24 hours and forward it to the governing board. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the administration. If the complaint involves the director, the complaint shall be made or filed directly with the governing board by the reporting party of the complainant.
- The governing board is responsible for identifying, preventing and remedying harassment. the governing board shall:
  - receive reports or complaints of sexual harassment, and harassment based on race, color, national origin or disability
  - oversee the investigative process
  - be responsible for assessing the training needs of the school's staff and scholars about the dissemination, comprehension, and compliance with this policy
  - arrange for necessary training required for compliance with this policy
  - ensure that any investigation is conducted by an impartial investigator who has

been trained in the requirements of equal educational opportunity, including

- harassment, and who can apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend
- appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the investigation.

A copy of this policy shall be made available upon request of parents, scholars and other interested parties. This policy shall be reviewed at least annually for compliance with state and federal law. The school will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

### **Investigation**

Upon receipt of a report or complaint alleging sexual harassment or harassment based upon race, national origin, or disability, the governing body shall immediately undertake or authorize an investigation (and make any immediate reporting as required by law). That investigation may be conducted by school officials or by a third party designated by the school. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the allegations.

In determining whether the alleged conduct constitutes a violation of this policy, the school shall consider:

- the nature of the behavior
- how often the conduct occurred
- whether there were past incidents or past continuing patterns of behavior
- the relationship between the parties involved
- the race, national origin, sex and age of the victim
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the scholar allegedly subjected to harassment
- the number of alleged harassers
- the aged of the alleged harasser
- where the harassment occurred

- whether there have been other incidents in the school involving the same or other scholars
- whether the conduct adversely affected the scholar's education or educational environment
- the context in which the alleged incidents occurred

Whether an action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The investigation shall be completed no later than fourteen days from receipt of the report. The directors shall make a written report to the school board upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be in violation of this policy. The director's obligation to conduct this investigation shall not be extinguished by the fact that criminal investigation involving the same or similar allegations is also pending or has been concluded.

### **School Board Action**

Upon receipt of a report that a violation has occurred, the school board will take prompt appropriate formal or informal action to address, and where appropriate, re-mediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent-teacher conferences, warning suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School board action taken for violation of this policy shall be consistent with the requirement of applicable collective bargaining agreements, state and federal law, and school board policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the school board will consider:

- what response is most likely to end any ongoing harassment?
- whether a response is likely to deter similar future conduct by the harasser or others
- the amount and kind of harm suffered by the victim of the harassment
- the identity of the party who engaged in the harassing conduct
- whether the harassment was engaged in by school personnel, and if so, the school board will consider how it can best remediate the effects of the harassment

In the event the evidence suggests that the harassment at issue is also a crime in violation of an Arizona criminal statute, the school board shall also direct the school human rights office to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

If the results of the school board's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may

appeal this determination to use of established school board procedures for appealing other adverse personnel and/or education related actions. If the results of the school board's evaluation of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established school board procedures for appealing other adverse personnel and/or education related actions.

### **Reprisal**

Submission of a good faith complaint or report of sexual harassment, or harassment based upon race, color, national origin or disability will not affect the complainant or reporter's future employment, grades, learning or work environment, or work assignments. The school board will discipline or take appropriate action against any scholar, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, ethnic, or disability related harassment or violence, or any person who testifies, assists or participates in a proceeding, or investigation relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**Title IX of the Education Amendments of 1972** – prohibits discrimination on the basis of gender.

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone or by email using the contact information listed below for the Title IX Coordinator. Such report may be made at any time, including non-business hours.

GIA's Title IX Coordinator Contact Information:

Kristin Curtain

[kcurtain@giaowlsmail.com](mailto:kcurtain@giaowlsmail.com)

520.381.2360

## **Corrective and Disciplinary Procedures**

### **Suspension and Dismissal**

- Certain rules are necessary to ensure a safe and appealing work environment. GIA is concerned about the safety and well-being of all employees and will take appropriate action for behaviors that provide grounds for disciplinary action or termination.
- Reasons for dismissal include, but are not limited to: fraud in securing appointment; incompetence; being under the influence of alcohol or drugs while on duty; addiction to or use of narcotics or habit-forming drugs; unauthorized possession of weapon on campus; conviction of a felony or a misdemeanor involving moral turpitude; discourteous

treatment of the public; misuse, unauthorized use or theft of school property; insubordinate.

- Reason for discipline that constitutes grounds for progressive discipline and may lead to dismissal include, but are not limited to: violation of scholar confidentiality, dishonesty; inefficiency; poor attitude; neglect of duty; insubordination; absence without leave; sleeping while on duty; use or possession of tobacco products on campus; engaging in horseplay; tardiness or chronic absenteeism; leaving work before scheduled quitting time; creating unsanitary or unsafe working conditions, misuse/theft of school property.
- Infractions may be of three general kinds:
  - Level I - Individual and minor in nature and not in themselves cause for dismissal. Penalties may include but are not limited to warnings, verbal or written reprimand, or suspension without pay.
  - Level II- Combinations or repeated instances of individual and minor infractions or particularly grievous violations of the above rules that may include but not limited to, reprimand, suspensions, dismissal or some combination of penalties
  - Level III - Major violations of the above rules may be cause for suspension, dismissal or some combination of penalties.

Administration reserves the right to dismiss employee on first offense for any of the above violations in accordance with Section 8 of the employee contract.

The employee has the right to appeal any suspension or dismissal action with the governing board. The appeal must be in writing to the board president no more than eleven days after suspension or dismissal. The board may schedule the matter for a hearing at an executive session to be held within ten days following the hearing or at the next scheduled board meeting, the board will make its decision in an open meeting and will notify the employee in writing of the decision.

### **Complaints and Grievances**

To maintain two-way communication between supervisory personnel and employees, the governing board has established an effective, orderly means of resolving difficulties that may arise. The intent is to expedite the process and settle complaints at the lowest possible level, and it is only to be used after an attempt has been made to resolve the difficulty on an informal basis between the concerned parties.

There will be no reprisals against any employee or representative.

A complaint is defined as any unresolved problem concerning application or interpretation of the policies, rules or regulations of the board that relate to personnel. A day is any day that administrative offices are open for business.

Complaints should be discussed in private, informal conferences with the complainant's immediate supervisor/administrator; a complaint may be accompanied by anyone of his/her choice.

The time limits provided for this policy may be extended by agreement of the parties. Any decision not appealed within the limits from one level to the next level in the complaint policy shall be considered settled based on the last decision and subject to further appeals.

#### Level I: Immediate Supervisor

- Within twenty days after the occurrence of the act or omission, giving rise to the complaint, the complainant must present his/her complaint in writing to the immediate supervisor or administrator. This statement shall be a clear, concise expression of the complaint and of the policy rule for which there is an alleged violation, the circumstances on which the complaint is based, the persons involved, the decision rendered at the private conference and the remedy sought.
- Within five days the supervisor and/or administrator shall communicate his/her decision to the employee in writing. If the supervisor and/or administrator do not respond within the time limit, the complainant may appeal to the next level. Either party to the complaint shall have the right to request a personal conference to resolve the problem.

#### Level II: Executive Director

- Within 5 days after receiving the decision of the supervisor at Level One, a complainant may appeal the decision to the directors. The appeal shall be in writing and shall be accompanied by a copy of the decisions at Level One.
- Within five days after the delivery of the appeal, the directors shall investigate the complaint, giving all persons who participated in Level One a reasonable opportunity to be heard.
- Within five days after the delivery of the appeal, the directors shall submit their decision in writing, together with the supporting reasons to the complainant and the supervisor involved.

#### Level III: The School Board

- Within five days after receiving the decision of the directors, the complainant may appeal the decision in writing to the board.
- The board may schedule the matter for a hearing at an executive session to be held within ten days following receipt of the appeal unless the employee demands that the hearing be in an open meeting.
- Within ten days following the hearing or at the next scheduled board meeting, the board will make its decision in an open meeting and will notify the complainant in writing of the

decision, together with supporting reasons. A copy shall be furnished to the supervisor involved and to the directors. The decision of the board is final.

### **Miscellaneous Provisions**

All documents, communications, and records dealing with the processing of a complaint shall be filed in a separate file and shall not be kept in the personnel file of participants. In the complaint procedure, when it becomes necessary for individuals to be heard during work hours, they may request personal necessity leave for such purposes. In the event a complaint is filed late in the school year, both parties shall endeavor to expedite procedures so that the procedure may be consummated as soon after the school term as is practicable.

### **Suggestions**

GIA encourages suggestions from its employees for improving school operations. Suggestions should be made in writing to the site Executive Directors or directors as appropriate. Every effort will be made to formally recognize suggestions made by employees that have a significant effect on the operation of the school and improve the school's ability to accomplish its mission.

At GIA every minute of the day presents an opportunity for important learning to take place. To reduce unnecessary interruption to the learning environment, GIA has implemented "**Protected Time**" from 3:00-3:30 for kindergarten and 3:30 – 4:00 for 1<sup>st</sup>-8<sup>th</sup> grades. During these times scholars, will not be called out of class to be checked out of school nor will teachers be interrupted with messages. Please take this policy into consideration when making appointments. Emergencies will be handled on a case-by-case basis. Excessive student check-outs, whether they fall in the protected time, will be considered reason for expulsion from GIA.

## **Snack and Lunch Policy**

At The Grande Innovation Academy, the nutritional well-being of all our scholars is of prime importance. It is our goal to cut down the amount of sugar being consumed by scholars throughout the school day. Please encourage scholars to bring healthful snacks and lunch items.

The Grande Innovation Academy does not can supervise, nor provide, microwave oven use. Do not send a scholar to the office with a lunch that needs to be heated. Also, GIA does not have utensils.

Teachers should contact parents via phone or email if it is noticed that they are sending food to be heated up or not sending utensils. **GIA enforces a healthy lunch per the America Heart Association.**

<http://www.heart.org/HEARTORG/HealthyLiving/HealthyKids/HowtoMakeaHealthyHome/Dietary-Recommendations-for-Healthy->

- Eat foods low in saturated fat, *trans* fat, cholesterol, salt (sodium), and added sugars.
- Keep total fat intake between 30 to 35 percent of calories for children 2 to 3 years of age and between 25 to 35 percent of calories for children and adolescents 4 to 18 years of age, with most fats coming from sources of polyunsaturated and monounsaturated fatty acids, such as fish, nuts and vegetable oils.
- Choose a variety of foods to get enough carbohydrates, protein and other nutrients.
- Eat only enough calories to maintain a healthy weight for your height and build. Kids should be physically active for at least 60 minutes a day.
- Serve whole-grain/high-fiber breads and cereals rather than refined grain products. Look for “whole grain” as the first ingredient on the food label and make at least half your grain servings whole grain. Recommended grain intake ranges from 2 oz./day for a one-year-old to 7 oz./day for a 14–18-year-old boy.
- Serve a variety of fruits and vegetables daily, while limiting juice intake. Each meal should contain at least 1 fruit or vegetable. Children’s recommended fruit intake ranges from 1 cup/day, between ages 1 and 3, to 2 cups for a 14–18-year-old boy. Recommended vegetable intake ranges from  $\frac{3}{4}$  cup a day at age one to 3 cups for a 14–18-year-old boy.
- Introduce and regularly serve fish as an entrée. Avoid commercially fried fish.
- Serve fat-free and low-fat dairy foods. From ages 1–8, children need 2 cups of milk or its equivalent each day. Children ages 9–18 need 3 cups.
- Don’t overfeed. Estimated calories needed by children range from 900/day for a 1-year-old to 1,800 for a 14–18-year-old girl and 2,200 for a 14–18-year-old boy.

**The following items are never allowed in scholar lunches:**

- Candy of any kind
- Cookies
- Cake
- Soda/Energy Drinks

## **Birthday Party Policy**

It is the policy of The Grande Innovation Academy that birthday party celebrations will take place monthly for scholars in grades K-8. Sometime during the last hour of the day, on the last Thursday of the month, all birthdays for that month will be celebrated. Each classroom teacher will work with parents to organize how snacks, napkins, drinks etc. can be served. While we

encourage healthy birthday snacks, cupcakes or cookies will be acceptable for these celebrations. Please note:

- Only snack and 1 drink should be distributed to each child.

Any gifts, flowers, balloons, etc. dropped off at school by parents for scholars celebrating a birthday or any other milestone, will be kept at the front office until the school day ends.

## Administrative Discipline Procedures

When it is necessary for school administration to impose disciplinary measures on a scholar the following points system will be used. Each incident will be assessed based on the severity of that incident, the scholar’s disciplinary history, the age of the scholar and other relevant factors. For Tier I and Tier II offenses the points system will come into effect after the classroom teacher has done due diligence to correct the scholar’s behavior within the classroom setting using the Love and Logic model. Tier III offenses will warrant an automatic intervention by the Executive Director. The Executive Director has the final determination of the assigned disciplinary measures when the Administrative Discipline Procedures have been implemented. This matrix is meant to serve as a guideline. It is not all-inclusive and is not to be considered as limiting the discretion of the Executive Director in instances with aggravating or extenuating circumstances.

Behavior Level and Possible Points Removed (Scholars begin each year with 30 points)	Behaviors at that level of Administrative Discipline
Tier 1    1-10 points	Verbal Provocation, Tardy, Defiance, Disrespect Towards Authority, Non-Compliance, Disruption, Dress Code Violation, Parking Lot Violation, Improper Computer Use, Possession/Use of a Telecommunications Device, Academic Honesty Violation
Tier 2    7-20 points	Minor Aggressive Act, Disorderly Conduct, Recklessness, Leaving School Grounds Without Permission, Unexcused Absence, Truancy, Harassment, Bullying, Plagiarism, Contraband, Gambling, Inappropriate Language, Public Display of Affection, Network Infraction, Graffiti/Tagging, Vandalism, Lying, Academic Honesty Violation
Tier 3    15-30 points	Aggression, Alcohol, Tobacco, Drugs, Threat, Intimidation, Hazing, Forgery, School Threat, Sexual Offenses, Theft, Trespassing, Weapons/Dangerous Items, Academic Honesty Violation

### Administrative Discipline Procedures

#### Point System Explanation

The Administrative Discipline Procedures are a final step in a scholars' behavior management process. If a classroom teacher refers a child to the Executive Director then the child has already been through a series of behavior modification steps implemented by the classroom teacher using the Love and Logic approach. When a child is referred to the Executive Director the parents of the scholar will be contacted in writing, through email or by phone and notified of the behavioral issue and the points assigned to their scholar. Each scholar will begin the school year with 30 points.

- As points are removed for a scholar the following schedule of increased disciplinary measures will be followed:
- Parents will be contacted by the Executive Director and notified of the behavioral issue.
- A meeting or conference call with the Executive Director, the scholar and the scholars' parents will be conducted to discuss the scholar's behavior.
- A meeting with the Executive Director, the scholar and the scholars' parents will be conducted to discuss the scholar's behavior and additional interventions. In addition, the Executive Director reserves the right to implement in school or out of school suspension for the scholar.
- A meeting with the Executive Director, the scholar and the scholars' parents will be conducted to discuss the scholar's behavior. The Executive Director **MAY** choose to place the scholar on a point recovery plan, which will enable the scholar to regain points that have been lost. The Executive Director has complete discretion and will look at each situation on a case-by-case basis.
- The Executive Director will contact the scholars' parents and advise them of the measures that have been taken to improve the scholar's behavior. The scholar **will** be referred to The Grande Innovation Academy Board with a recommendation for dismissal from the school.

## **Referrals**

Infractions or misbehavior by a scholar at GIA may result in a referral to the office by the teacher. Proper procedures must be followed before referring a scholar to the office. Under no circumstances should a teacher send a scholar to the office for misbehavior or sit a scholar unattended outside the room to await the Executive Director. Teachers shall follow the redirection, take-a-break chair, buddy-teacher sequence specified in the Responsive Classroom procedures. If there is a safety issue or extreme disruption, teachers should call the front office for immediate support. If the scholar poses an immediate threat to the safety or welfare of the others or is an immediate chronic and extreme disruption, contact the office immediately.

## **GIA K-2 Grades/Codes**

Kindergarten – Second Grade report cards identify four levels of scholar performance:

The Grande Innovation Academy Employee Handbook

Revised 9/2019

- ES Exceeds Standards
- MS Meets Standards
- AS Approaches Standards
- NM Does Not Meet Standards

Third-Eighth grade report cards use the following percentage scale to determine grades:

97% - 100%	A+	77% - 79%	C+
94% - 96%	A	74% - 76%	C
90% - 93%	A-	70% - 73%	C-
87% - 89%	B+	60% - 69%	D
84% - 86%	B	Below 60%	F
80% - 83%	B-		

**Director’s List**

Grades 3-8: All “A’s” only.

**Honor Roll**

Grades 3-8: All “A’s” or “B’s” only. Must be 80% or above in each area (not an average.)

## **Curriculum and Lesson Plans**

GIA has as its foundation a commitment to follow the Arizona College and Career Ready Standards. It is our goal to exceed these standards. To accomplish this, GIA has adopted rigorous curricula such as the Core Knowledge sequence, Amplify ELA (grades K-5), Engage NY ELA (grades 6-8), Big Ideas (math), and Being a Writer (K-5).

In order to effectively implement these programs GIA has also adopted Responsive Classroom and Love and Logic as its classroom management program. Teachers shall use redirecting language that is specific, names the desired behavior, is brief, sets firm limits, and makes a statement instead of asking a question. Above all, teacher language must be positive in nature. In addition, teachers should use effective reminders that are based on clearly established expectations, are briefly stated, may be proactive or reactive, are used when the teacher and child feel calm and may be a question or a statement.

It is the expectation of the GIA administration that all teachers work collaboratively with their grade level team to implement this curricula and plan meaningful learning experiences using best

practices including, but not limited to: teacher lead small group instruction, cooperative learning, project based learning that incorporates higher order thinking skills, and direct instruction. Grade level content areas should establish common assessments that drive instruction.

All K-8 lesson plans shall be posted in Planbook. Lesson plans must include the learning objective, the AZCCR standards, Core Knowledge sequence, objective, and assessment. The introduction of new material shall always be accompanied with a pre/post assessment. All lessons are due by Friday 4:00 p.m.

### **Small group instruction**

The key point of placing scholars in small groups is to ensure that scholars are provided with instruction that meets their identified needs. To differentiate, teachers can vary the content focus, amount of time spent on instruction and the degree of support and scaffolding. Pre-assessment is vital to deciding how to group scholars. Pre-assessment should be quick, non-graded way to gather information on whether the scholar knows the objective or not.

Examples of methods of pre-assessment:

- 5-8 question quiz
- Thinking Maps
- observation - such as in math with computation

Group scholars with similar needs for small group instruction (K-5)

There are many benefits to providing homogeneous small group instruction:

- provides more exposure and more focus on essential skills
- precisely targets skill instruction needed
- provides more opportunities for guided practice
- provides a structure to closely monitor scholar performance
- provides more opportunities for immediate feedback
- develops critical thinking skills through teacher questioning

### **Placement in groups is flexible**

These groups are not meant to be rigidly defined; flexibility is the key point. This requires continual progress monitoring and a review of the data. Small groups are pulled by the teacher 3-4 times a week for 30 minutes each time. The size of the group can vary from 2-6. Groups are flexible...they can be changed daily or weekly. This is content focused instruction. The objective you are teaching applies to the whole group, the small group instruction is for direct instruction at the level of the small group. Small group direct instruction may look like the example below:

- Scholars are grouped based on instructional level. Instruction is direct and focused. The skill gets practiced in the work stations/centers.

### **Expectations for Centers**

Each station has clear instructions for exactly what is expected. An example of work may be provided as well. Centers should be leveled to meet the needs of each scholar. The grouping numbers should be consistent. Scholars rotate through the centers either on their own or following a rotation schedule. The structure of the centers may look the same from week to week but the content will change.

### **Homework Grades K-2**

All scholars at GIA are expected to read each night. Scholars grades K-2 should read or be read to 10-15 minutes a night. A math fluency page will also be required each week. It will be handed out on Monday and returned Wednesday. Kindergarten will not start this until January of each year.

### **Homework Grades 3-5**

All scholars at GIA are expected to read each night. Scholars in grades 3-5 should read 15-20 minutes a night. A math fluency page will also be required each week. It will be handed out on Monday and returned Wednesday.

### **Homework Grades 6-8**

All scholars at GIA are expected to read each night. Scholars in grades 6-8 should read 30 minutes a night. A math fluency page will also be required each week. It will be handed out on Monday and returned Wednesday.

As the GIA schedule provides for a long school day, consideration must be taken when assigning homework. It is the policy at GIA that teachers may assign long-term projects to be completed outside of the school day. These projects shall be used to assess scholar learning, incorporate the Depth of Knowledge and reflect learning of the Core Knowledge sequence as well as Arizona College and Career Readiness Standards. Scholars should be given ample time to complete projects and parents must be informed of upcoming projects and due dates.

Work not completed in class can be assigned as homework with the expectation that it be

completed and returned the following day. Teachers should be cognizant of the amount of time given in class to complete assignments. Scholars that struggle with certain concepts may be assigned additional practice to complete at home. Parents should be notified if their child is struggling and needs additional practice.

Scholars in grades 6-8 shall expect more homework as they are preparing for the rigors of high school and college. Teachers shall collaborate with team members to ensure that the amount of homework given is appropriate and serves the purpose of extending the learning. “Busy work” is not an acceptable form of homework.

## **Field Trip Policy and Procedures**

Parents must sign a written permission form in order for their scholars to participate in field trips. While on field trips scholars are required to wear the GIA uniform and to follow all policies and rules that apply at school. Scholars who are transported by the school are under the authority of the operator of the school approved vehicle and all other supervising adults.

Approved parent volunteers may ride school provided transportation. Siblings of scholars and other children may not ride school provided transportation and may not accompany the class on field trips. Volunteers must be on the approved GIA volunteer list.

Field trips must have an educational value that relates to the curriculum. All field trips must be arranged through the site Executive Director and the front office manager.

Upon discussion and approval from the site Executive Director, teachers have the right to allow a scholar to be excused from their class for a field trip due to behavior infractions. This decision must be communicated to the parent in a timely manner.

Teachers may NOT take personal days on the days of scheduled field trips. Teachers wishing to attend their own child’s field trip may use a personal day and must use the AESOP system to record the absence. If, however, a guest teacher cannot be found for this absence the teacher will not be able to attend the field trip.

## **Special Education**

### **Child Study Team Referral Process**

**Step 1:** Parent-Teacher Consultation (15 to 30 days) with Academic Coach

At-risk students are identified in the areas of instruction concern (language, academics, behavior)

Any student identified as at risk needs to be monitored and instructed in the area of delay for at

least 30 days, using a progress-monitoring tool in order to determine instructional effectiveness.

Teachers must contact parents with concerns and the following should be discussed:

Are there medical issues? Are medications being taken? What is the current family status? Did the family move recently? Academic and/or behavior concerns.

**Step 2: Grade Level Consultation (30-45 days) with Academic Coach**

Grade level teachers should meet before CST (Child Study Team) meeting. Grade level teachers create a list of interventions to implement. (Small group, intense instruction in addition to core curriculum and RTI need to be provided.

Documentation of intervention must be brought to the CST. All data relating to the interventions need to be clear and concise.

If at-risk scholar is not making progress, grade level teachers meet again to review ineffective strategies and create additional ones. Please include additional strategies along with dates and data for documentation.

**Step 3: Child Study Team Meeting (45 days)**

This is a meeting that occurs 45 days from the beginning of a school year and every month thereafter to identify at-risk students. Teacher will bring documentation with data and explanations of why strategies did not work. CST will suggest additional recommendations and interventions. After 90 days if no progress has been made the team will review and consider data to determine if further testing is needed.

**Step 4: MET-1 (90 days)**

The MET is the Multidisciplinary Education Team. The team includes the teacher, parent, special education teacher, occupational therapist, speech therapist, physical therapist and possibly student gathered together to discuss past and current data/concerns.

Universal screening and benchmarking is conducted.

Teacher responsibilities: CST will hand out forms to fill out for teacher and parent.

All data will be entered into a MET document. A MET meeting will be held to get permission from the parents for additional testing. Possible testing in needed areas (Occupational Therapy, Speech Therapy, Physical Therapy, Cognitive, Academics, Behavior.)

After testing is complete a MET-2 meeting will be held to discuss results and determine eligibility.

### Classroom Responsibilities for Teacher and Special Education Students:

1. Teachers are responsible for modifying the scholar's work/testing (i.e. simplify language, reduce amount of material in tests/assignments) per each scholar IEP. If help is needed teachers will need to ask the special education department for guidance one week prior to when assignments will be given.
2. Accommodations/Modifications for the student per their IEP.
3. If you would like help from the Special Education department with projects or testing, please make contact one week prior to the assignment.
4. Communication is critical. Please inform Special Ed of any communication received from family, classroom behavior, missing assignments, class trips, absences, and classroom or schedule changes.

### **Non-Discrimination Policy**

It is the policy of The Grande Innovation Academy ("GIA") not to discriminate based on disability in its programs and activities. GIA has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) or by Title II of the Americans with Disabilities Act. Section 504 and Title II prohibit discrimination based on disability in any program or activity receiving Federal financial assistance. GIA's Director of Special Education/Section 504-Title II Coordinator has been designated to coordinate the efforts of GIA to comply with Section 504 and Title II.

The Director of Special Education/Section 504-Title II Coordinator can be reached at:

Director of Special Education/Section 504-Title II Coordinator

950 N. Peart Road

Casa Grande, AZ 85122

520.381.2360

[pmesser@giaowlsmail.com](mailto:pmesser@giaowlsmail.com)

Any person who believes she or he has been subjected to discrimination, harassment, or retaliation on the basis of disability may file a grievance under this procedure. GIA prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

### **Procedure:**

Grievances must be submitted to the Section 504/Title II Coordinator within six months of the

date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint should be, but is not required to be, in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the Complainant is unable to put the complaint in writing, GIA shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. (Note: Please see the attached Complaint form, which may be used to file a complaint in conformance with these procedures).

The Section 504/Title II Coordinator (or her/his designee) shall investigate the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504/Title II Coordinator will maintain the files and records of TOPA relating to such grievances.

The Section 504/Title II Coordinator will issue a written decision on the grievance no later than 30 days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case, the Section 504/Title II Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.

The person filing the grievance may appeal the decision of the Section 504/Title II Coordinator by writing to GIA's Executive Director within 15 calendar days of receiving the Section 504/Title II Coordinator's decision. The Executive Director shall issue a written decision in response to the appeal no later than 30 calendar days after its filing.

GIA shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination based on disability with the U. S. Department of Education, Office for Civil Rights.

GIA will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Section 504/Title II Coordinator will be responsible for such arrangements.

**RECEIPT OF SCHOOL EQUIPMENT**

**2020-21**

**Employee Name:** \_\_\_\_\_

**The employee will:**

Use GIA technology only for conducting school business use GIA equipment with proper care and protect it from damage and excessive heat notify administration immediately to report technology problems return all GIA equipment to the school immediately at end of contracted school year, if terminated, or upon request by the school. At no time, should employee use their personal technology in the classroom, except for their cell phone.

All terms of Equipment Use in the Employee Handbook apply to School Equipment for use on campus and at home. **There is a \$1000 fee for lost or broken teacher computer.**

\_\_\_\_\_ (Initial)

**There is a \$50 fee per key for lost keys.**

\_\_\_\_\_ (Initial)

**PERSONAL PROPERTY AGREEMENT**

This agreement between \_\_\_\_\_ (employee) and GIA (employer) states that GIA is not liable for theft, damage or loss to employee's personal property left in classrooms or on the campus of GIA. Personal property left on school campus is done so at employee's risk. If classrooms are used on evenings and weekends it is the responsibility of the employee to remove personal items from the classroom that may become damaged. Users of GIA facilities will make every effort to ensure that classrooms are returned to their original state after use.

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

\_\_\_\_\_  
Date

**SOCIAL MEDIA POLICY AGREEMENT**

I have read, understand and agree to the guidelines written for the Employees of The Grande Innovation Academy(GIA) regarding my responsibilities when utilizing all types of social media in the Employee Handbook.

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Employee Signature

Date

**SICK LEAVE POLICY AGREEMENT**

I have read the Personal Time Off (PTO) policies for The Grande Innovation Academy(GIA) employees in the Employee Handbook. The Sick Leave Policy has been fully explained to me.

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Employee Signature

Date

**HANDBOOK AGREEMENT**

I have read the guidelines written for The Grande Innovation Academy(GIA) employees in the Employee Handbook. I agree to support the Mission of The Grande Innovation Academy and fully comply with all school-wide policies and procedures written and unwritten.

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Employee Signature

Date