



**EMBASSY
ACADEMY**

Home of the SHIELDS

Employee Handbook

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Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Embassy Academy Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

The Embassy Academy Employee Handbook may be viewed on the school's website.

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.
- ☐ I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in school policies may supersede, modify, or render obsolete the information summarized in this booklet. As the school provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

Signature

Date

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all school policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Shakeyah Powell, Campus Coordinator and Chief Administrator.

This handbook is a guide to and a brief explanation of Embassy Academy's policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may confer with their supervisor.

School information

Embassy Academy exists to do much more than train students to be academically prepared for college; central to our mission is developing leaders to impact their culture for Christ academically, athletically, artistically and socially.

Embassy Academy is a place where all students regardless of race, gender, or social class will experience a learning environment free of bias and criticism. Every child is special and unique in his or her own way. We at Embassy Academy believe that true leaders can be fostered in an environment where individuality is accepted rather than discouraged.

John 17:15-17 records one of many of Jesus' prayers in which he says *"I'm not asking you to take them out of the world, but to keep them safe from the evil one. They do not belong to this world any more than I do. Make them holy by your truth; teach them your word, which is truth."* Embassy Ministries has created a school to educate children while keeping them safe; training them to become the lights of the world.

As a Christian school, Embassy Academy is committed to academic excellence. We are learner-centered where classroom teaching is prized. We train students to be grounded in the world of literature, values, ideals, history, ethics, arts, music, communication, and creativity. The most important assets on the Embassy campus are our students and a well-trained, highly passionate faculty. Embassy's leaders expect the faculty to model excellence for students while challenging them to pursue excellence in all areas of their individual lives.

We at Embassy Academy strive to provide an environment of academic prominence rich in Biblical truths and perspective. This distinction sets EA apart. Everything that we do as a school is done for the honor and glory of Jesus Christ. This includes teaching a Biblical worldview that is integrated into every facet of campus life.

Our Mission

Our mission is to provide both natural and spiritual education to children of all ages within a *"Kingdom Culture."* Proverbs 22:6 says Train up a child in the way he should go: and when he is old, he will not depart from it.

School Strategies

1. We will ensure that the learning experience of each student at Embassy Academy is engaging, challenging, and meaningful.
2. We will provide an atmosphere that maximizes the success of all students.
3. We will identify, engage, and equip our staff to accomplish our mission.
4. We will establish and sustain an interdependent partnership with parents.
5. We will communicate efficiently and effectively to serve our mission.
6. We will model and market a “Kingdom Culture” to our students, parents, and throughout our community.

School Leaders

Pastor Larry PowellPrinciple

Pastor Angela PowellPrinciple

Shakeyah Powell.....Campus Coordinator Chief Administrator

School Calendar

The school calendar can be found on the Embassy Academy webpage.

<http://www.embassyacademyodessa.com>

Employment

Embassy Academy does not discriminate against any employee or applicant for employment because of race, color, gender, national origin, age, or social status. Employment decisions will be made on the basis of each applicant's moral conduct, faith, job qualifications, experience, and abilities.

Contract and Noncontract Employment

All full-time teachers of Embassy Academy are contracted employees. Noncontract employees consist of teacher's aids, substitute teachers, and all office staff.

Term Contracts. Full-time teachers will be employed by term contracts. The terms and conditions of employment are detailed in the contract. All employees will receive a copy of their contract.

Workload and Work Schedules

All contracted teachers and academic administrators are exempt from overtime pay and are employed on a 10 or 12 month basis. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays can be viewed online at www.embassyacademyodessa.com under 'Calendars.'

Classroom teachers will have planning/conference periods for instructional preparation. The schedule of planning periods is set at no less than 45 minutes within the instructional day. All employees will be given a duty-free lunch period of at least 30 minutes. Teachers may be required to supervise students during lunch when no other personnel are available.

Daily time schedules for all employees shall be determined by the designee and principals. The length of the workday is directly related to the assigned job.

Noncontract employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Noncontract employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule.

Performance Evaluation

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least once a year. Written evaluations will be completed by the administrative staff. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Compensation and benefits

Semimonthly/Payroll

September 30, 2014
 October 16 & 31, 2014
 November 15 & 27, 2014
 December 16, & 31, 2014
 January 16 & 31, 2015
 February 13 & 28, 2015
 March 18 & 31, 2015
 April 16 & 30, 2015
 May 16 & 31 2015
 June 16, 2015

Monthly/Payroll

September 30, 2014
 October 31, 2014
 November 22, 2014
 December 20, 2014
 January 31, 2015
 February 28, 2015
 March 31, 2015
 April 30, 2015
 May 31, 2015
 June 30, 2015
***July 31, 2015**
***August 31, 2015**

Salaries, Wages, and Stipends

Employees are paid in accordance with administrative guidelines and an established pay structure. Embassy Academy's pay plans are reviewed by the administration each year and adjusted if needed. Employees on a contract will be paid monthly salaries and are not entitled to overtime compensation. Other employees are and are paid an hourly wage or salary and receive overtime pay for each hour worked beyond 40 in a workweek.

Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary in accordance to what has been determined by Embassy Academy's administrative staff.

The Salary Schedules may be viewed on our school's website www.embassyacademyodessa.com under "Employment." Due dates and pay dates may vary depending on holidays.

2014-2015 PAY DATES

Annualized compensation

Embassy Academy pays all salaried employees over a 10 or 12 month time period. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer if they have chosen to be paid in 12 month increments.

Travel Expense Reimbursement

Before travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established. Employees must submit receipts to be reimbursed for expenses other than mileage.

Leaves and Absences

Embassy Academy offers employees paid as well as unpaid leave of absence in times of personal need. Leave must be used in $\frac{1}{2}$ or whole day increments. All contracted employees will be allowed up to 8 paid leave days (4 personal leave days and 4 sick leave days) per year, any additional days will result in a loss of wages. In the event that a leave of absence is needed, prior notice must be given and a supervisor must give approval of the time off being requested. Employees must follow campus procedures to report or request any leave of absence and complete the appropriate form.

Medical Certification. Any employee who is absent more than three consecutive workdays because of personal illness or illness in the immediate family shall submit medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in the case of personal illness – the employee’s fitness to return to work.

Personal Leave

Embassy Academy allows all employees four days of paid personal leave per year. Personal leave is available for use at the beginning of the year. Personal leave is prorated for those hired after the school year has begun. A day of personal leave is equivalent to an assigned workday. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning.

Discretionary. Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 48 hours in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Sick Leave

Sick leave can be used only in whole or $\frac{1}{2}$ day increments. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee’s next paycheck. Sick leave may be used for the following reasons:

- Employee illness
- Illness in the employee’s immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Absent from Duty

All employees are required to call the school/department and their supervisor to report an absence. Employees are required to call at least thirty (30) minutes prior to the report time.

Excessive Absenteeism

Any absence beyond applicable accumulated leave will be considered excessive. Any three (3) occurrences of tardiness within a thirty (30) day period will be considered to be excessive and will result in the loss of one full personal leave day.

Jury Duty and Other Court Appearances

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. Employees may be required to submit documentation of their need for leave for court appearances. Absences for court appearances related to an employee's personal business shall be deducted from the employee's available leave balance, or shall be taken as leave without pay if no applicable leave is available.

On the Job Injury

Embassy Academy cannot be found liable and will assume no responsibility for injuries that occur in the workplace.

Complaints and Grievances

Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time in an effort to resolve employee concerns or complaints in a timely manner.

Employee Conduct and Welfare

Standards of Conduct

All employees are expected to work together in a unified spirit to serve the best interests of our students and our school. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees.
- Display a faithful spirit maintaining confidentiality in all matters relating to students and coworkers.
- Report to work in a timely fashion presentable and prepared to carry out their assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence are cause for disciplinary action.
- Know and comply with all school policies and procedures.
- Express concerns, or complaints, in a mature, professional manner through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators must be promptly reported to the administrative staff

District Dress Code

The dress and grooming of Embassy Academy employees should be clean, neat, in a manner appropriate for his or her assignment, and in accordance with the standards outlined in this document.

Additional Standards:

Embassy Academy staff is not permitted to wear any clothing, grooming, jewelry, or accessories that could potentially disrupt the educational environment as determined by the administrative staff.

All men's shirts should be worn tucked in and if the pants have belt loops, a belt should be worn. Women's skirts should be of a modest, professional length, falling at or just above the knee. Skirts (or any clothes) that are too tight, too short or too revealing are not appropriate for the workplace. Employees should not wear clothing that exposes cleavage, the midriff, undergarments, or that is otherwise not modest.

Hair

Hair must be clean and neat in appearance and consistently maintained. Hair styles/color must not be disruptive to the educational environment. Beards and moustaches must be neatly trimmed.

Shoes

Shoes should be kept in good condition. Plastic or rubber flip flops are not permissible. Employees may wear sandal footwear or open-toed shoes when seasonally appropriate.

Miscellaneous

Body piercings (except earrings) and tattoos should be completely covered at all times. Good personal hygiene is also required.

Adherence

Principals and other administrative supervisors are delegated the authority and bear the responsibility for ensuring compliance with dress code policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy. In addition, a principal or administrative supervisor may deviate from this policy temporarily if needed. The principal or administrative supervisor must approve temporary deviations.

NOTE: This is not an exhaustive list.

Men

Appropriate:

Dress slacks
 "Dockers" style slacks
 Buttoned dress shirts
 Sweaters
 Ties
 Suits/sport coats
 Boots, dress shoes, casual shoes

Inappropriate:

Sweats/active wear (based on assignment)
 Spandex
 Shorts
 Torn/ripped clothing T-shirts/tank tops Muscle shirts
 Flip flops
 Crocs
 Caps/hats
 Visible undergarments
 Revealing low cut pants
 Sagging pants

Women

Appropriate:

Dresses/skirts
 Dress shirts
 Sweaters
 Dress, or casual shoes, sandals

Inappropriate:

Sweats/active wear (based on assignment)
 Shorts/Skorts
 Spandex
 Torn or ripped clothing
 Tank tops
 Flip flops
 Crocs
 Caps/hats
 Visible undergarments
 Pants
 Midriff bearing shirts
 Low cut blouses/shirts
 Revealing clothing

Discrimination, Harassment, and Retaliation

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including vendors, contractors, volunteers, or parents.

Employees who believe they have been discriminated or retaliated against, or harassed are encouraged to promptly report such incidents to the campus principal.

Harassment of Students

Sexual and other harassment of students by employees are forms of discrimination. Romantic or inappropriate social relationships between students and employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities.

Reporting Suspected Child Abuse

All employees are required to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.
- Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.
- Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. Embassy Academy is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution of a Class A misdemeanor. In addition, an employee's failure to report suspected child abuse may result in disciplinary action.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

School officials, administrators, and employees shall keep confidential the identity of a school official or employee who makes a report required by law.

Sexual Abuse and Maltreatment of Children

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in Reporting Suspected Child Abuse.

Technology Resources

Embassy Academy's technology resources, i.e. computers, televisions, network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the school.
- Does not unduly burden the school's technology resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees with questions about computer use and data management should consult with the administrative staff for further.

Personal Use of Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the students, employees are responsible for their public conduct even when they are not acting as school employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the school's computers, network, or equipment.
- The employee shall not use the Embassy Academy logo or other copyrighted material of the school without written consent.

When educators are communicating personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records.
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes.
- Confidentiality of school records, including educator evaluations and private e-mail addresses.
- Prohibition against the slander and gossip of colleague or Embassy Academy.

Use of Electronic Media with Students

All employees are discouraged from communicating with students who are enrolled at Embassy Academy through electronic media.

An employee is not subject to these provisions if:

- One's job duties require the employee to communicate electronically with a student.
- The employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 7:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

Criminal History Background Checks

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees. This allows Embassy Academy access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Alcohol-and Drug-Abuse Prevention

Embassy Academy is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs during working hours will be dismissed. The policy regarding maintaining an alcohol and drug-free school is as follows:

ALCOHOL AND DRUGS: Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, am-phetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

DRUG-FREE WORKPLACE REQUIREMENTS: Employees may not manufacture, distribute, dispense, possess, use or be under the influence of a controlled substance, illicit drug, or alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the school’s activities.

Employees who violate this prohibition may be subject to dismissal and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude.

Within 30 calendar days of the principle or designee receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the principle or designee shall take appropriate personnel action against the employee, up to and including termination of employment.

Tobacco Use

Any smoking (including electronic cigarettes) or using tobacco products on all school property and at school-related or school-sanctioned activities is prohibited. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in the school building.

Safety

Embassy Academy has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, co-workers, and students and to protect and conserve school equipment, employees must comply with the following requirements:

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training and authorization

Possession of Firearms and Weapons

Employees, visitors, and students, including those with a license to carry a concealed handgun are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building or in a vehicle parked on district property) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the school's weapons policy should report it to their supervisors or the Police Department immediately.

Visitors in the Workplace

All visitors are expected to enter through the main entrance and sign in with main office personnel. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the premises should immediately direct him or her to the main office or contact the administrator in charge.

Termination of employment

Resignations

Contract employees. Contract employees may resign their position without penalty at the end of any school year. A written notice of resignation should be submitted to one of principals. Contract employees may resign at any other time only with the approval of a principle.

Non-contract employees. Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to a principle at least two weeks prior to the effective date.

Dismissal or Nonrenewal of Contract Employees

Employees who are found to be inadequate or unsatisfactory may be dismissed during the school year or non-renewed at the end of the year. Contract employees dismissed during the school year, will receive an explanation of the charges against them, and an opportunity for a hearing.

Dismissal of Noncontract Employees

Noncontract employees are employed at will and may be dismissed without notice, and may receive, but are not entitled to a description of the reasons for dismissal, or a hearing. It is unlawful to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. We are a private establishment, thus regardless of contract, employees who are dismissed may not grieve institution, following termination.

Job Abandonment

Employees absent from work for three (3) consecutive days without prior approval, and who fail to provide immediate notice or an acceptable reason to a principle for such absence, will be considered as having resigned without notice, and the position will be declared vacant.

Exit Interviews and Procedures

Exit interviews will be scheduled for employees leaving Embassy Academy. All school keys, books, property, and equipment must be returned upon separation from employment.

Student issues

Equal Educational Opportunities

Embassy Academy does not discriminate on the basis of race, color, or social status. Questions or concerns about discrimination against any student, including harassment should be directed to a principal.

Student records

Student records are confidential and are to be treated as such. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents - Married, separated, or divorced unless parental rights have been legally terminated
- The student
- School officials with legitimate educational interests

Parents or students who want to review student records should be directed to the campus administrator assistance.

Parent and Student Complaints

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible. Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved will be directed to a campus principal.

Administering Medication to Students

Only designated employees may administer prescription medication or nonprescription medication to students, exceptions may apply to the self-administration of certain medication. A student who must take medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container.

Student Conduct and Discipline

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the Embassy Academy. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or a campus principal.