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# **EMPLOYEE HANDBOOK**

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# Athlos Academy

## JEFFERSON PARISH

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## Introduction

This handbook is for use by employees of Athlos Academy of Jefferson Parish (ATHLOS ACADEMY). It will familiarize employees with policies and certain operating procedures. Its contents summarize the programs and personnel policies in effect at the time of publication and are intended only as guidelines. Nothing in this employee handbook, or any personnel policy or document, creates, or is intended to create a promise or representation of continued employment for any employee. ATHLOS ACADEMY abides by all applicable local, state, and federal laws and regulations regarding employment and education. The provisions set forth in this handbook indicate the current policies of ATHLOS ACADEMY with respect to general employee matters. This handbook applies to all employees of ATHLOS ACADEMY. Contact the Executive Director with any questions.

ATHLOS ACADEMY reserves the right to modify or eliminate policies, procedures, and benefits at any time, for any reason with reasonable notice of material changes. All approved policies can be found on the school's website.

## Mission

Athlos Academy of Jefferson Parish empowers students to live fulfilling, responsible, and successful lives by building on the three foundational pillars of Prepared Mind, Healthy Body, and Performance Character.

## Vision

ATHLOS ACADEMY produces students who are well-prepared to face the challenges of life through development of critical thinking skills and a broad knowledge base, healthy lifestyle habits, and cultivation of Performance Character. The daily educational experience includes promoting a rich and engaging academic curriculum, a healthy lifestyle, and strong Performance Character. These traits include:

- **Grit:** Rising-up to meet challenges and persevering in spite of failure
- **Leadership:** Making responsible decisions and motivating others to action
- **Social Intelligence:** Navigating relationships and interactions with respect and confidence
- **Focus / Self-Control:** Focusing our minds and bodies by resisting distractions and actively concentrating
- **Optimism:** Believing that effort today improves tomorrow
- **Curiosity:** Finding wonder and passion in the experience of learning
- **Energy / Zest:** Engaging in life with enthusiasm and excitement each day
- **Courage:** Taking risks and standing up for what is right
- **Initiative:** Taking action to help ourselves and others without being asked
- **Humility:** Allowing accomplishments to speak for themselves
- **Integrity:** Striving to do the right thing all the time
- **Creativity:** Thinking "outside the box" and solving problems with innovation

We are committed to supporting each child's development of these traits. It is our ultimate goal that Athlos students become engaged citizens who understand that learning, wellness, and strong Performance Character are inextricably connected. As a result, our extended vision for our students is that each and every one of them mature into courageous, persevering, humble leaders who contribute to a better society and inspire others daily in their careers and communities to live fulfilling, responsible, successful lives. ATHLOS ACADEMY's Performance Character Pillar is to be

exemplified by all school personnel.

## **Employee Rights and Standards**

### **Nature of Employment**

Employment with ATHLOS ACADEMY is on an at-will basis. This means that the employment relationship may be terminated by either the employee or ATHLOS ACADEMY at any time, with or without notice, for any reason not expressly prohibited by law. However, in order to ensure continued support of the students, we request a minimum of 2 weeks' notice of your resignation. ATHLOS ACADEMY has the right to reassign, alter compensation, or terminate employment at any time, with or without reason, and with or without cause or advance notice.

### **Equal Employment Opportunity (See Personnel Policy 4018)**

It is the policy of ATHLOS ACADEMY that employment is based on merit, qualifications, and competence. It is our policy to abide by all laws pertaining to fair hiring and employment practices.

Applicants, employees and former employees are protected from employment discrimination based on [race](#), [color](#), [religion](#), [sex](#) (including [pregnancy](#), [sexual orientation](#), or [gender identity](#)), [national origin](#), [age](#) (40 or older), [disability](#) and [genetic information](#) (including family medical history), or any other protected status under federal or state law.

Applicants, employees and former employees are also protected from [retaliation](#) (punishment) for filing a charge or complaint of discrimination, participating in a discrimination investigation or lawsuit, or opposing discrimination (for example, threatening to file a charge or complaint of discrimination).

### **Reasonable Accommodation for Disabled Employees (See Personnel Policy 4018)**

ATHLOS ACADEMY will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. ATHLOS ACADEMY recognizes that some individuals with disabilities can perform the essential functions of a position with reasonable accommodations made at work.

### **Eligibility to Work**

In compliance with the Immigration Reform and Control Act of 1986, all newly hired employees must complete the employment eligibility verification Form I-9 before starting work and provide documentation establishing proof of identity and eligibility to work in the United States within three (3) business days from the date of hire.

### **Conflict of Interest (See Board Policy 2005)**

Employees of the school must avoid any interest, influence, or relationship which might conflict, or appear to conflict, with the best interests of ATHLOS ACADEMY, or which might affect their judgment or loyalty. Employees must avoid any situation in which their loyalty may be divided, and promptly disclose any situation where an actual or potential conflict may exist. Anyone with a conflict must disclose the conflicting interest to the Executive Director or HR designee. Failure to disclose will constitute grounds for disciplinary action up to and including termination of employment. All employees are subject to *the Board Policy 2005 – Conflict of Interest Policy*.

## **Employment of Relatives (See Personnel Policy 4016 and Board Policy 2005)**

Members of an employee's immediate family will be considered for employment based solely on their qualifications. To avoid conflicts of interest, ATHLOS ACADEMY will:

- Not place one family member under the direct supervision of the other family member
- Attempt to avoid the placement of both family members in the same department or team
- After employment, if two employees marry, become related, or cohabit and a conflict arises, a disclosure must be made to the Executive Director who will aim to resolve the conflict as outlined in board policy.
- Immediate family members of the Executive Director or members of the Governing Board will only be considered for employment as allowed under LA. R.S. 42:1119 and board policy.

## **Ethical Conduct**

The highest standard of ethical conduct and fair dealing is expected of each administrator, teacher, employee, volunteer, and all others associated with ATHLOS ACADEMY of Jefferson Parish. Our reputation is our most valuable asset, and we must continually earn the trust, confidence, and respect for our school personnel, students, families, volunteers, and our communities. We must all depend on integrity and good judgment and remain sensitive to the way others see us and may interpret our actions. Teachers are expected to follow ethical guidelines outlined in the *Louisiana Components of Effective Teaching*. All employees are expected to abide by the *Louisiana Code of Governmental Ethics* and to complete all required Ethics training.

## **Prohibiting Discrimination (See Personnel Policy 4022)**

ATHLOS ACADEMY will not advocate or permit workplace discrimination on the basis of [race](#), [color](#), [religion](#), [sex](#) (including [pregnancy](#), [sexual orientation](#), or [gender identity](#)), [national origin](#), [age](#) (40 or older), [disability](#) and [genetic information](#) (including family medical history), or any other protected status under federal or state law. Discrimination against an individual because of his/her association with another individual for the abovementioned criteria is likewise prohibited.

## **Employee Harassment Policy (See Personnel Policy 4012)**

Harassment undermines the integrity of the employment relationship. All employees have the right to work in a safe environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to disciplinary action up to and including termination of employment.

### Harassment

Harassment is defined as unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

### Sexual Harassment

Sexual harassment is a form of sex discrimination that violates [Title VII of the Civil Rights Act of 1964](#). Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual

nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

#### Reporting Procedures for Harassment

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. If the person refuses to cooperate, report the incident immediately to the Executive Director or HR designee in accordance with the grievance reporting procedures.

- Complete a written complaint clarifying the incident with as many details as possible (date, location, etc.) and submit it to the Executive Director or HR designee
- Complaints under this policy will be investigated by School Model Support (SMS) Operations staff, in as confidential a manner as possible.

#### **Employee Fraternization**

Athlos Academy's workplace dating policy provides guidelines our employees should follow when they are romantically or sexually involved with a colleague. We don't want to place undue restrictions on employees dating each other, as everyone should be free to choose their partners. But we want to make sure that relationships won't cause awkwardness or problems in the workplace.

This policy applies to all our employees regardless of gender, sexual orientation, or other protected characteristics.

In the context of this policy, "employee dating" includes consensual romantic relationships and sexual relations. We explicitly prohibit non-consensual relationships.

#### **Before you date a colleague**

Before you decide to date a colleague, please consider any problems or conflicts of interest that may arise. For example, if you are working with a colleague on an important project, a relationship between the two of you (or a possible breakup) could affect your work. Make sure you have thought about all parameters before deciding to date.

#### **Acceptable behavior**

While we don't object to employee relationships, our workplace is still a professional setting. We expect our employees to treat each other with respect and avoid hindering other people's work. If you want to express your romantic interest in a colleague, don't do anything that may embarrass or expose them and always respect their time and choices.

If a colleague is persistent in flirting with you and becomes annoying or disturbs your work, ask them to stop and inform your manager if they continue. Please report them to the HR designee if they make unwanted sexual advances. Sexual harassment is prohibited, including seemingly harmless actions. For

example, an employee who keeps flirting when their colleague doesn't respond favorably is breaking our sexual harassment policy. In this case, they will face disciplinary action.

### **When you begin dating a colleague**

Athlos Academy won't get involved in your private lives and will always be discreet. You don't need to tell us if you go on a few dates with a colleague or become briefly involved for, as long as there's no disruption in the workplace or your own work. But if your relationship lasts longer than two months, please inform the Executive Director or HR designee. We want to be aware of these relationships so we can better handle gossip or conflicts of interest.

Also, make sure to:

1. Keep your personal issues and discussions out of the workplace.
2. Be productive and focused as always. If you find that your work is affected by dating a colleague, seek counseling from your manager.

### **Acceptable behavior**

We expect you to always behave appropriately and follow our standards of conduct. This means you and your partner shouldn't behave in a way that:

1. Hinders our school operations.
2. Embarrasses your colleagues.
3. Distracts your colleagues from their duties.

Examples of acceptable behavior are:

1. Passing by your partner's office to talk to them for a short time when students are not present.
2. Discussing your joint vacation plans during breaks.
3. Coming to and leaving from work together.

Examples of unacceptable behavior are:

1. Arguing in the workplace.
2. Kissing or touching inappropriately in front of colleagues or students.
3. Exchanging an excessive number of instant messages or calls during working hours.
4. Boasting about or discussing your relationship in your colleagues' presence.

Employees who exhibit unacceptable behavior will face the disciplinary process.

### **After you stop dating a colleague**

If your relationship ends, maintain professionalism, and ensure you won't disrupt our workplace. You mustn't badmouth your former partner, sabotage their work, or reveal any intimate details. All these actions break our code of conduct about respect in the workplace and you will face disciplinary action. If your former partner behaves this way, report them to HR and we will investigate as soon as possible. If you're facing emotional or psychological issues, ask the HR designee about our employee assistance program.

### **Dating managers**

To avoid accusations of favoritism and abuse of authority, we strictly prohibit supervisors from dating their team members or those who report to them directly. If they do, they'll face disciplinary action up to and including termination.

If are interested in dating someone you directly supervisor or who has direct supervision over you,



before you date, discuss the situation with the Executive Director to see if there is an opportunity for a change in position to avoid a direct reporting relationship.

### **Couples who are married or in a domestic partnership**

The following guidelines address employees who are already married, have a domestic partner or other long-term relationship.

If you're the hiring manager for your team, you're not allowed to consider your spouse or partner for hiring. Doing so might raise questions of favoritism in the hiring process. You are allowed to refer your partner to other teams or departments where you don't have any managerial authority.

If we find out that you hired your partner for your team, you will receive a reprimand and you'll have two choices:

1. One of you should transfer to another team or department. If you choose this option, HR will try to ensure that the transfer won't negatively affect your salary or benefits.
2. One of you should quit. This option will be the only solution if a transfer isn't possible.

### **Sexual Abuse or Misconduct**

Athlos Academy prohibits and does not tolerate sexual abuse or misconduct. Athlos Academy provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars, or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications, or messages (e.g., email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.

### **Reporting Procedure**

Immediately report suspected sexual abuse or misconduct to the Executive Director or School Model Support Leadership Team. It is not required to directly confront the person who is the source of the report before notifying any of the individuals listed. Athlos Academy will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third party to conduct an investigation of misconduct. Athlos Academy will cooperate fully with any investigation conducted by law enforcement or other regulatory protective services agencies. Athlos Academy will make every reasonable effort to keep the matters involved in the allegation as

confidential as possible while still allowing for a prompt and thorough investigation.

### **Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

Athlos Academy is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of Athlos Academy not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

### **Supervision of Youth**

To provide a safe environment for minors, Athlos Academy strives to have two adult workers supervise or be in attendance with minors during school-related activities. At no time should an employee be alone with a student. This includes on school property, at off campus school related events, or in transportation to a school related event. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked.

### **Whistleblower Protection Policy (See Personnel Policy 4030)**

We require our employees and volunteers to practice the highest levels of business and personal ethics when conducting their duties and responsibilities. This means that school personnel must practice honesty and integrity in their job duties and comply with all applicable laws and regulations. A “Whistleblower” is defined as an employee who reports an activity that they consider to be illegal, dishonest, unethical, or otherwise improper. The activity generally falls into one of three categories:

- a. a violation of a state, federal, or municipal law, regulation, or ordinance.
- b. a danger to public health or safety; and/or
- c. gross mismanagement, substantial waste of funds, or a clear abuse of authority.

#### Reporting Procedures for Whistleblowers

- Whistleblowers should follow the employee grievance process by outlining the concern in writing. The concern should be submitted directory to the Executive Director or the SMS Leadership Team.
- Reports of concerns and investigations will be kept confidential to the extent possible; however, the reporter’s identity may have to be disclosed to conduct a thorough investigation, to comply with the law or to assure accused individuals their legal rights to defend.

### **Retaliation Policy (See Personnel Policy 4030)**

No employee or volunteer who, in good faith, reports a concern will be subject to retaliation or adverse employment action. Any person who retaliates will be subject to disciplinary action up to and including termination of employment.

Likewise, an individual who reports a concern who is not acting in good faith, does not have reasonable grounds for believing the information disclosed indicated an improper act, or who makes unsubstantial

allegations that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, may be subject to disciplinary action, up to and including termination of employment.

### **Open Door Policy**

Athlos is committed to creating the best work environment - a place where everyone's voice is heard, where issues are promptly raised and resolved, and where communication flows across all areas of the school. Communication and transparency are essential to quickly resolve employee concerns and provide a positive staff culture. The essence of the Athlos Open Door Policy is open communication in an environment of trust and mutual respect that creates a solid foundation for collaboration and high performance.

#### **It provides for a work environment where:**

- open, honest communication between managers and employees is a day-to-day practice
- employees may seek counsel, provide or solicit feedback, or raise concerns within the school
- supervisors hold the responsibility for creating a work environment where employees' input is welcome, advice is freely given, and issues are surfaced early and are candidly shared without the fear of retaliation when this input is shared in good faith

An Open Door Policy means that the door to your supervisor's office is always open, and employees should feel comfortable speaking with their supervisors about any questions/concerns they have. In most cases, talking with the supervisor is the most effective and efficient way to resolve issues. The supervisor is typically the most direct source of information regarding an employee's job and departmental policies and procedures. If the supervisor is unable to provide assistance, then the employee may discuss problems or suggestions with a higher-level manager instead of, or in addition to, their supervisor. Issues are usually resolved through this informal communication. If a satisfactory resolution is not reached at this level, then concerns may be brought forward through the Grievance Process.

### **Grievance Process**

An employee grievance is a concern, problem, or complaint that an employee has about their work, the workplace, or someone they work with which is impacting their ability to do their job. Employees who have a job-related grievance should address their concern following the outlined steps below. Steps should not be skipped unless in an emergency situation.

1. Address the concern directly with the offending staff member. If not resolved, moved to the next step.
2. Discuss the concern with your direct supervisor. If not resolved, moved to the next step.
3. Bring forth the concern in writing to the school leader. If not resolved, moved to the next step.
4. Bring forth the concern in writing as a "formal grievance" to the school's HR designee. The school will engage the Central Office COO to investigate and provide a written response once complete. Next steps for resolution will be outlined and provided to the Executive Director for implementation.

### **Mediation Procedures**

If warranted, school administration will bring together parties to engage in the mediation process, conducted based on the following points:

- Identifying both parties' needs and interests.
- Generating alternatives and solutions.

- Choosing a solution that provides maximum joint benefit; and
- Enforcing non-retaliation.

The mediator will be an individual mutually agreed upon by both parties. Examples of individuals who may act as a mediator include: the Executive Director, the Assistant Principal or the Human Resources designee. This list of acceptable mediators is not exhaustive.

## Hiring & Dismissal

### **Licensing Requirements for Teachers (See Personnel Policy 4028)**

ATHLOS ACADEMY of Jefferson Parish requires its teachers to be certified or enrolled in an alternative certification program and to maintain a current license issued by the **State Board of Elementary and Secondary Education**. Proof of certification must be submitted to the HR designee in order for an offer of employment to be extended. Alternative certification pathways can be discussed with the HR designee.

### **Background Checks (See Personnel Policy 4002)**

Anyone on Athlos Academy's grounds or at one of its events with significant access to students, or unsupervised time spent with students, is required to submit to a criminal background check prior to engaging with students. This includes all school employees, Governing Board members, volunteers, substitutes, or emergency replacements. No person who has been convicted of or has pled nolo contendere to a crime listed in LA. R.S. 15:587.1(C) shall be hired by Athlos Academy.

#### Background Check Procedures:

1. Prior to an employee's start date, they are required to show proof of background check submission or receipt. The school HR designee can assist with this process and submission.
2. The cost of the background check is the responsibility of the applicant/employee.
3. The Executive Director, or their designee, shall provide heightened supervision of any person on the school grounds until their background check clears. If a person is denied employment or dismissed based on information in a background check, he/she will receive notice of the reason, and will have the opportunity to respond.
4. Background checks will be conducted on an on-going basis as outlined in *Personnel Policy 4023 – Required Reporting of Employee Arrests*.

### **Resignation**

ATHLOS ACADEMY requests employees resigning from their employment to provide the resignation in writing (hard copy or email) to their Direct Supervisor or the Executive Director as soon as possible once they know they will be leaving the school. A minimum notice of 2 weeks is requested.

### **Job Abandonment**

If an employee does not show up to work for three (3) consecutive scheduled workdays, without notice or a prior request for time off approved by their supervisor, the school will consider the employee has voluntarily resigned from their employment with ATHLOS ACADEMY.

### **Return of Property**

Terminated employees must return all ATHLOS ACADEMY equipment, keys, etc. to the Executive Director or Director of School Operations by their last day of employment. The cost of items not returned will be deducted from the employee's final paycheck.

### **Processing the Final Paycheck**

Terminated employees of Athlos Academy of Jefferson Parish must provide the final timesheet and, if applicable, any outstanding expense reports by their last day of employment. An employee may be held responsible for damaged materials or equipment. However, wages will not be deducted for broken equipment, etc., unless the employee gives voluntary written authorization for wages to be deducted from their final paycheck or if the employee is found liable by a court. If an employee resigns, they will receive their final paycheck on the next regularly scheduled pay date. Should an employee be involuntarily discharged, they will receive their final paycheck on the next regularly scheduled pay date or within 15 days from discharge; whichever is earlier.

### **Employee Confidentiality**

Personal information on each employee is limited to the access of their direct supervisor, Executive Director and the HR designee. Other staff may have access to limited personal information only as necessary to complete their job duties. Personal information is released outside ATHLOS ACADEMY only with employee approval, except to satisfy legitimate investigatory, compliance or legal requirements. If an employee has access to any of ATHLOS ACADEMY's confidential information, including private student and/or employee information, they are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated and could result in dismissal.

### **Confidentiality of Employee Records (See Personnel Policy 4004)**

ATHLOS ACADEMY of Jefferson Parish enforces relevant laws designed to govern access to and control of personnel records, effectively protecting the dissemination of confidential employee information.

Personnel records can include, but are not limited to:

- The employee's legal name, Social Security number, passport, birth certificate, marital status.
- Medical history, medical diagnosis for purposes of leave, or similar medical data.
- Information obtained through a criminal background check; and
- Pay rate, payroll deductions, retirement account numbers, bank account numbers.

Employees' home telephone numbers and home addresses are, by default, a matter of public record under Louisiana law. Employees have the option to request in writing that their home telephone number and/or home address be kept confidential, pursuant to LA. R.S. 44:11. Request forms are available for this purpose upon request from the school's HR designee.

### **Updating Employee Information**

It is the responsibility of each employee to promptly notify the employer of any changes in personnel data such as: mailing address, telephone numbers, marital status, name and number of dependents, and individuals to be contacted in the event of an emergency. This should be done directly through the school's Paychex system. An employee's personnel data should be accurate and current at all times. Failure to maintain accurate data may result in delayed or lost payroll checks, lost tax forms, missing important insurance information, etc.

### **Employee Benefits**

Athlos Academy offers the following employee benefits:

- Health Insurance – The school will subsidize the monthly premium.

- Vision and Dental – Group coverage will be offered at 100% employee contribution.
- 403b – Athlos Academy will provide a one-to-one match on employee contributions up to 4% of an employee's salary.

## **Employee Leave**

### **Requesting Leave**

All leaves of absence must be requested and approved at least two weeks in advance by the employee's supervisor through the designated absence request software. In the case of emergency or last-minute notice, the employee must contact their supervisor or the HR designee by phone or email prior to the start of their work shift.

### **Employee Leave (See Personnel Policy 4038)**

Athlos Academy makes an effort to provide competitive leave policies that are compliant with state requirements. Leave is approved by the employee's Supervisor or the Executive Director on a first come first served basis. Leave cannot be taken on designated blackout days unless pre-approved by the Executive Director. Blackout days will be noted on the school's master calendar annually and communicated by the Executive Director. If an employee is absent on a blackout day, that time will be unpaid and will warrant disciplinary action.

### **Paid Time Off (PTO)**

PTO is an allotment provided to employees of Athlos Academy of Jefferson Parish to use as paid leave when not in attendance at the school. PTO can be used for any approved employee leave, including but not limited, medical appointments and sick leave, vacation, and personal time.

PTO will be granted on a first come, first serve basis, at the discretion of the Lead School Administrator or designee, and compliant with RS 17:46-49. The ability to find coverage will be factored into the approval decision. Management reserves the right to deny any PTO. Emergency requests will require additional supporting documentation of an excusable absence in order to be approved (doctor's note, obituary, etc.) All leave should be requested 2 weeks in advance and must be approved by the employee's supervisor or designee. PTO may not be used during the final two weeks of employment or during Black Out Days except as granted by Athlos Academies SMS designee. Additional documentation will be required in order to consider these requests.

1. PTO cannot be used to delay an initial start date.
2. An employee who is absent for six (6) or more consecutive days, without prior approval, shall be required to present a certificate from a physician certifying such absence by the seventh day of absence. The school reserves the right to require additional verification of illness of any person who is absent eight (8) or more days in a month or fourteen (14) days in one year.
3. Employees can accrue a maximum of 26 days / 208 hours of PTO in one fiscal year.
4. Employees can roll over a maximum of 40 hours of PTO at the end of each fiscal year.
  - a. Any remaining PTO at the conclusion of the fiscal year above 40 hours will automatically be paid out to the employee at their earned hourly rate equivalent. Employees cannot request a payout of PTO if the PTO balance is less than 40 hours.
5. Upon severing employment with Athlos Academy of Jefferson Parish, any unused PTO will be paid out to the employee in their final check at their earned hourly rate equivalent.
  - a. The payout will not exceed the maximum accrual of twenty-six days / 208 hours of such unused leave.
  - b. Upon the retirement of any employee or upon death prior to retirement, the

employee shall be paid at the rate of pay received at the time of retirement or death.

- c. If there is a negative balance due to an employee using PTO before it is accrued, the amount will be taken out of their final paycheck at the employee's earned hourly rate, at which the PTO was paid.
6. PTO requests are allowed in half day and full day increments. When an employee takes more than a half day of work off as PTO, they will be charged with 8 hours of usage.

#### Employee PTO Allocations

- **Full-time 12-month employees** are allotted 26 days of PTO upon their first reporting day. Days will be prorated if the employee starts any time after the first reporting day of the school year.
- **Full-time 10-month employees** are allotted 10 days of PTO upon their first reporting day. Days will be prorated if the employee starts any time after the first reporting day of the school year.
- **Part-time employees** accrue up to 8 hours (pro-rated to the equivalent of their standard workday hours) of PTO each quarter of service during the school year. Ex. If your standard work hours per day are 5, you will accrue 5 hours per quarter.

#### Holidays

Annually, employees are provided a calendar of dates they are expected to work with the employment offer. Recognized holidays will be designated on this calendar. Standard annual holidays include:

- Labor Day
- Fall Break
- Thanksgiving Break
- Winter Break
- Martin Luther King Jr. Day
- Spring Break

#### Bereavement Leave

Eligible employees are granted up to three (3) workdays of leave with pay in the event of a death of a member of the immediate family. Immediate family is defined as a spouse, parent/grandparent, children/grandchildren, sibling, mother-in-law/father-in-law, brother in law/sister in law, daughter in law/son in law. Adopted, half-sibling, and step members are also included in immediate family.

- Eligible employees are those that work 20 hours a week or more on average.
- PTO may be used to cover non-eligible bereavement leave.

#### Family Medical Leave (See Personnel Policy 4019)

ATHLOS ACADEMY fully complies with the federal Family and Medical Leave Act (FMLA) which requires the school to grant eligible employees leaves of absence for specified purposes. FMLA Leave offers up to 12 weeks of unpaid leave. Employees will be required to exhaust unused PTO leave before beginning an unpaid leave status. Employees will be required to make any medical premium payments to maintain health insurance during their leave of absence.

Full-time employees are eligible for FMLA Leave if they have been employed by ATHLOS ACADEMY for at least one year, worked at least 1250 hours during the 12-month period immediately preceding commencement of leave and are employed at a worksite where ATHLOS ACADEMY employs at least 50 employees within a 75-mile radius. Part-time employees may be eligible for FMLA Leave based on

the hours they work. An eligible employee's leave entitlement under the FMLA is limited to a total of 12 workweeks of leave in a 12-month period for any one or combination of the events for which FMLA Leave is available.

An employee should request FMLA Leave or Military Caregiver Leave by completing a Request Form and submitting it to Human Resources. Employees requesting FMLA or Military Caregiver Leave should provide not less than 30 days' notice, or such shorter notice as is practicable. When possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt ATHLOS ACADEMY's operations. Retaliation against employees for taking leave protected by the FMLA is prohibited by law.

FMLA Leave may be taken for any of the following reasons:

- Birth of a child.
- Adoption of a child.
- Placement of a foster child.
- A serious health condition of the employee.
- Care of a spouse, child, or parent with a serious medical condition; and/or
- A military qualifying exigency arising as a result of a spouse, child, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces.

For the duration of FMLA leave, the employer must maintain the employee's benefits, including health coverage under any "group health plan," as described above. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Contact Human Resources for inquiries regarding job reinstatement and pay.

#### Pregnancy and Postpartum Accommodations

Based on the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), Athlos Academy will provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth. Athlos Academy will provide a private place to pump at work — a functional space that is shielded from view, free from intrusion, locking and not a bathroom.

#### Military Service Leave

Employees who are in the uniformed services may be called away to perform their duties voluntarily or involuntarily. The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a federal law that protects employees in areas such as employment, re-employment, retention in employment, benefits and more. Before an employee leaves to perform military service, including training, active duty, and other responsibilities, they must provide advance notice in order to be eligible for re-employment. Military Service Leave is unpaid.

#### Military Caregiver Leave

Along with the criteria for FMLA Leave, Military Caregiver Leave may be taken to care for the employee's child, parent, spouse, or next of kin who is a current member of the Armed Forces, or a member of the Armed Forces, the National Guard, or Reserves who is on the temporary disability retired list, and has a serious injury or illness that was incurred in the line of duty for which they are undergoing medical treatment, recuperation, or therapy. An eligible employee who takes Military Caregiver Leave is entitled to a combined total of 26 work weeks of leave during a single 12-month period for Military. Military Caregiver Leave is unpaid.



### Jury Duty Leave

Employees are allowed time off to serve on a jury, or to appear in court as a witness as required by law. Once an employee receives a summons, they are required to notify their direct Supervisor or HR designee and provide a copy of the summons. A regular (non-temp) employee will receive one day of paid leave for reporting to jury duty. Any time after will be considered unpaid. It is expected that the employee will report to work if released from duty on any given day. If missing work would cause the school undue hardship, it may be considered as an acceptable jury duty excuse. Please speak with your supervisor about this option if a substitute is not available to cover your duties.

## **Employee Conduct and Disciplinary Actions**

The employee disciplinary process is designed as a method to resolve performance and behavior issues in a non-punitive manner. Our goal at Athlos Academy is to jointly resolve issues rather than to punish the employees so we can continue to grow as a team at a higher standard.

### **Standards of Conduct**

Standards of conduct have been developed for all school personnel to maintain day-to-day relations with fellow employees. Employees are expected to always be professional. Employees should not engage in behavior detrimental to Athlos Academy's reputation or in violation of school policies and may result in disciplinary action.

The following violations are considered misconduct and may result in disciplinary action up to and including termination of employment. Since it is impossible to enumerate every act or omission that would justify the imposition of disciplinary action, the following list is not intended to be all-inclusive.

- Unexcused absence and/or lack of punctuality.
- Release of confidential information without authorization (See Personnel Policy 4004 and Student Policy 5105).
- Possession of or reporting to work while under the influence of alcohol or other controlled substances (See Personnel Policy 4026).
- Use of tobacco or tobacco-related devices, or electronic cigarettes on school grounds, in school vehicles, or at school events (See Personnel Policy 4035).
- Any willful act that endangers the safety, health, or well-being of another individual.
- Unauthorized possession of firearms on school grounds on school grounds, in school vehicles, or at school events.
- Failure to follow any established policy or procedure of Athlos Academy.
- Violations of federal or state laws affecting the school or status of employment with Athlos; and
- Failure to report a violation (See Personnel Policy 4023).
- Failure to report an arrest for one or more of the specified offenses relative to sexual morality affecting minors, crimes listed in R. S. 15:587.1 or any other arrest.

### **Employee Disciplinary Process**

The following process will be used to address employee disciplinary concerns. Acts of gross misconduct or gross negligence will subject the employee to an accelerated level in the process.

1. Step 1: Verbal warning
2. Step 2: Written warning and plan of corrective action
3. Step 3: Professional Improvement Plan

#### 4. Step 4: Termination

If an investigation is necessary based on concerns received, the employee may be placed on paid or unpaid administrative leave pending the completion of the investigation.

#### **Dress Code Policy (See Personnel Policy 4010)**

It is expected that all employees present a professional manner in both actions and appearance while performing work duties. All employees are expected to maintain appropriate standards of neat and professional dress and grooming. The key consideration in determining what is appropriate work attire is the use of common sense and good judgment, applying the dress standards as outlined below. Clothing should be appropriate for activities such as field trips, conferences, and other ATHLOS ACADEMY-related off-site activities.

Employees will adhere to the following dress standards:

- Work attire should be “business casual”, unless special circumstances require otherwise (i.e. athletic wear or best dress).
- Clothing should fit appropriately – not too tight, too loose, or too revealing.
- Clothing should be clean and neat (free of wrinkles, etc.).
- Footwear should not interfere with safety.
- Athletic clothes are allowed when appropriate for the situation.
- Clothing that advertises companies or organizations is only allowed if they are associated with ATHLOS ACADEMY.
- In addition, maintaining a professional appearance includes minimal piercings, no visible tattoos, and no hair dyed unnatural colors.

#### **Electronic Communications (See Personnel Policy 4009)**

ATHLOS ACADEMY provides selected employees with a work computer and/or an email address as tools to conduct business on behalf of ATHLOS ACADEMY. A network password will be issued to each employee. Employees are expected to utilize the electronic systems (email, computers, internet access, etc.) in a manner that is consistent with the same professional expectations in other areas of conducting business. The electronic systems should be used only for ATHLOS ACADEMY’s business. The email address assigned to employees should not be used for personal business. Reversely, employees must not use their personal email accounts to conduct ATHLOS ACADEMY business. All employees with a Athlos Academy email are expected to check it daily on any day they are assigned to work.

As the electronic systems belong to ATHLOS ACADEMY, therefore:

- All messages and attachments sent, received, or stored on the email system are, and remain the property of, ATHLOS ACADEMY.
- Employees should be aware that the Executive Director or their designee maintains the right to access the emails and documents stored in the email system.
- Employees who use the electronic systems should have no expectation that such use will be private.
- ATHLOS ACADEMY is a public entity; therefore, all emails and other correspondence must be archived, rather than deleted, for a period of time governed by the Louisiana Public Records Act.
  - For security purposes, no employee should attempt to access another employee’s email, nor should an employee share their username and password with any other person. The email system should not be used to create or distribute any offensive or disruptive messages. Among those messages that are considered offensive are messages that

contain sexually explicit or implicit wording or images, racial or ethnic slurs, or other comments that offensively address someone's age, gender, sexual orientation, religion, national origin, ancestry, disability or any other protected class.

- The email system should not be used to commit any crime consistent with all state, federal, and local laws, and regulations.
- Any use of pornography during school time or on school devices is strictly prohibited and will lead to immediate termination.

#### Written Communications

Official external correspondence written on behalf of ATHLOS ACADEMY that will be either on the school's letterhead or sent via a school email address that speaks to policy, procedures, programs, etc. must be approved by the Executive Director or designee.

#### Personal Cell Phone & Text Messaging

Employees are expected to use their personal phones for urgent needs only, and to not allow messages to interfere with their duties. Text messaging is not to take place during instructional time. The usage of earbuds, headphones and any other hands-free devices will be prohibited. Phones and earbuds should remain out of sight of the students, not in the hallways, cafeteria, or playground areas, phones should be set on silent, and only used for emergency purposes. Employees are subject to corrective action up to and including termination for violation of this policy.

#### Telephone and Voicemail Usage

The telephones and voicemail are property of ATHLOS ACADEMY and should be utilized only for school-related business. Personal calls and cell phone use should be made only in exceptional circumstances when there is a serious need. Personal calls and phone use is not to take place during instructional time or in the presence of students.

#### Directing Inquiries

All employees are asked to refer any calls or emails from a media source to the Executive Director SMS Leadership Team. Inquiries regarding personnel-related information should be referred to the Human Resources designee, including verifications of employment.

#### **Personal Use of Social Media (See Personnel Policy 4014)**

ATHLOS ACADEMY recognizes that many of its employees use social media such as Facebook, Instagram, X, LinkedIn, YouTube, etc. However, employees' use of social media could become a problem if it, for example:

- Interferes with the employee's work.
- Is used to harass or discriminate against co-workers.
- Creates a hostile work environment.
- Divulges confidential information about the school, students, and/or personnel.
- Violates ATHLOS ACADEMY's policies; and/or
- Harms the goodwill and reputation of our schools.

Employees who maintain personal social networking sites shall not allow students to access their personal sites and are prohibited from connecting with or communicating with students on social media. Employees are expected to always maintain a professional boundary with students. Violation of this policy may lead to disciplinary action up to and including termination of employment.

Inappropriate use of social media may additionally involve law enforcement.

### **School-Related Use of Social Media (See Personnel Policy 4014)**

We encourage employees to use social media for the promotion of ATHLOS ACADEMY within the following established guidelines. The employee is responsible for what is accessed, written, or presented on their social media sites.

- Do not post any comment or picture involving an employee of ATHLOS ACADEMY unless prior permission is given.
- Do not post any photographs or videos that include identifying information of students.
- All postings on social media specifically pertaining to the school should comply with ATHLOS ACADEMY policies, including policies on confidentiality, electronic communications, ethical conduct, and a harassment-free workplace.

If there are any doubts regarding the appropriateness of a social media post, check in advance with the Executive Director or SMS Communications Team.

### **Medical Recommendations Regarding Students (See Student Policy 5302)**

Employees of Athlos Academy, other than the School Nurse, are limited in medical information and may not be communicated to the guardian(s) of the students.

An employee may not:

- Recommend that a student be administered a psychotropic drug.
- Specify or identify any specific mental health diagnosis for a student; or
- Use a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for:
  - Prohibiting the student from attending any class or participating in any school-related activity
  - As the sole basis of accusations of child abuse or neglect against the parent or guardian.

An employee may:

- Suggest a student be assessed or evaluated by a qualified employee of the school who performs such functions.
- Assess or evaluate a student's academic readiness, performance, or achievement; and/or
- Discuss any aspect of a student's behavior or academic progress with the student's parent or guardian or other employees of the school as necessary.

### **Outside School Employment (See Personnel Policy 4007)**

ATHLOS ACADEMY recognizes that public school educators have knowledge and training in various subjects and skills and should have the opportunity to enrich the community with their expertise while still honoring their duties as an ATHLOS ACADEMY employee. An employee that provides a private educational service, even one related to ATHLOS ACADEMY specifically (such as tutoring), must keep the service separate and distinct from the employee's employment at ATHLOS ACADEMY. Therefore, the employee may **not**, in promoting the service or activity, contact students at the school regarding these services; use school time to discuss or prepare for the private service or activity; or use education records or information obtained through their public employment unless the records or information are readily available to the general public.

## **Employee Duties**

Specific duties may vary from employee to employee based on expertise and job title. All employees are responsible for becoming familiar with and performing their duties in compliance with: school calendars, organizational charts, school policies, addendums and other annual information pertaining to the school. There may be additional policies for each role not found in this handbook, which can be found on the school's website.

### **Employee Evaluations (See Personnel Policies 4011, 4017, and 4029)**

The Athlos Academy of Jefferson Parish Governing Board requires at least one annual evaluation of all employees. This evaluation will take place during a mid-year review.

Teachers additionally participate in an interactive evaluation process which includes two classroom observations conducted by the Executive Director or designee. All teaching personnel are assigned a direct supervisor who will work with them on goal setting, observation feedback, and opportunities to pursue targeted learning. In addition, teachers will have the opportunity to participate in peer observations, student data analysis, and be observed by other members of school administration. All teachers will be evaluated based on the Five Domains of Effective Teaching using the COMPASS Evaluation Rubric.

- **Domain 1:** Planning - The teacher plans effectively for instruction.
- **Domain 2:** Management - The teacher maintains an environment conducive to learning; The teacher maximizes the amount of time available for instruction; and the teacher manages learner behavior to provide productive learning opportunities.
- **Domain 3:** Instruction - The teacher delivers instruction effectively; The teacher presents appropriate content; The teacher provides opportunities for student involvement in the learning process; and the teacher demonstrates the ability to assess and facilitate student academic growth.
- **Domain 4:** Professional Development - The experienced teacher plans for professional self-development; and the new teacher plans for professional development.
- **Domain 5:** School Improvement - The teacher takes an active role in building-level decision making; and the teacher creates partnerships with parents/guardians and colleagues.

Administrators are evaluated annually using the Leader Evaluation Rubric.

### **Required Training**

In addition to any role-based required training, all employees will receive annual training in professional practices, confidentiality of student records, and serving special populations. Additionally, topics may be assigned annually.

### **Confidentiality of Student Records (See Student Policy 5105)**

The student education records contained in ATHLOS ACADEMY's electronic and physical data sources are subject to the provisions in the Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g. School staff may acquire, in the course of their duties, confidential information contained in student education records. FERPA prohibits schools and school staff from disclosing personally identifiable information to other parties who are not school officials without prior written guardian consent unless otherwise defined in FERPA. Violation of FERPA could subject ATHLOS ACADEMY to severe penalties including the termination of eligibility to receive funding under any applicable federal program. Personally identifiable information includes, but is not limited to:

- Student names.
- Names of students' guardian(s) or other family members.

- Student or student families' addresses.
- Personal identifiers, such as student social security numbers or school-assigned student numbers.
- Lists of personal characteristics that would make student identity easily traceable; and/or
- Other information that would make a student's identity easily traceable.

Additionally, staff are expected to maintain a relationship of trust and respect with each student, and in doing so, will not reveal student grades, scores, or other performance data to individuals other than the respective student and the student's guardian(s) or to other school officials with a legitimate educational interest.

### **Confidentiality Policy Regarding Juvenile Offenders (See Personnel Policy 4005)**

School personnel receiving confidential information concerning a juvenile offender may only disclose the information to other employees of the school, law enforcement officials, and/or social service professionals having both a right and a current need to know. A dispute regarding the dissemination of information will be decided in favor of a student's rights to privacy, except in the event of apparent imminent danger to persons or property.

### **Approval of Field Trips (See Personnel Policy 4001)**

The purpose of this policy is to establish the considerations that must be observed prior to granting approval for a field trip. All proposed field trips must be pre-approved by the school administration primarily to limit any potential risks. Administrative consideration for approvals includes:

- The trip's alignment to academic standards.
- The trip's intent to supplement, not supplant, curriculum.
- Any competing risk or liability issues associated with travel, destination, or activity; and
- The trip's cost.

Guidelines regarding chaperone ratios, transportation, communication with parents, and substitute activities for students unable to attend can be found in *Personnel Policy 4001*, *Student Policy 5604*, and *Business Operations Policy 7201*. Use the *Field Trip Request Form* and procedures to request a field trip.

## **Safe Workplace**

The cooperation of every employee in enforcing the following policies and procedures is necessary to foster a safe learning environment for ATHLOS ACADEMY personnel and students.

### **General Safety Expectations (See Personnel Policy 4024)**

Common sense and personal interest in safety are the greatest guarantees of creating a safe work environment. Help others by reporting unsafe conditions or hazards immediately to the Executive Director or designee.

To ensure safety, please observe and obey the following rules and guidelines:

- Pile materials, bins, boxes, or other equipment so as **not** to block exits.
- Keep the work area clean.
- Keep stairways and aisles clear.
- Place objects so as to not impede mobility in the work area.
- Promptly clean up spills.
- Store items in the classroom in such a way as to not pose a threat to student's safety in any

- instance, especially in the event of a natural disaster; and
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable safety rules.

#### Seat Belts

All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on school business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

#### Phone Calls

Employees should refrain from using cell phones while driving on ATHLOS ACADEMY business. When driving on ATHLOS ACADEMY business, the **only** acceptable manner in which to use a cell phone is using a hands-free device. However, it is recommended that employees do not operate cell phones at any time while driving on school business.

#### **Employee Keys (See Personnel Policy 4013)**

Certain employees are issued keys to ATHLOS ACADEMY offices and facilities. These keys are never to be loaned out or given to anyone except management. The Executive Director or designee will manage the distribution and return of keys. For each ATHLOS ACADEMY classroom, office or facility, the designated personnel will be the one to open and close the area. Closing an ATHLOS ACADEMY classroom or office includes turning off the lights and electronic equipment and locking windows and doors.

#### **Child Abuse and Neglect Reporting (See Personnel Policy 4003)**

The daily contact of school personnel with children places employees in a unique position to identify and refer suspected cases of child abuse or neglect to child protective services or law enforcement. Child abuse is broadly defined as a physical injury that is inflicted by other than accidental means on a child by another person. ATHLOS ACADEMY of Jefferson Parish employees are required to report real or suspected instances of child abuse or neglect when the employee has a “reasonable suspicion” that child abuse or neglect has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause another person in the same situation to suspect child abuse or neglect.

#### Reporting Child Abuse or Neglect

- All employees of public institutions are mandated reporters of suspected child abuse or neglect and are obligated to take immediate action by reporting to the Executive Director or School Counselor. Reporting to the Executive Director or School Counselor does not fulfill an employee’s duty to report.
- The Executive Director or School Counselor will then contact child protective services or law enforcement along with the reporter.
- The oral report is to be followed by a written report within 36 hours.
- In cases where the suspected abuser is the child’s guardian, the guardian may not be contacted. If a child is released to a law enforcement officer or a child protective services agent, school administration and the child protective services will not notify the guardian.

The Louisiana Children's Code and LA. R.S. 14:403 provides substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse/neglect has occurred. Additionally, personnel who fail to report suspected child abuse/neglect may be subject to disciplinary and/or dismissal for neglect of duty. All new employees at ATHLOS ACADEMY, at the time of hire, will be

required to sign an acknowledgement of their duty to report any and all instances of known or reasonably suspected child abuse or neglect. Please see the Human Resources designee for further details.

### **Prohibiting Corporal Punishment (See Student Policy 5505)**

ATHLOS ACADEMY prohibits corporal punishment as a disciplinary method. Teachers are not allowed, under any circumstances, to physically harm or handle a student as a disciplinary measure. This policy does not prevent the use of reasonable physical restraint or force in cases where student or teacher safety is at risk. In lieu of physical discipline, teachers will follow the school's *Discipline Policy 5502* to appropriately redirect or reprimand a student's unwanted behavior. School personnel who violate the provisions of this policy will be subject to disciplinary action, as appropriate.

### **Substance Abuse and Drug Free Workplace (See Personnel Policy 4026)**

In accordance with federal and state laws, ATHLOS ACADEMY prohibits the manufacture, use, possession, concealment, or distribution of drugs, alcohol, or any drug paraphernalia by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Arriving to school or a school-related event impaired from the use of alcohol, or a drug is likewise prohibited. Drugs include, but are not limited to, anabolic steroids, dangerous controlled substances, or substances that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all school personnel. Any violators of this policy will be subject to disciplinary action up to and including termination of employment. ATHLOS ACADEMY will discipline to the fullest extent permitted by state and federal law.

#### Drug and Alcohol Testing

All employees of ATHLOS ACADEMY will undergo a drug screening test when reasonable suspicion exists to believe that they are under the influence of drugs or alcohol. Reasonable suspicion primarily arises from observable symptoms of the use or of being under the influence of alcohol or drugs including:

- Presence of drug or alcohol paraphernalia.
- Any involvement (even indirectly) in an accident or near-miss that resulted or may have resulted in an employee injury or property damage or loss.
- Reports of drug or alcohol possession use and/or distribution.
- Unexplained or suspicious absenteeism or tardiness.
- Unexplained significant deterioration in employee performance or behavior.
- Criminal citations, arrests, or convictions.
- Any behavior or statements that would suggest that drugs or alcohol are present in the body; or
- Any work-related injury in compliance with Workers Compensation.

The Executive Director or designee, in accordance with school policy, can authorize a *Reasonable Suspicion Drug Test*. The employee suspected of drug or alcohol use will be directed to provide a sample for testing immediately. Failure to acquiesce to a drug test will result in disciplinary action up to and including termination of employment. Pending the results of such a test, the employee will be removed from duty and placed on administrative leave.

#### Reporting Suspected Violations Involving Drug and Alcohol

If any employee has reason to believe that another employee is engaged in substance abuse in violation of this policy, they are required to report this to the Executive Director or HR designer.



### Legal Compliance

ATHLOS ACADEMY will take necessary steps to ensure compliance with such federal and state record keeping and notice requirements as apply to employee drug and alcohol testing programs. Athlos Academy may not request or require an employee or job applicant to undergo drug and/or alcohol testing on an arbitrary and capricious basis.

### **Search and Seizure Policy (See Student Policy 5506)**

Athlos Academy strives to maintain a safe environment for students by prohibiting the possession of drugs, alcohol, tobacco, toxic substances, controlled substances without a physician's prescription, and weapons on school grounds, property and events. Any reasonable suspicion of possession of these prohibited items merits grounds for a search and seizure according to the school's *Search and Seizure Policy 5506*. This policy extends to all school facilities and school property including lockers, cubbies, desks, personal possessions, and all off-campus school events. Review the *Search and Seizure Policy 5506* for details on the qualifications and protocols for search and seizure. Any employee found to be in possession of disallowed substances or weapons will be disciplined accordingly. Law enforcement may become involved if an employee is in possession of illegal substances or a weapon or if school administration otherwise deems it necessary.

### **Required Reporting of Employee Arrests (See Personnel Policy 4023)**

All employees of Athlos Academy of Jefferson Parish, licensed and non-licensed, who are arrested, cited, or charged with the following alleged offenses will report the arrest, citation, or charge within 24 hours, or prior to next appearing for work should the arrest occur on a weekend day, school break or school holiday, to the Executive Director or designee:

- Any matters involving an alleged sex offense including those described in LA. R.S. 14:42-43.5 and LA. R.S. 14:80-81.5;
- Any matters involving an alleged drug or alcohol-related offense.
- Any matters involving alleged bodily harm against oneself, or violence towards another person.
- Any matters involving an alleged crime of domestic violence; and
- Any matters involving an alleged crime under federal law.

All school personnel will report for work following the arrest and notice to the employer unless directed not to report for work by the Executive Director or HR designee.

Action resulting from the notification of an arrest or offense may include:

- Immediate suspension from student supervision and/or student transportation duties for alleged sex offenses, offenses involving alcohol or drugs, or other alleged offenses which may endanger students during the investigation period.
- Adequate investigation for the accused employee; and
- A process to review arrest information and make employment decisions that protect both the safety of students and the confidentiality and rights of the employee.

### **Accident Reporting (See Personnel Policy 4008)**

Any injury at work, regardless of severity, **must** be reported immediately to the Executive Director, Director of Operations or HR designee and receive first aid attention. ATHLOS ACADEMY has a Workers' Compensation insurance policy. The Executive Director or designee will provide an incident report to complete and to the designee will ensure proper processing to the Workers' Compensation contact.

### **Eye Safety and the use of Protective Goggles**

Any student using during their studies any device dangerous or hazardous to the eyes such as welding equipment, acid or abrasives, or any other dangerous devices shall be furnished with and shall wear safety or protective glasses or goggles made of a material suitable to protect the eyes from such hazards.

## **Emergency and Crisis Management**

### **Employee Emergency Contact**

ATHLOS ACADEMY requires each employee to provide an emergency contact in the HR software system. The contact information should include two or more contact names and phone numbers. Please contact the Human Resources designee for any support in entering or updating your emergency contact.

### **Crisis Management**

ATHLOS ACADEMY has adopted a federally compliant crisis management plan. All employees are required to read and sign an acknowledgement of their duties in a crisis. All employees will participate in annual training regarding crisis management. Employees should regard the crisis management plan as highly confidential for the purposes of student safety. Electronic and hard copies should be stored securely and communication about plan details should only be discussed with other employees or administrators. The current *School Safety Plan and Quick Reference Guide* are available in the front office. Staff should expect monthly announced emergency drills as well as several unannounced drills throughout the year.

### **Training and Instruction**

Each August, all employees are required to complete training in general safety practices, accident and incident management, basic first aid, building security, and crisis management. Only designated and trained personnel may respond to blood and bodily fluids within the school setting or on school buses.

## Employee Acknowledgment Form

By signing below, I understand this Employee Handbook describes important information about Athlos Academy of Jefferson Parish and I should consult the Executive Director regarding any questions I may have.

I understand the Governing Board is free to change any provision at any time within its sole discretion. Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to policies referenced in the handbook may occur. I understand that revised information may supersede, modify, or eliminate existing policies and it is my responsibility to stay informed and read future revisions.

I understand, nothing in this handbook creates or is intended to create a promise or representation of continued employment or guaranteed terms and conditions of employment for any employee.

I have received the handbook and I understand that it is my responsibility to read and comply with all policies and any subsequent revisions provided to me.

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Employee Name

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Employee Signature

Date

***Please return a signed copy of this form to human resources.***