



ATLANTA  
CLASSICAL ACADEMY

# Employee Handbook

2017-2018



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## INTRODUCTION & ACKNOWLEDGEMENTS

The founding Board of Directors of Atlanta Classical Academy (“Atlanta Classical” or “the School”) developed this handbook to inform employees about employment policies, the benefits provided to employees, and the conduct expected from employees.

This handbook should not be construed as creating any kind of employment contract for any particular period. Atlanta Classical Academy employees are employed on an “at will” basis.

Atlanta Classical Academy’s founders owe a tremendous debt of gratitude to Mrs. Kim Miller and Mrs. Peggy Schunk of Ridgeview Classical Schools in Ft. Collins, Colorado, to Mr. Phil Kilgore of Hillsdale College’s Barney Charter School Initiative, and to Dr. Terrence Moore, of both Ridgeview and Hillsdale College.

## OVERVIEW

### ABOUT THE SCHOOL

Atlanta Classical Academy is distinguished by a back-to-basics, liberal-arts approach that will be delivered in a small-School environment. Our peaceful, orderly classrooms are led by kind-hearted, subject-matter experts who use the great books and primary sources to lead content-rich, Socratic discussions. Employees are expected to teach and model habits of intellectual inquiry, moral excellence, self-governance, and civic involvement, for these are the targets at which a classical education aims.

For the purposes of this handbook, the Administration consists of three individuals: the Principal, the Dean of Students, and the Director of Operations.

### WHAT EMPLOYEES CAN EXPECT FROM THE SCHOOL

With regards to employment, Atlanta Classical Academy is committed to:

- Selecting employees based on skill, training, ability, knowledge, attitude, and character without discrimination based on race, color, religion, national origin, age, disability, pregnancy, genetic information, sexual orientation, marital status, citizenship status, service member status, or any category protected by law.
- Promoting and compensating faculty and staff based on their ability and merit.
- Adhering to all federal and state employment laws.
- Reviewing wages, benefits, and working conditions with the objective of providing an attractive workplace, consistent with sound business practices.
- Developing competent employees who understand and meet the School's mission and who accept with open minds the ideas, suggestions, and constructive criticisms of School leaders and fellow employees.
- Respecting individual rights and treating all faculty and staff with courtesy and consideration.
- Maintaining mutual respect in our working relationship.
- Keeping faculty and staff informed of the policies of the School, as well as Atlanta Classical's overall goals and objectives.

## WHAT THE SCHOOL EXPECTS FROM EMPLOYEES

Employees are expected to know and support the mission and the philosophy of the School. Teachers' first responsibility is to develop the academic potential and personal character of the students.

Employees are expected to abide by the School's policies and procedures. Employees are expected to be collegial and professional at all times. Employees are encouraged to pursue opportunities for professional development. Violations of policies and procedures could lead to disciplinary action, up to and including immediate termination.

Employees are expected to model the School's core virtues, which are courage, courtesy, honesty, perseverance, self-government, and service.



## GENERAL EMPLOYMENT

### EQUAL EMPLOYMENT OPPORTUNITY

The School does not and will not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, genetic information, sexual orientation, marital status, citizenship status, service member status, or any other characteristics protected by law.

This policy applies to all terms and conditions of employment, including but not limited to, decisions to hire, place, promote, train, demote, terminate, lay off, recall, transfer, adjust compensation, and address leaves of absence.

Any employee with questions, concerns, or comments about any type of discrimination in the workplace or the potential need for a reasonable accommodation due to disability or religion should bring such issues to the attention of the Principal. Employees can raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### AT-WILL EMPLOYMENT

All employment with the School is "at will." Employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the School or the employee, except as otherwise provided by law.

### ADVERTISEMENT OF EMPLOYMENT OPPORTUNITIES

In order to attract the best faculty and staff, Atlanta Classical strives to post all open positions on the School's website and utilize other local and national services. Questions regarding an opening or potential employment should be directed to the Principal.

### NOTE REGARDING ATLANTA PUBLIC SCHOOLS

Employees are employed by Atlanta Classical Academy and are not employed by Atlanta Public Schools.

## PERSONNEL ADMINISTRATION

The task of handling personnel records, insurance, benefits, and related personnel matters at the School has been assigned to the Chief Financial Officer (CFO). Questions regarding an employee's compensation should be directed to the Principal.

## EMPLOYEES' PERSONNEL FILES

Employees shall be responsible for keeping their own personnel files updated since the contents affect pay, deductions, benefits and other matters. If an employee has a change in any of the following items, he/she should notify the CFO as soon as possible:

- Legal name
- Home address or mailing address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record or status of driver's license, if the employee operates any School vehicles
- Military or draft status
- Exemptions on the W-4 tax form
- Any other matters that would affect an employee's status, to include the completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of one's current position.

## EMPLOYMENT CLASSIFICATIONS

Atlanta Classical Academy employees are generally classified as either faculty or staff. The faculty consists of the Administration and teachers. The staff consists of support positions that exist to support the mission of the School. These include, but are not limited to, receptionists, the School secretary, registrar, nurse, food service specialist, custodial staff, etc. Policies described in this Handbook and communicated by the School apply to all faculty and staff unless specifically noted otherwise.

## TEMPORARY EMPLOYEES

From time to time, the School may hire faculty and staff for specific periods of time or for the completion of a specific project. An individual hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis.

## OUTSIDE EMPLOYMENT

The School expects that full-time employees consider the School their primary employment. Any outside employment must not interfere with the employee's primary job. No private tutoring for a fee may be performed on School property.

## BACKGROUND SCREENING

All employees will be subjected to criminal background checks that may include fingerprinting.

## DRIVER'S LICENSE & DRIVING RECORD

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to the School's insurer. These employees will be asked to submit a copy of their driving record to the School from time to time. Any changes in an employee's driving record must be reported to the School immediately.

## INSPECTION POLICY

The School is not responsible for the theft or loss of one's personal property. Therefore employees should take care to ensure that all personal and School property is properly stored at all times. In order to protect the safety and property of employees, students, and parents, the School reserves the right to inspect all areas on campus, on School buses, and at School-related events, including employees' personal property, lockers, tool boxes, desks, purses, briefcases, packages, computers, electronic devices, cabinets, and vehicles. Inspection of electronic devices includes inspection of the contents, such as emails, texts, photos, images, documents, and any other information contained therein. Failure to cooperate with such inspections will constitute a violation of this policy.

## BUSINESS HOURS, GENERAL PRACTICES, AND EXPECTATIONS

The School's regular operating hours are 30 minutes before classes begin to 30 minutes after classes end, Monday through Friday.

Employees' particular hours of work and the scheduling of lunch periods will be determined and assigned by the Principal or supervisor.

Employees may be assigned other duties and required to attend meetings that extend beyond these business hours.

## WORK SCHEDULE AND ATTENDANCE

To maintain a productive work and educational environment, Atlanta Classical Academy expects employees to be reliable and to be punctual in reporting for scheduled work.

Employees are expected to be at work at the beginning of the day and are expected to remain at work until the end of the day. During hours when students are assigned to an employee, the employee will be responsible for these students.

The School is aware that emergencies, illnesses, bereavement, or pressing personal business cannot always be scheduled outside working hours. Nonetheless, employees should strive to schedule personal appointments after the School day. A supervisor must be notified of any planned absences.

If an employee is unable to report to work or will arrive late, he or she must personally contact the Director of Operations or Dean of Students or designee with as much advanced notice as possible so that the School can arrange for someone else to cover the position.

Failing to notify the School of any absence may be considered a voluntary resignation.

## RESPONSIBILITY FOR CURRICULAR MATERIALS

The Principal will establish a system for tracking books, textbooks, equipment, curricular materials, and non-consumable supplies. Teachers (and in some cases students) will be held accountable for caring for and returning materials issued to them. Missing textbooks without a record of issuance that are not returned may result in a charge for the responsible party.

## PROFESSIONAL DEVELOPMENT AND REIMBURSEMENT

Professional development is a high priority. Coursework, conferences, or other forms of development that are pre-approved by the Principal may be reimbursed. Employees who wish to pursue professional development should discuss these opportunities with the Principal.

## CURRICULUM OVERSIGHT

The Principal is the director of curriculum. The Principal will construct the curriculum so that it is consistent with the School's mission and the classical, liberal-arts program as described in the School's petition. Teachers must design their courses under the Principal's direction. Teachers must inform the Principal of any significant changes to a course or subject, whether it is being taught for the first time or has been taught for years. The Principal will inform the Board of any significant changes to a course or subject. The Principal will propose to the Board in advance any changes to the curriculum as a whole.

## NO HARASSMENT POLICY

Atlanta Classical Academy does not tolerate the harassment of applicants, employees, students, parents or vendors. Any form of harassment relating to an individual's race, color, religion, national origin, age, disability, pregnancy, genetic information, sexual orientation, marital status, citizenship status, service member status, or any category protected by law, or any other category protected by federal, state, or local law is a violation of this policy and will be treated as a disciplinary matter.

**Violation of this policy will result in disciplinary action, up to and including immediate termination of employment.**

At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, religion, genetic information, national origin, sex (including same sex), pregnancy, age, disability, citizenship status, service member status, sexual orientation, or any other category protected by federal, state, or local law;
- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, religion, genetic information, national origin, sex (including same sex), pregnancy, age, disability, citizenship status, service member status, sexual orientation, or any other category protected by federal, state, or local law;
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; an
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

Atlanta Classical Academy absolutely prohibits retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our managers, supervisors, and administrators are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No manager, supervisor, or member of Administration has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Similarly, no employee has the authority to suggest to a student that the student's continued attendance, grade, or promotion will be affected by the individual entering into (or refusing to enter into) a personal relationship with the employee, or for tolerating (or refusing to tolerate) conduct or communications that might violate this policy. Such conduct is a direct violation of this policy.

Non-employees are also covered by this policy. Atlanta Classical Academy prohibits harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the guidelines listed below.

**If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the following individuals: Dean of Students, Director of Operations, Principal, or Board Chair. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.**

The School will investigate the report and then take prompt, appropriate remedial action. The School will protect the confidentiality of employees reporting suspected violations of this or any other School policy to the extent possible consistent with our investigation. However, consistent with the need to conduct an adequate investigation, complete confidentiality cannot be guaranteed.

**You will not be penalized or retaliated against for truthfully reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.**

An individual who retaliates against someone who has reported a concern in good faith is subject to disciplinary action up to and including termination of employment.

The School is serious about enforcing our policy against harassment. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

## DRUG AND ALCOHOL POLICY

Atlanta Classical Academy does not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs.

Applicants for employment may be asked to submit to pre-employment drug testing. In addition, employees may be required to submit to random drug screens, breathalyzer tests, and medical examinations under the following circumstances:

- when an employee suffers an on-the-job injury or is involved in an accident while at work;
- when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system;
- during random testing situations; or
- on a follow-up basis after random testing, if required.

The presence of any intoxicants or mind-altering substances in the body is a violation of this policy, regardless of when consumption or ingestion occurred. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is a violation of this policy.

Employees are also prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances in School vehicles or on School property. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse may reflect unfavorably on the School's reputation and is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or non-prescription drugs that could affect their ability to perform their jobs in a safe and efficient manner must notify their immediate supervisor of this fact when they report to work.

An employee is responsible for notifying the Dean of Students, Director of Operations, or Principal immediately of any alcohol or drug-related arrest or conviction.

## OPEN DOOR COMMUNICATIONS

Whenever an employee has a significant problem or complaint, that employee should resolve the issue by, first, speaking to the Dean of Students, Director of Operations, or Principal. If the issue is still not resolved, the employee should speak to the Board Chair.

## GUIDELINES FOR UTILIZING VOLUNTEERS

- Volunteers and guests may not have unsupervised access to students unless a background check is on record.
- Volunteer activities (e.g., reading groups, cafeteria help) should be structured in such a manner as to avoid unsupervised access to students. For example, assisting students in hallways and rooms with doors open, or with an employee present.
- Any volunteer with unsupervised access to students will have a background check run at the school's expense. This may include (but is not limited to) coaches, chaperones, shuttle drivers, PTCA members with permanent badges (e.g., co-presidents).
- All volunteers will be searched against the national sex offender registry by the school's volunteer coordinator.
- Any regular volunteer (participates three or more times per school year) should sign a volunteer waiver/release. Volunteer leaders (e.g., PTCA committee chairs, teachers, coaches) are responsible for collecting these forms and turning them into the PTCA mailbox. The PTCA will work with the office manager to ensure each application is complete, searched against the national sex offender registry, submitted for additional background checks if appropriate, and properly filed.
- One-off and new volunteers who have not submitted a release/waiver should be closely supervised by an employee at all times.

## SECURITY OF FACILITIES AND PHYSICAL ASSETS

Maintaining the security of Atlanta Classical Academy's buildings and vehicles is every employee's responsibility. Employees must develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. An employee who is aware that cash is insecurely stored should immediately inform the person responsible.
- Employees should know the location of all alarms and fire extinguishers and be familiar with the proper procedure for using them.
- Employees leaving School's premises should ensure that windows are shut and doors are locked. The last employee on the premises should make sure all entrances are properly locked and secured.
- Employees exiting the building after normal hours or on the weekend who leave a door unlocked or ajar will be subject to disciplinary action and may have their keys taken away.
- Employees who are given keys shall be responsible for the cost of lost keys and/or re-keying.



## CONFLICTS OF INTEREST

A “conflict of interest” occurs when an individual’s private interest interferes with, or appears to interfere with, the interests of the School.

For example, a conflict of interest would arise if an employee, or a member of his or her family, receives improper personal benefits as a result of his or her position with the School. Any transaction or relationship that could reasonably be expected to give rise to a conflict of interest should be discussed with the Principal. Such situations may include:

- influencing or attempting to influence anyone who is involved in making or administering a contract or arrangement with the School;
- soliciting or receiving any gift, reward or promise for recommending, influencing or attempting to influence the award of a contract or arrangement with the School;
- drafting, negotiating, evaluating, administering, accepting or approving any contract or subcontract or procurement or arrangement of any type on behalf of the School if he/she has, directly or indirectly, any financial interest in such a contract or subcontract or arrangement;
- non-School employment which adversely affects the employee’s availability or effectiveness in fulfilling job responsibilities;
- tutoring students for compensation;
- any type of private business conducted during School time or on School property;
- the receipt of excessive entertainment or gifts of more than nominal value from any person, entity, or organization with whom or with which the School has current or prospective dealings;
- being in the position of supervising, reviewing, or having any influence on the job evaluation, pay, or benefits of any immediate family member employed by or otherwise associated with the School; and
- selling anything to the School or buying anything from the School on terms and conditions that are not pre-approved by the Principal.

This is not an exhaustive list of all possible situations which would constitute conflicts of interest. Further, any relationship or action which creates an expectation of benefit or profit beyond an employee’s normal employment relationship with the School can impair an employee's ability to exercise good judgment on behalf of the School, and therefore creates an actual or potential conflict of interest. It is the School’s policy that all School employees must scrupulously avoid all such situations.

Any such transaction or relationship that would present an actual or potential conflict of interest for an employee also would likely present a conflict if it is related to a member of such person’s family, including without limitation, spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister.

In connection with any actual or potential conflict of interest, an employee must disclose the existence of the conflict in writing and all facts material to the conflict to the Principal.

## EMPLOYEE ABSENCES (EXCUSED & PERSONAL DAYS)

The well-being of the School depends upon the consistent attendance of employees, both teachers and staff. The School's quality and efficiency are the result of dynamic, knowledgeable teachers and a lean, professional staff. In such a small organization, an absence is keenly felt and requires other employees to work harder. Nonetheless, there are obviously different circumstances and occasions that warrant employee absences. In order to balance planned absences with the needs of the School, employees should follow the criteria below.

The working year includes all the days on the School calendar, the staff days and the faculty training in late summer prior to the opening day, the required days the week following the end of the School year, the designated days for staff during the summer break, and the required teacher training in Hillsdale.

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### EXCUSED ABSENCES

The following are normally excused absences during either the School year or any required work days mentioned above.

#### **Emergency/Health/Unplanned**

- Sickness or injury of the employee
- Sickness or injury of an employee's child
- Bereavement

#### **Family**

- Unique personal or life-changing events (e.g., father at birth of his child, graduation of a child from college)
- One-time personal events, usually not an entire day (e.g., closing on a house)
- Unique events of close family member (e.g., sister's wedding)

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## PERSONAL DAYS

Employees are allocated three personal days per year, provided they are:

- not used to extend a holiday;
- not used during a major event of the School (e.g., Standardized Testing, Curriculum Day, Graduation);
- not disruptive to the flow of learning for students or become a burden to fellow faculty or staff members.

In addition, the following guidance applies to personal days:

- The wedding of a non-family member, family vacations, and family reunions are considered personal days.
- Unless required by the School (or district), conferences will be considered personal days.
- Normally, only one personal day may be taken per month.
- Employees should not plan to take a personal day during the month of May due to the busy tempo during the last month of School.
- Planned personal days must be cleared with the Administration well in advance.

## EMPLOYEE GRIEVANCES

Employees who have a concern or grievance with regard to the operation of the School should follow the chain of command in order to have their concern or grievance resolved as outlined below.

- A concern or grievance regarding a co-worker should first, when possible, be addressed to that co-worker before involving a supervisor.
- A concern or grievance regarding School discipline, student services, the nurse's office, or college advising should first be addressed to the Dean of Students. If the issue is not resolved, the employee would then address it with the Principal.
- A concern or grievance regarding facilities, or staff personnel (after attempting to work out the issue with the staff member) should first be addressed with the Director of Operations. If the issue is not resolved, the employee would then address it with the Principal.
- A concern or grievance regarding academics, overarching policy and philosophy, or a teacher, or any issue that was not resolved by the Dean of Students or Director of Operations should be taken up with the Principal.
- Obviously, certain issues may affect more than one person, so more than one individual may bring a concern to the Administration. Nonetheless, experience has shown that when efforts are made to build a case with multiple employees, the effort can lead to misrepresenting their views. Thus, it is preferable to speak directly from one's own experience and to address one's concerns individually.
- The concern or grievance should be presented in such a way that it is understood to be a grievance and not just a long-term problem to be worked on as the School grows and improves.
- If the concern or grievance is not satisfactorily addressed by the Administration, then the employee would take up the issue with the Board Chair. Since the board communicates to the School officially through the Board Chair, the communication must be directly with that individual rather than with another board member.
- Questions about this policy should be addressed to the Principal.

## COMPENSATION AND BENEFITS

### INDIVIDUAL PAY

Employee pay will depend on sustained performance over time and the School's budget. Outstanding individual performance or increased job responsibilities may influence pay. In general, an employee's compensation and benefits are influenced by three factors:

- The nature and scope of the job
- Individual performance and qualifications
- School budget and fiscal status

Atlanta Classical Academy is a part of the Georgia retirement system but does not follow any district salary scales. Employees are encouraged to direct any compensation questions to the Principal rather than to their colleagues.

### PAYROLL

Faculty and staff of the School will be paid on the 15<sup>th</sup> and last day of each month. Payments will only be accomplished via direct deposit to checking or savings accounts in the name of the employee. There will be no advances or alternative pay dates.

### BENEFITS

Full-time employees of Atlanta Classical Academy will be eligible to participate in the benefits provided by the School, including health, dental, life, and disability insurance. Participation in these benefits will be subject to the terms and conditions described in the official plan documents. The employee's share of the premium cost for the insured benefits will be determined on an annual basis and communicated to eligible employees in open enrollment.

### TEACHERS RETIREMENT SYSTEM

Per Georgia law, full-time employees of public charter schools are required to participate in the Teachers Retirement System (TRS). Temporary, less than half-time, and certain non-covered positions not eligible for TRS membership. In the year 2017-2018, employees contribute 6% of their salary and employers contribute 16.81% on behalf of the employee. A member with at least 10 years of service credit has a vested right to a benefit at age 60. More information can be found on the TRS website: [trsga.com](http://trsga.com).

## STANDARDS OF CONDUCT

Since teachers are *de facto* role models for their students, all teachers should adhere to a high standard of personal conduct. To this end, they should speak and act with propriety at all times.

### PERSONAL RELATIONSHIPS

Employees will not discuss their sexual lives in the work place.

### ETHOS OF A CLASSICAL EDUCATION

**All faculty and staff must adhere to the principles of a classical education as set forth in the appropriate sections of the charter, the essay *A Classical Education for Modern Times*, and as detailed in faculty training.**

### COMMUNITY RELATIONS

The success of the School depends in no small part upon the quality of the relationships between the School and the general public. Everyone who works at Atlanta Classical is in a sense the School's ambassador. The more goodwill employees promote, the more the community will respect and appreciate the School. Pleasant relations are best fostered by observing the following habits of courtesy:

- Act competently and deal with individuals in a courteous and respectful manner.
- When in a public setting always maintain your composure, and respond to questions in a polite, positive, and professional manner.
- When given the opportunity to promote Atlanta Classical Academy, refrain from doing so by disparaging other specific institutions.

### MEDIA RELATIONS

Despite the foregoing policy, an employee is not an official spokesman for the School. That office belongs to the Administration and the Board Chair. Other employees may speak to members of the press with prior approval from the Principal. Any employee who is contacted by the press should defer comment and inform the Principal immediately.

### DISCIPLINARY ACTIONS, SUSPENSIONS, AND DISMISSALS

Unacceptable behavior, violations of policies and procedures, and/or performance issues may lead to disciplinary action or immediate dismissal. Accusations of misconduct may result in suspension pending investigation.

## DRESS CODE, PERSONAL APPEARANCE, AND HYGIENE

The success of Atlanta Classical depends upon the level of professionalism exhibited by its employees.

The Board expects all employees to dress and conduct themselves in a professional manner whenever conducting School business or wearing clothing or uniforms that identify them as employees of the School.

The School considers each employee's dress and demeanor to be an important factor in evaluating performance. When an employee is inappropriately dressed or does not meet the requirements of this policy, the School reserves the right to send the employee home to change. Employees paid on an hourly basis will not be compensated for any work time missed because of failure to comply with designated School standards.

### APPROPRIATE DRESS FOR BOTH MEN AND WOMEN

This policy applies to all employees. Only designated personnel who wear uniforms are exempt from this policy. Uniforms should be clean and pressed at the start of each day.

- Only physical education teachers and coaches are permitted to wear jogging type suits and shorts. They should dress in professional attire on parent conference days, back-to-School nights, and other occasions when not teaching or coaching.
- Jeans of any color are not acceptable at any time, except on designated days.
- No tee-shirts will be acceptable at any time except on designated days (e.g., a "spirit" day).
- Shorts are not permitted except during after-School sporting events or practice (unless specifically designated).
- Only physical education teachers may wear athletic shoes on a regular basis. However, if they are appropriate for specific School activities (e.g., field day, field trip), athletic shoes may be approved. Athletic shoes may be allowed on the playground and during other times when regular dress shoes may be a hazard.
- The School Nurse will be permitted to wear scrubs or appropriate medical attire.
- Professional 'work style' shoes are expected.
- Hair should be kept neat and clean; it should not impair vision nor be a distraction.
- Tattoos should be covered at all times. Pre-existing tattoos must be discrete: not offensive, not distracting.
- Hats or other non-religious headgear are not to be worn inside.
- Excessively tight, clinging, or form-fitting clothing is not permitted.
- Good personal hygiene is required at all times. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes or cologne are inappropriate.

### APPROPRIATE DRESS FOR WOMEN

- Dresses and skirts cannot be higher than the top of the knee.
- Low cut, revealing blouses, see-through or sheer clothing, off-the-shoulder tops, spaghetti straps or halters, or clothing which reveals the midriff, and *décolletage* are not permitted.
- Earrings are the only visible piercing allowed; they should be appropriate and non-distracting. Women may wear one earring per ear in the ear lobe.
- Flip-flop style shoes, beach or shower shoes, or Croc-style slides or clogs are not permitted.

## APPROPRIATE DRESS FOR MEN

- During the School year, male faculty and staff members will wear a collared shirt and a tie. Suits, blazers, and sports jackets are optional.
- Shirts should be tucked in at all times.
- Ties should always be worn when making a formal presentation to an audience (e.g. to parents or at a professional conference).
- Facial hair should be kept neatly trimmed and clean.

## APPRAISALS

Employees will be provided both informal and formal feedback. Informal feedback may take the form of a side-bar conversation, a brief written note, or any other type of unstructured communication. Formal feedback will be provided once annually via an established appraisal form. Employees will receive their documented annual appraisals in a private appointment with the Principal toward the end of the school year. A signature on the appraisal form signifies acknowledgement of receipt. Employees will be given a copy of their annual appraisal after all signatures have been collected. Please refer to Appendix 1 for sample copies of the annual appraisal forms for faculty and staff employees.

## COMMUNICATIONS & COMPUTER SYSTEMS SECURITY & USAGE POLICY

All electronic communications to, from, about, or on School premises or at School-related events shall reflect the principles upon which the School is founded in support of its educational goals.

This Communication and Computer Systems Security and Usage Policy contains guidelines for the use, access, and disclosure of communications using any type of electronic device (including, among other things, telephone, mail, e-mail, voice mail, desk and laptop computers, pagers, mobile/smart phones, camera phones, video cameras, text messages, electronic game devices, faxes or facsimiles, internet, and intranet) sent, received, viewed, used, or shared by employees using any School-provided Communication or Computer Systems or other personal electronic devices on campus or at School-related events (“Systems”).

Note that in some cases, use of personal electronic devices at home or away from campus are covered by this policy where such communications impact the School, are to/from employees and students, parents, or third parties, such as communications on the Internet or on social networking sites.

## CONFIDENTIALITY & ACCEPTABLE SYSTEMS USAGE

The School’s Systems are intended for School business only. Use of the School’s Systems for accessing or acquiring information and materials inappropriate to a School environment is against School policy and is prohibited. All information transmitted or stored in School Systems (e.g., employee lists or information, student lists or information, donor lists or information, documents relating to policies and procedures) is the sole and exclusive property of the School and should be treated as confidential.

Such information may not be disclosed to any person outside of the School nor may any such information be removed from the School’s premises without the express permission of the Principal.

Employees are strictly prohibited from accessing, reading and copying data or information stored in the Systems and from accessing, reading and copying communications not directed to them without prior authorization.

All Systems messages are School records. The contents of our Systems may be disclosed to the School without your permission. Therefore, you should not assume that messages and communications are confidential.



## PRIVACY

### FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives the request for access. Parents or eligible students should submit to the School Principal or appropriate School official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the School to amend records that they believe is inaccurate or misleading. They should write the Principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another School district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education


400 Maryland Avenue, SW

Washington, DC 20202-4605


## PERSONALLY IDENTIFIABLE INFORMATION (PII) POLICY

PII is defined as a person's name in association with any information that can be used to distinguish or trace an individual's identity, such as social security number, date of birth, place of birth, mother's maiden name, driver's license number, passport number, or any biometric, medical, educational, financial, or employment records. It is the policy of Atlanta Classical Academy that PII shall not be sent in a plain text email or other unencrypted means. In general, PII should not be disseminated electronically. If electronic transmittal is unavoidable, then PII must be encrypted. Acceptable means of encryption include password protected files from versions of Excel, WinZip, and Adobe Acrobat (2010 or newer). The IT Director will determine whether an encryption method is suitable or not. Physical PII (e.g. paper copies of records) must be kept in secure locations (locked file drawers in lockable rooms), and access to these records must be limited to authorized individuals only in connection with official, School-related duties.

## APPENDIX 1 (ANNUAL APPRAISAL FORMS)

Part A. EMPLOYEE INFORMATION			Version 8/4/17
<i>Employee Name (Last, First, Middle Initial)</i>			 <div style="display: inline-block; vertical-align: middle;"> <p style="margin: 0;"><b>ATLANTA</b> CLASSICAL ACADEMY</p> <p style="margin: 0;"><b>Staff Annual Appraisal Form</b></p> </div>
<i>Annual Appraisal</i>	<i>From</i>	<i>To</i>	
<i>Position Title</i>			
<i>Position Description &amp; Responsibilities</i>			
-			
-			
-			
-			
-			
-			
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Part B. IMPACT ON MISSION ACCOMPLISHMENT			
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-			
-			
-			
Part C. SPECIFIC FEEDBACK AREAS			
<i>The number lines below are a continuum of performance: a "1" represents the need for significant improvement, while a "10" requires little to no improvement.</i>			<i>Comments</i>
<b>Job Performance</b>			
- Actively contributes to the school's mission	← 1 2 3 4 5 6 7 8 9 10 →		
- Executes with excellence and shows pride in work	← 1 2 3 4 5 6 7 8 9 10 →		
- Seeks to demonstrate the school's core virtues	← 1 2 3 4 5 6 7 8 9 10 →		
<b>Organization</b>			
- Plans and schedules work effectively	← 1 2 3 4 5 6 7 8 9 10 →		
- Adapts well to new demands or tasks	← 1 2 3 4 5 6 7 8 9 10 →		
- Uses the organization's resources effectively	← 1 2 3 4 5 6 7 8 9 10 →		
<b>Communication</b>			
- Listens carefully and without interrupting	← 1 2 3 4 5 6 7 8 9 10 →		
- Oral communication is effective and engaging	← 1 2 3 4 5 6 7 8 9 10 →		
- Non-verbal communication is clear and organized	← 1 2 3 4 5 6 7 8 9 10 →		
<b>Initiative</b>			
- Anticipates problems and offers potential solutions	← 1 2 3 4 5 6 7 8 9 10 →		
- Independently follows up and drives to completion	← 1 2 3 4 5 6 7 8 9 10 →		
- Leads/manages/embraces change effectively	← 1 2 3 4 5 6 7 8 9 10 →		
<b>Leadership &amp; Followership</b>			
- Eager self-starter; requires little-to-no supervision	← 1 2 3 4 5 6 7 8 9 10 →		
- Enthusiastic follower (when appropriate)	← 1 2 3 4 5 6 7 8 9 10 →		
- Skilled leader and organizer (when appropriate)	← 1 2 3 4 5 6 7 8 9 10 →		
<b>Team Work &amp; Customer Service</b>			
- Skilled and comfortable working in a group setting	← 1 2 3 4 5 6 7 8 9 10 →		
- Welcomes feedback from faculty and staff	← 1 2 3 4 5 6 7 8 9 10 →		
- Provides prompt and friendly customer service	← 1 2 3 4 5 6 7 8 9 10 →		
Part D. ANNUAL PERFORMANCE AWARD OR BONUS			
-			
-			
-			
Part E. CERTIFICATION			
<i>Director of Operations (Signature)</i>			<i>Date</i>
<i>Principal (Signature)</i>			<i>Date</i>
<i>Employee (Signature)</i>			<i>Date</i>

<b>Part A. EMPLOYEE INFORMATION</b>	Version 8/4/2017
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<i>Employee Name (Last, First, Middle Initial)</i>			 <div style="display: inline-block; vertical-align: middle;"> <p style="margin: 0;"><b>ATLANTA</b> CLASSICAL ACADEMY</p> <p style="margin: 0;"><b>Faculty Annual Appraisal Form</b></p> </div>
<i>Annual Appraisal</i>	<i>From</i> July 2017	<i>To</i> June 2018	
<i>Faculty Position</i>			

*Position Description & Responsibilities*

- Primary Duties:
- Additional Duties:

<b>Part B. IMPACT ON MISSION ACCOMPLISHMENT</b>
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<b>Part C. SPECIFIC FEEDBACK AREAS</b>
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<i>The number lines below are a continuum of performance: a "1" represents the need for significant improvement, while a "10" requires little to no improvement.</i>	<i>Comments</i>
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>- Actively supports the school's mission, vision, and educational philosophy in and out of the classroom</li> <li>- Demonstrates high ethical standards and complies with all employee policies and procedures</li> <li>- Communicates with parents, students, and staff in a timely, respectful, and effective manner</li> </ul>	<p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>- Consistently takes responsibility for and promotes both student learning and character formation</li> <li>- Actively models the school's virtues in interactions with parents, students, and fellow faculty and staff</li> <li>- Contributes to professional discussions; identifies areas for improvement and offers solutions</li> </ul>	<p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p>
<p><b>Content Knowledge</b></p> <ul style="list-style-type: none"> <li>- Demonstrates thorough subject matter knowledge and tools appropriate to the teaching specialty</li> <li>- Displays fidelity to the overarching curriculum and incorporates vertical and horizontal integration</li> </ul>	<p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p>
<p><b>Planning and Preparation</b></p> <ul style="list-style-type: none"> <li>- Daily lessons and long-term planning are aligned with the BCSI K-12 Scope and Sequence</li> <li>- Effectively uses the entire class period; augments with meaningful, well-synchronized homework</li> <li>- Prepares well-organized, professional, and error-free in-class and supplementary materials</li> </ul>	<p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p>
<p><b>Classroom Environment</b></p> <ul style="list-style-type: none"> <li>- Maintains an orderly classroom; upholds school uniform; actively manages student behavior</li> <li>- Fosters an encouraging atmosphere with high expectations; actively helps all students thrive</li> <li>- Delivers consequences in a respectful, intentional manner that promotes character development</li> </ul>	<p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p>
<p><b>Instruction and Assessment</b></p> <ul style="list-style-type: none"> <li>- Demonstrates knowledge of students by teaching in a developmentally appropriate manner</li> <li>- Uses effective, traditional, teacher-centered and teacher-directed instructional methodologies</li> <li>- Utilizes assessments that are challenging, straightforward, and aligned to the subject matter</li> </ul>	<p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p> <p>←1 2 3 4 5 6 7 8 9 10→</p>

<b>Part D. ANNUAL PERFORMANCE AWARD OR BONUS</b>
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<b>Part E. CERTIFICATION</b>
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<i>Dean of Students (Signature)</i>	<i>Date</i>
<i>Principal (Signature)</i>	<i>Date</i>
<i>Employee (Signature)</i>	<i>Date</i>

## APPENDIX 2 (EMPLOYEE ACKNOWLEDGMENT FORM)

I have received a copy of the Atlanta Classical Academy Employee Handbook and have carefully read through its contents. I understand that all employees are expected to know and adhere to the policies and standards outlined therein.

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Printed Full Name

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Signature

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Date