

Southern Avenue Charter Elementary School of Academic Excellence and Creative Arts



S O U T H E R N A V E N U E
C H A R T E R S C H O O L
O F A C A D E M I C E X C E L L E N C E & C R E A T I V E A R T S

Est. 2004

Faculty and Staff Handbook 2022– 2023

As of 07/26/22

“This employee handbook is subject to changes or modifications at any time that may supersede, modify, or eliminate existing policies.”

Mrs. Elise Evans, Founder and Executive Administrator

Mrs. Sheila Moss, Principal

Website: <http://southernavecharterschools.org>

INTRODUCTION

This document has been developed by the Southern Avenue Charter School Administrative Team in order to familiarize our employees with information about our working conditions, key policies, procedures, and benefits that govern employment practices and expectations. This handbook is intended to support Administration, Faculty, and Staff.

Employees will receive an orientation of the policies and procedures of Southern Avenue Charter School during the first week of employment. All employees are required to sign the document, including acknowledging that you received a copy of this document. If you have any questions about the content included, please contact an Administrator immediately.

Note

The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Southern Avenue Charter School and any of its employees.

Southern Avenue Charter School at its option, may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice.

Table of Contents

Introduction	2
Table of Contents	3
Mission Vision Beliefs Philosophy	4-5
Governing Board	6
Central Office Staff/ Administrative Team/ Leadership Team/Office Staff	7
Employee Staffing Chart	8-9
Attendance/Leave of Absence	10-12
Standards of Conduct	13-14
Human Resource and Payroll/Compensation	15-18
Holiday Leave/Breaks, Sick leave, FMLA	19-23
Jury Duty/Court Appearance	23
Retirement/Benefits	24
Open Communication	25
Ethical Standards	26
Health related Incidents	26
Technology Use	27
Social Media	28-32
Administration/Planning Period	33-35
Daily Operation	36-37
Sick Child	38
Emergency Procedures	39-41
Child Abuse/Child Sexual Abuse, Reporting Child Abuse	42-44
Harassment of Employees	45
Dress Code Policy	46-47
Acknowledge Receipt of Faculty Handbook	48
INDEMNIFICATION and HOLD HARMLESS AGREEMENT	49

VISION

The vision of Southern Avenue Charter School is to be Tennessee's best charter elementary school encompassing a safe nurturing environment, strong parental involvement, and rigorous academics.

MISSION

The mission of Southern Avenue Charter School is to educate the "whole child" to experience physical / mental academic wellness and social successes through a variety of research-based, data driven teaching methods and brain developing activities; to lay the necessary foundation for the child to perform successfully in middle school, high school and beyond; thus, enabling the child to become a productive, self-supportive citizen in a technologically advanced, and culturally diverse society.

SOUTHERN AVENUE CHARTER SCHOOL - A BRIEF HISTORY

Southern Avenue Charter Elementary School of Academic Excellence and Creative Arts (SACS) was founded in 2004 and opened in August 2005 to serve at-risk students who were assigned to failing schools. SACS was chartered to open and operate by Memphis City Schools and the Tennessee Department of Education. This Kindergarten-5th grade school was established by a diverse group of community stakeholders who have a passion for every student receiving a quality education. Southern Avenue Charter School provides a unique and achievable route to success towards that goal. The founding stakeholders' desire was to provide a safe learning environment for students by offering a high quality, researched-based, data driven education with exposure to creative arts through a program known as Kaleidoscope.

PHILOSOPHY

- We believe that every child has an obligation and a duty to learn, and we have the responsibility to teach that child.
- We believe that a child's mind is like an "empty vessel" waiting to be filled.
- We believe that every child can learn and be successful in a learning environment that is safe, non-threatening, and cognitively compatible.
- We believe that success in the early grades is critical for future success in school. A child who learns and succeeds early increases his/her learning capacity forever.
- We believe that learning deficits can be prevented through early intervention as well as improved curriculum and instruction, individual attention, and strong support systems.
- We believe it is our responsibility to meet each child on his/her level and provide the educational experiences necessary to ensure that he/she has the tools to be academically, creatively, socially, and culturally successful.

- We believe that we teach children, “not” reading, writing, languages, math, social studies, science, music or physical.
- We believe that if children have not learned, the teacher has not taught. It is the responsibility of the teacher to provide students with engaging work that ensures that the students not only listen to the lesson but also are able to apply what is being taught.
- We believe that technology plays an integral part in the lives of everyday citizens in this new and competitive global economy.

FACULTY / STAFF OPERATIONAL PRINCIPLES

The school faculty / staff set the tone for the operation of the school. **All faculty and staff** are role models for our students and for each other. Self-pride, self-respect, respect for others, and positive behavior are traits demonstrated and expected by everyone.

POLICY CHANGES

This manual supersedes all previous employee manuals and memos. While every effort is made to keep the contents of this document current, Southern Avenue Charter School reserves the rights to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

GOVERNING BOARD

Board of Directors

The Governing Body/Board of Directors for Southern Avenue Charter School is fully constituted and functioning. Below is a list of their names, titles, and experience. Each has a proven record of community involvement and concern for the education of our children. The Board of Directions is fully capable of leading this school of excellence and providing a breadth of educational opportunities for our children. The Board meets the second Tuesday of the month (quarterly – August, November, February, and May) at the Central Office or by conference call.

Mr. Gregory D. Bethel, Chairperson	HR Business Manager, Partners for City of Memphis
Mr. Anthony Amos, Board Member	Infectious Disease Control Manager, Chief Compliance Office MATA
Mr. Stanley Burton, Vice Chairperson	State of TN. Veterans Employment Representative
Mr. Arnell Morris, Board Member	COGIC Pastor, Firefighter/ Paramedic
Ms. Stephanie Walker, Board Treasurer	Retired-Federal Express Corporation Sr. Information Planning Analyst
Ms. Tania Maria Incio, Board Member	Spanish Teacher
Mrs. Carolyn Godwin-Willett, Board Secretary	Entrepreneur and Owner of Kiddie College
Judge Walter Evans, Board Member	Retired-Chancellor Shelby County Chancery Court
Ms. Kathryn Smith, Board Member	SPED Assistant
Ms. Gwendolyn Boykin, Board Member	Retired Educator
Ms. Dell Stiner, Board Member	Retired-Family Law Attorney and Registered Nurse
Mr. Tyrus Perry	Retired Educator

Central Office Staff

Mrs. Elise Evans, Founder/Executive Administrator.....eevans@sacsmemphis.org
Ms. Denise Dill, Chief Operating Officer.....ddill@sacsmemphis.org
Ms. Lois Madison, Human Resource Specialist.....lmadison@sacsmemphis.org
Ms. Whitney Nelson, Payroll Specialist.....wnleson@sacsmemphis.org
Ms. Ervilin Pace, Covid-19 Coordinator, Special Programsepace@sacsmemphis.org
Ms. Valencia Love, Central Office Secretary/IT Clerk.....vlove@sacsmemphis.org
Mrs. Camille Hubbard, Accountant

School Administrative Team

Mrs. Sheila Moss, Principal.....smoss@sacsmemphis.org
Ms. Manessa Parker, Instructional Facilitator/BTC (K-2)mparker@sacsmemphis.org
Mrs. Teena Smith, Instructional Facilitator/Title One Coordinator (3-5).....tsmith@sacsmemphis.org

School Instructional Culture and Climate Administrative Support Team

Mrs. Vanessa Holmes-Covington, 2nd & 5th Grade Math Coachvholmes@sacsmemphis.org
Mrs. Jabina Harris, RTI2 Coordinatorjharris@sacsmemphis.org
Mrs. Amelia Warren, RTIB2 Coordinatorawarren@sacsmemphis.org
Ms. April Hibler, School Counselorahibler@sacsmemphis.org

Office Staff

Ms. Yarkeva Littles, General Office/Financial Secretary.....ylittles@sacsmemphis.org

Covid-19 Coordinator/Special Programs

Ervilin Pace

School Counselor

April Hibler

**Instructional Facilitator/ Title I
Coordinator (3-5)**

Teena Smith

Instructional Facilitator/BTC (K-2)

Manessa Parker

Math Instructional Coach

Vanessa Holmes -Covington

RTI-2 Coordinator

Jabina Harris

RTI-B Coordinator

Amelia Warren

Interventionists

Dorothy Ayers

Sheron Banks

Jeraldine Davis

Anita Gayden

Supreena Harris

Menette Morris

Linda Tate

Clonia Young

Academic Coaches

KK-Sierra .Jones

1st -Joana Rosales

2nd-Jessica. Banks

3rd-Erica Franklin-Dixon

4th- Michelle Brown

5th- Heather Sparkes

Special Education/ESL Programs

SPED Felecia Moore

SPED Asst. Kathryn Smith

Coach/Athletic Director/PE

Support Programs

Music - Sherri Stepter

Spanish- Tania Incio

Library/ Reading Teacher

Jamaal Rufus

Teachers

KK-01 Erica Donald

KK-02 Varita Turner

KK-03 Ordra'anna Westbrook

1-01 Danielle McKoy

1-02 Telisha Phillips

1-03 Lotosha Brooks

2-01 TBD

2-02 Kenneshia Lattimore

2-03 Ms. Willedra Williams

3-01 Shaquita McDanie

3-02 Amy Laws (ELA)

3-03 Banetta Hicks

4-01 Donna Gilbert, Ed.D

4-02 Reginald Moore

4-03 Janice Dormer

5-01 Lorraine Chatman

5-02 Terrell Mitchell

5-03 Julia Paige

Subs

DeAnna Redmond

Sharon Watson

GOS/Financial Secretary

Yarkeva Littles

EIS/Powerschool Coordinator

TBD

Zupuriah Harrington

Information Technology

J. Christian Evans, IT Director
Kisha Windless, IT Manager
Rex Oatis, IT Specialist Supervisor
Kelsey Briggs, IT Specialist
Valencia Love, IT Clerk

COVID-19 Team

LaTonya Salton
Noah Smith
Sonijia Stevens

Environmental Staff

Arthur Eddings, Environmental Supervisor
Reginald Reese, Assistant Supervisor
Maria Arellano-Sanchez
Winston Daughtery
Larry Hampton
John Hughes
Sherilyn Johnson
Malcolm Pryor
Russell Rogers
Lucille Wilson

Before/After Care Programs

Danielle McKoy, Coordinator
Shirley Scurlock (AM)
Officer Bernard Bledsoe (AM)
Kisha Windless (PM)
Tania Incio (PM)
Jessica Banks (PM)

Nurse

Paula Williams

Bus Driver

Annette Hall

After Care USDA Food Program

Maurianna Love, Manager

ATTENDANCE

All faculty / staff personnel are required to report to work at scheduled time daily by 7:30 a.m. All faculty / staff members are required to sign or clock in daily for attendance evaluation and payroll purposes. Failure to sign or clock in daily may delay and/ or cause a change in the employee’s wages.

DUTY TIMES

The school day for most professional personnel is between **7:30am to 3:30pm**. As assigned, support personnel will be required to be on post by **7:30 for educational assistants and transportation**. Teachers and any instructional/support team members are expected to be on campus no later than **7:45am** to supervise students entering school and to monitor hallways and prepare for the start of the academic day. For questions regarding duty times or schedule, please refer to employment contract or contact the Human Resource.

Department	Report Time
Teachers	7:45 a.m.
Instructional Leadership/Administrators	7:30 a.m.
Educational Assistants	7:30 a.m.
Before Care	6:00 a.m
COVID team	varies (contact Ms. Pace)
Secretaries	7:00a.m. and 7:30a.m.
Central Office and IT	7:30 a.m.
Environmental	varies (contact Mr. Arthur)

Unscheduled Absences

Each faculty / staff member is a necessary component to the successful daily operation of the school. It is the expectation that all employees report to work daily and on time as scheduled. However, illnesses and or situations arise from time to time. In the event you find it necessary to be absent from work due to illness and or other reasons beyond your control, contact your immediate supervisor and Ms. Nelson immediately.

Instructional Staff and school support- Mrs. Moss

IT department- Mr. Evans

Special Programs/COVID- Ms. Pace

Environmental- Mr. Arthur

Please use the following steps for notification: (all absences)

1. Contact immediate supervisor *no later than 6:30 p.m. the day prior* if an unforeseen circumstances impacts your attendance. You must speak directly to your department head. If an emergency occurs overnight, please contact your supervisor the following day by 6:30am. Email Ms. Nelson @wnelson@sacsmemphis.org.
2. If there is an emergency, which would inhibit contacting the supervisor during the allotted time, please submit required documentation (case by case). It is still your responsibility to notify the Principal as soon as possible for logistic and operational purposes.
3. If you do not report to work and your supervisor is not notified, it will be considered No Call

No Show. You will be subject to a written reprimand, loss in pay, dismissal and / or termination.

Our students, their care, and education are our most important possessions. Your professionalism, expertise, and training are needed and valued. We need you to provide those services to our students.

If you are a Before/After Care Assistant and will be absent due to illness, please contact Mrs. E. Pace within one hour of scheduled report time at (901) 421-9259.

No Call No Show

A no call, no show is an absence from work without notification. In the event that you are unable to notify the school of your absence, please have a reliable designee to do so on your behalf (i.e., spouse, parent etc.). A no-call, no-show, may result in disciplinary actions including, but not limited to, verbal / written warning, suspension and/or termination. Interventions and/or disciplinary actions regarding employee no-call, no-shows will be handled at the discretion of the Principal and/or Executive Administrator.

LEAVE OF ABSENCE

Southern Avenue Charter School makes available unpaid leaves of absence to eligible employees. This policy discusses the types of leaves of absence, leave of absence options, and any restrictions that may apply.

Employees who may require time off from work for a time period in excess of two (2) weeks must notify the Payroll Specialist as soon as possible to schedule a meeting with the Executive Administrator. During the meeting, the Executive Administrator will discuss leave options, continuation of benefits coverage, and or using professional courtesy as it relates to school communication during leaves.

Leave Requests

In order to minimize disruption to the daily operation of the school, please submit requests for time-off two weeks prior for planning purposes and approval. Leave Request forms are found in the Central and Main Offices and should be submitted to Ms. Whitney Nelson or placed in a box outside her door.

Leave Requests are approved or denied by the school Principal as well as the Executive Administrator. Please be advised that the school Principal and Executive Administrator reserve the right to establish Black-Out dates when Leave Requests are approved on an emergency-only basis due to critical school operational time frames such as school-wide testing and school-wide programming when as many staff members are needed on duty as possible.

Leave Request Process

1. Complete Leave Request, have a lead teacher or supervisor sign, submit to the main office.

2. The school Principal signs the Leave Request, approves or denies the Leave Request, and forwards it to the Executive Administrator.
3. Approved or denied Leave Requests are emailed in a timely manner to all parties involved.
4. If you submitted a leave request and have not received a response within the allotted time, please follow-up via email to wnelson@sacsmemphis.org.

**If you have an unscheduled absence from work, you will need to complete a Leave Request, upon your return. Your prompt attention is required.

Leaving Early

From time to time emergencies and/ or illnesses arise during the day. If it becomes necessary for you to leave work during school hours, please remember to inform the Principal or Human Resource as soon as possible. Provision must be made for classroom coverage (teacher) or duty coverage (staff).

Tardiness

All faculty/staff members are expected to be punctual. This includes arrival time to work and applies to classes, faculty meetings, lunch and or other duties assigned. The start of the day is not the only time that punctuality is expected.

There may be times when an employee may be late to work which are unavoidable. Notify the Principal via phone call immediately if you will be unable to report at your scheduled time. If unable to reach the Principal, please contact the Instructional Facilitator prior to 7:15am.

Employees showing three tardiness within a pay period will result in loss of one personal day. Continuation of this violation will result in the following:

- Verbal warning on second tardy within the pay period
- Written/Formal Reprimand warning on the third violation
- Suspension without pay
- Termination

STANDARDS OF CONDUCT

All employees are expected to be courteous to one another and to the public. Employees are to work

together in a cooperative spirit to serve the best interest of Southern Avenue Charter School's stakeholders.

Weapons and Firearms

Southern Avenue Charter School prohibited weapons and firearms on property and/or campus unless you are a hired patrol security.

Smoking

Southern Avenue Charter School has a **NO SMOKING POLICY: There will be no smoking on the campus by anyone.**

Telephone Calls / Cell Phone Usage

Employees are to take care of personal business and make personal phone calls before or after school hours or during break or lunch time. Messages will be taken and placed in your mailbox for non-emergency phone calls. Only in cases of emergencies will an employee's duty time be interrupted for personal phone calls received via the school phone. **Faculty and Staff personal cell phones usage is prohibited during the day while scholars are present. Secretaries will not call the classroom with non-emergency messages. Messages will be relayed via email. Emails should be checked throughout the day, morning and afternoon. Classroom and/or school phones should be used to handle school business only.**

Parents are to contact teachers via phone or email before or after school with questions or concerns. If teachers chose to give parents their personal cell phone numbers as a means of contact, they should be informed that voicemail and/or text messages will be returned within a 24 to 48 hour window. In the event of emergencies, parents should contact the main office.

Breaks

Lunch and/or break periods vary for each employee, based on individual contractual agreements and work schedule. Teachers, Academic Coaches, and Support Teachers are entitled to a 30-minute, duty free lunch period. If necessary, due to a personnel shortage, unavoidable or unforeseen circumstances, faculty / staff may be required to supervise students during their lunch. The Administration will do everything in their power to ensure this does not occur if at all avoidable. Questions concerning breaks etc. may be directed to Central Office Personnel.

Harassment and Bullying Policy

Southern Avenue Charter School has adopted a Zero Tolerance Policy toward discrimination, bullying and all forms of unlawful harassment, including but not limited to sexual harassment. This Zero Tolerance Policy means that no unlawful discriminatory or harassing conduct by or towards any employee of Southern Avenue Charter School.

This policy applies to and prohibits all forms of illegal harassment and discrimination, not only sexual harassment. Accordingly, Southern Avenue Charter School ***absolutely prohibits*** harassment or discrimination based on sex, age, disability, perceived disability, personal appearance, sexual orientation, race, religion, national origin, or any other legally protected characteristic. **Please see the Harassment Policy (later in handbook) for more details.**

Workplace Violence

Southern Avenue Charter School has adopted a Zero Tolerance Policy prohibiting workplace violence in any way, shape or form. Consistent with this policy, any act or threat of physical violence by/or towards any employee of Southern Avenue Charter School will not be tolerated. This includes but is not limited to intimidation, harassment, and or coercion or any kind.

Confidentiality and Non-Disclosure Agreement

It is the policy of Southern Avenue Charter School to provide our employees and students with a level of privacy and confidentiality with any information concerning any school employee or student. Employees, during the course of their work may have access to confidential employee, student and/or school business information. All employees will be held accountable for maintaining the confidentiality of employee information, student data, records, school technological resources, strategic plans, financial information, and any other confidential information the employee may have access to in the performance of their job responsibilities. Unauthorized disclosure, copying and/or misuse of confidential information are a serious breach of duty. Therefore this may result in disciplinary action leading to termination. Furthermore, this agreement mandates compliance extending beyond employment, contract or association with Southern Avenue Charter School.

All employees shall adhere to all of the school's safety rules and/or regulations and shall report any unsafe conditions or practices to the Administration.

Staff Meetings (Faculty)

Faculty meetings will be held on Wednesdays after school in a designated area. General Faculty Meetings will be scheduled and communicated by the Principal. Teacher /Grade Level Meetings will be scheduled by the Instructional Facilitators.

Security

Southern Avenue Charter School is committed to the safety and security of our students, faculty/staff, parents and visitors. In order to support that commitment, Southern Avenue Charter School has developed a Security Policy that will ensure procedures are in place to prepare for, respond to, and/or prevent natural and human disasters, as well as provide security to the buildings and grounds on our campus. All employees are responsible for participating in all training, drills and/or exercises regarding safety and security procedures. Safety and security procedures may include, but not limited to, in-service training, accident or incident record keeping, emergency drills or procedures, traffic safety (drop-off, pick-up) procedures, and/or any other procedures relevant to student and employee safety and security. Additionally, access into each building is controlled through designated entry points, which are monitored. **Please see Safety Policy (later in handbook) for more details.**

Personal Property

Each employee is responsible for any personal property brought onto school property. Southern Avenue Charter School will not take responsibility for, nor assume risk for any lost, stolen and or damaged employee's personal property. Southern Avenue Charter School recommends that all employees have personal insurance policies covering the loss of personal property left on school property. Lockers are available in each Teacher Work Room for staff members wishing to have additional storage options for their property.

HUMAN RESOURCES / PAYROLL

Southern Avenue Charter School is an equal employment opportunity employer. The school does not discriminate against any applicant or employee based on race, color, religion, sex, age, national origin,

disability, military status, or on any other basis prohibited by law. Southern Avenue Charter School utilizes strategic hiring policies that are efficient, accurate, fair and ethical. Prospective employees are screened for hiring based on their individual merit, experience, job related abilities and skills. Employees with concerns about the hiring process and or discrimination should contact the HR Specialist and/or the Executive Administrator.

Background Check

As deemed necessary, Southern Avenue Charter School may conduct employee background checks. A comprehensive background check may include employment history, professional reference checks, credential/education verification, credit check, sex offender registry, and/or criminal background check. Southern Avenue Charter School is committed to protecting the security, safety and health of employees, students, and others as well as safeguarding the assets and resources of the school and interest of the school's stakeholders. See Human Resources for more information.

Terms of Employment

All employees of Southern Avenue Charter School sign a legal contract of employment. The contract outlines the terms and conditions of the employee's job. Each employee contract time is for a period of one (1) year unless otherwise specified. At its discretion, Southern Avenue Charter School may choose to renew or not renew an employee's contract. The school reserves the right not to renew a contractual relationship for any reason. This decision is deemed a separation of employment and not considered termination. Written notification will be provided to an employee whose contract is not renewed. An employee has the right to request reconsideration on the part of the school regarding employment separation. Southern Avenue Charter also utilizes professional service providers and external contractors as team members. Those team members are not eligible for benefits, paid time off, or holiday pay. Southern Avenue Charter School is NOT responsible for any government or state assistance upon separation of services.

Employment Classification

It is the policy of Southern Avenue Charter School to classify its employees based on the following:

Full-time Employee - An individual who works 40 hours per week.

Part-time Employee - An individual who works **less** than thirty (30) hours per week during a normal forty (40) hour workweek.

Non-Exempt Employee - An employee who is covered under the Fair Labor Standards Act (Wage Hour Law). Non-Exempt Employees are paid on an hourly basis and are eligible for Overtime.

Exempt Employee - An employee who is not covered by the Fair Labor Standards Act (Wage Hour Law). Exempt employees are paid on a fixed contractual salary basis.

New Hire Probationary Period

The probationary period for regular full-time and regular part-time employees is **ninety (90) days** from the date of hire. New Hires do not accrue time off until the **ninety (90) days** have ended. During this time, the employee has the opportunity to evaluate the School as a place to work and management has the opportunity to evaluate the employee.

Performance Evaluation

A job description and specific job criteria are provided for each position and is clearly communicated to each employee. Southern Avenue Charter School believes in human growth and development, and performance feedback is an important part of each person's growth. Feedback will be given on an

ongoing basis. New employees and employees who have a change in responsibilities may be reviewed more often. All employees will participate in the evaluation process. Consult with the Executive Administrator and or designee for additional information and documentation regarding the faculty evaluation process used by Southern Avenue Charter School.

Exit Interview

An exit interview may be conducted by the Human Resources Specialist or Administrator in a voluntary separation / resignation situation. The exit interview is a tool used to ascertain the basis for the employee's decision, glean feedback from the employee in order to improve the organization, better retain employees and reduce turnover. During the exit interview, you may express yourself freely. We hope this will provide insight to both parties. All information will be kept confidential and will not affect any reference information we provide to another employer.

Return of School Property

Any property issued to an employee of Southern Avenue Charter School is the responsibility of the employee. Property includes but is not limited to items such as, keys, laptops, other computer equipment, school credit cards, ID badges, and parking passes. Employees must return all school property issued at the time of end of year check - out and or employment separation. Sole responsibility for any lost or damaged property, and or property not returned belongs to the employee.

Personnel Administration

Employee files and benefit records are considered confidential. It is the duty of the Human Resources Team to maintain and manage all SACS employee personnel files. Employee personnel files are stored securely and all contents kept confidential at all times. Specific information contained in an employee personnel record, such as salary, medical and or benefits information is confidential to all except those who have a need to know certain information to carry out the functions of their HR/Payroll position. Only authorized persons shall have access.

Employee Change of Status

If an employee has a change in status, he / she should notify the Payroll Specialist as soon as possible. The employee should complete and submit an employee change of status form. This form can be obtained from the Payroll Specialist. A change of status form must be completed for any of the following:

- Name change
- Change of address
- Change of telephone number
- Marital status
- Dependents
- Beneficiary (insurance)

An employee changing the number of tax exemptions for withholding purposes must complete and submit a W4 form to the Payroll Specialist. This form can be obtained from the main office in each building.

Payroll Deductions

Payroll deductions are specified amounts withheld by Southern Avenue Charter School from an employee's earnings. These deductions can be mandatory and or elective. The following payroll deductions are required for all SACS employees:

- Tennessee Retirement System
- Income Taxes
- Social Security (FICA)
- Medicare Tax (FICA)

Employees may elect to have other payroll deductions withheld from their earnings, such as:

- Health Premiums
- Additional Health / Medical Coverage (i.e., AFLAC)

COMPENSATION

Each Employee's salary and wages are paid in accordance with administrative guidelines and a pay structure established for each position. All positions are classified as either exempt or nonexempt according to federal law. Professional and Administrative employees are generally classified as exempt and are paid monthly salaries, and are not entitled to overtime compensation.

Employees generally classified as non-exempt are paid based on an hourly wage and receive compensatory time, or overtime pay for each overtime hour worked over 40 hours in a workweek.

Overtime Compensation

SACS compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only non-exempt employees (hourly and paraprofessional employees) are entitled to overtime compensation. ***Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from the Executive Administrator.***

All employees will receive written notice of his or her pay and work schedules before the start of each school year. Employees are paid on the 15th and the last day of every month based on their contract duration throughout the school year. If the 15th or last day of the month falls on a weekend, payday will be the Friday before that weekend.

Employees should contact the HR/Payroll Specialist for more information about the pay schedule or individual pay (**Ms. Nelson (901)-666-1400**). Employees are paid in accordance with the school year or fiscal calendar provided by administration. ***A Performance Bonus may be awarded to an employee at the discretion and approval of the Executive Administrator.***

WORKERS' COMPENSATION

SACS, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or injury on the job. Workers' Compensation insurance provides medical benefits and wage replacement to an employee injured in the course of employment while the employee recovers. Law, depending on the circumstances of each case, prescribes specific benefits.

All work-related accidents or injuries should be reported immediately to the Principal, Central Office, and Executive Administrator. An employee accident report must be completed and submitted to the immediate supervisor by the employee if possible. If an employee is unable to complete the report, the immediate supervisor is to complete and submit the accident report. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Tennessee Labor Code. See Workers' compensation benefits for information on use of paid leave for such absences.

UNEMPLOYMENT COMPENSATION

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Tennessee Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions should contact the Executive Administrator and or Payroll Specialist.

Career Progression and Promotion

Employee growth, professional development and career progression are supported and encouraged at Southern Avenue Charter School. Approval of employee progression moves and/or promotions are dependent upon the following:

- Organizational needs
- Training / Certification
- Work History / Experience

Southern Avenue Charter School is committed to considering internal candidates for promotion and progression opportunities, however reserves the right to pursue external candidates as well.

Direct Deposit

Direct Deposit is the preferred method used by Southern Avenue Charter School to pay employees. Southern Avenue Charter Schools request all employees participate in direct deposit for payroll purposes. All employees must complete and submit a direct deposit form to the Payroll Specialist.

An employee should complete and submit a new direct deposit form to the Payroll Specialist as soon as possible if any changes occur, such as, change in banking institution, change in account information, etc. Failure to do so may delay direct deposit of payroll funds.

HOLIDAY LEAVE

The Southern Avenue Charter School Board of Directors and Executive Administrator have approved the following Holidays as leave time (off) with pay for the 2020 - 2021 school year:

- Labor Day - September 5, 2022(1 Day)
- Fall Break - October 10 - 14, 2022(5 Days)
- Veterans Day - November 11, 2022(1 Day)
- Thanksgiving Break - November 21 - 25, 2022 (5 Days)
- Winter Break - December 19 , 2022 - December 30, 2022(10 Days)
- Dr. Martin Luther King, Jr. Holiday - January 16, 2023 (1 Day)
- Spring Break - March 13-17, 2023 (5 Days)
- Good Friday - April 7,2023 (1 Day)
- Juneteenth- June 19, 2023 (1 Day)

A total of 30 Holiday Leave Days were approved for the 2022 - 2023 school year. The above leave days apply to all full-time employees (*unless otherwise noted in employee contract*).

Black Out Dates

Please refrain from requesting time off during the first 20 days of school. August 8th-September 1, 2022. It is imperative and necessary for all employees to be on campus during the following dates.

The day before or after a holiday or scheduled break and Interim & TCAP Assessments

October 3- October 7, 2022 (Interim Assessment 1)

December 5- December 9, 2022 (Interim Assessment 2)

March 6- March 10, 2023 (Interim Assessment 3)

TCAP Window April 17-May 5, 2023

Parent Teacher Conferences (September 8,2022 & February 16, 2023)

Grade level scheduled Field Trips (Colleagues must attend field trips)

May Day (May 19,2023)

Graduations (May 25, 2023)

May 30-June 1, 2023 School Administrative Days & School Closeout.

Sick Leave (Days)

Eligibility

1. Regular full-time employees and full-time academic personnel, shall be eligible to Accrue sick leave.
2. Part-time employees and temporary personnel, shall not be eligible to accrue Sick leave.

Eligibility for and Rate of Accrual for Sick Leave

1. Regular full-time employees and full-time academic personnel, whether employed on a Twelve- month or ten -month service basis, shall accrue sick leave at a rate of **½ day per month or five (5) days of sick leave per year.**
2. Accrued days of sick leave shall be cumulative for all days not used, not to exceed ten (10) Days maximum.

3. Eligible employees shall accrue sick leave after the first 90 days of employment or when the probationary period ends.

Use of Sick Leave

1. Sick leave is generally applicable to absences due to illness or injury to an employee, including incapacity to work due to pregnancy, medical and dental appointments.
2. Where an employee must be absent due to illness in the immediate family, sick leave may be granted by the appropriate approving authority.
 - a. For the purposes of this section, “immediate family” shall be deemed to include:
 - Spouse
 - Child, step-child, foster child
 - Parent, step-parent, foster parent, parent-in-law
 - Sibling
3. Sick leave, if available, may be granted at the discretion of the appropriate approving authority in instances of death in the immediate family.
 - a. **Bereavement Leave** may be granted for a maximum of three (3) days.
 - b. Full-time employees shall be entitled to Bereavement Leave upon the death of:
 - Spouse
 - Child, Step-child, foster child
 - Parent, step-parent, mother-in-law, father-in-law
 - Sibling, step-sister, step-brother
 - Grandchild, grandparent
 - Son-in-law, daughter-in-law
 - c. As part-time and temporary employees do not accrue sick leave, bereavement leave will be unpaid.
4. Subject to the conditions outlined in the Transfer of Sick Leave between employees, sick leave may be transferred to members of the School’s Sick Leave Bank.

Physician’s Statement or Other Certification

1. An employee absent for more than three (3) consecutive work days shall be required to Submit evidence, in the form of physician’s medical certification of the illness.

Exhaustion of Sick Leave

1. When an eligible employee has exhausted all accumulated sick leave, subsequent absences due to illness or other specified reasons, shall be deemed unpaid leave, unless the employee's illness or injury meets criteria of the Sick Leave Bank.

Separation of Employees with Accrued Sick Leave

Upon termination of employment, an employee with unused sick leave shall be transferred to the receiving state agency or given to another employee or the sick leave bank.

Transfer of Sick Leave between Employees

This policy establishes guidelines and procedures for transferring sick leave to other employees who are members of the **Sick Leave Bank**, who experience a continuing illness, disability, or injury.

Sick Leave Bank

To assist employees who have encountered terrible illness or injury, and have exhausted their accumulated sick leave.

Eligibility Criteria for Receiving Sick Leave

In order to receive sick leave donated by another employee, the following criteria must be met:

1. The recipient must be a current, full-time employee and member of the School's Sick Leave Bank.
2. Have used all accumulated sick leave, and any other eligible leave.
3. Have a continuing illness, injury, and be unable to work.

The maximum amount that may be transferred to an employee is limited to **five (5) days per year**. Recipients shall continue to accrue sick leave in accordance with the provisions of the appropriate policies and guidelines, which shall be used prior to any donated leave.

Unpaid Leave occurs when an employee has used up his or her existing paid time off (sick leave, personal days, vacation) and requested a leave. Conversely, when an employee is absent from work without prior approval in line with the School's leave request policy or notifying the appropriate administrator, such leave may be deemed **unauthorized**. Unpaid and or unauthorized leave will automatically be deducted from an employee's salary. All employees should familiarize themselves with key policies, and procedures for reporting an absence.

Criteria for Donating Leave

In order to donate sick leave to a member of the sick leave bank, an employee must have:

1. A current minimum balance of **10** sick leave days.
2. Donors must agree to donate a minimum of **3** days of accrued sick leave.

The maximum amount of sick leave an employee may donate during his / her employment at Southern Avenue Charter School is **5** days per calendar year.

*Note: An employee may donate more than one time to a single individual.

Procedural Guidelines

The following procedures should be followed to facilitate the transfer of sick leave between employees:

1. The donating (donor) employee must complete a Sick Leave Donation Agreement Form.
2. A representative of Human Resources must sign the form.
3. Upon completion, the form should be forwarded to the Payroll Specialist.
4. Verification that the donor has sufficient sick leave to cover the donation.

5. The appropriate approving authority will approve the form, and a copy will be placed in both the donor and recipient personnel files.
6. At the time of transfer, the Payroll Specialist will complete adjustment forms.
7. Prior to deducting the leave from the donor, the Payroll Specialist will verify that the donor has sufficient leave to cover the amount originally donated.
8. If less than the required amount is available, the leave donation is voided.
9. Donated leave, which has not been used by the recipient, will be transferred to the Sick Leave Bank.
10. The decision to donate sick leave to another individual should be a choice made freely by each employee.

FAMILY MEDICAL LEAVE (FMLA)

Employee Eligibility

Employees who have been employed by Southern Avenue Charter School for at least 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave.

Leave Entitlement - FMLA Qualifying Events

- The birth of a son / daughter, and to care for newborn child
- The adoptive or foster care placement of a son / daughter with the employee
- To care for the employee's spouse, son, daughter or parent with a serious health condition
- Employee's serious health condition

Employees who have been employed by SACS for at least **12 months** immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to **12 weeks** of **unpaid leave** beginning on the first duty day of the school year for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

FMLA leave runs concurrently with accrued sick and personal leave, temporary disability leave, and or absences due to a work-related illness or injury. When the Executive Administrator or Payroll Specialist has enough information to determine whether the leave is being taken for an

FMLA qualifying reason, the Executive Administrator will notify the employee of the FMLA designation.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their immediate supervisor as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified healthcare provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified healthcare provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact our Payroll Specialist for details on eligibility, requirements, and limitations.

JURY DUTY

SACS may not discharge, discipline, reduce the salary of, or otherwise penalize or discriminate against an employee because of the employee's compliance with a summons to appear as a juror. For each regularly scheduled workday on which a non-salaried employee serves in any phase of jury service, SACS shall pay the employee the employee's normal daily compensation. An employee's accumulated personal leave may not be reduced because of the employee's service in compliance with a summons to appear as a juror.

OTHER COURT APPEARANCES

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding not related to the employee's personal business. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees are required to submit documentation of their need for leave for court appearances, either in advance or immediately upon return from leave.

RETIREMENT

All regular full-time employees of SACS shall be members of the state-supported retirement system, Tennessee Consolidated Retirement System (TCRS). Each eligible employee will complete and submit the TCRS membership form (included in employment paperwork) to the Payroll Specialist. A copy of this form will be sent to and kept on file in the SCS Benefits Office. A five percent (5%) deduction will automatically be contributed per pay period.

Employees who are members of the TCRS are eligible to retire upon attainment of appropriate age and years of creditable service, or a combination thereof. Employees who plan to retire must notify the Executive Administrator and contact the Payroll Specialist for required procedures and documents. Additional information and inquiries regarding contributions etc. may be directed to the Tennessee Consolidated Retirement System customer service call center at 1-800-922-7772 from 8:00 am - 7:00 pm CST.

BENEFITS

As a full-time permanent employee, you are eligible for benefits administered through Shelby County Schools.

- **Effective Date of Coverage:** Benefits begin on the first day of the month after the completion of **30 days**. (Example: Hired August 6th, Benefits begin October 1st)
- **Enrollment Deadline:** New Charter School employees have **30 days** from their date of hire to enroll.
- **Benefits Online Enrollment:** All Charter School employees must enroll online. You may elect to waive any of these benefits individually. **If you do not log in to the SCS Benefits System to make your choices all benefits will waive at the end of your enrollment period. The next opportunity to enroll will be during open enrollment only.**

Choose your benefits wisely because the next opportunity to make benefits changes will be the next annual Enrollment period, unless you experience a qualified life event change (i.e., birth of a child, adoption, marriage/divorce, etc. If you experience a change, contact the HR/Payroll Specialist immediately. The SCS Benefits office must be notified of the change (s) within **30 days** of the qualified life event. If SCS Benefits is not informed during this timeframe, the employee will have to wait until the next enrollment period to make the change.

For other benefits questions not addressed by SACS Central Office, contact SCS Payroll Specialist:

- Email: benefits@scsk12.org
- Phone: 901-416-5344 or 901-416-5464

Existing eligible employees may make changes to their benefit coverage during the **Annual Enrollment period**. All employees will be provided with a benefits guide outlining benefits coverage, employee cost and eligibility requirements. For more information contact the Payroll Specialist.

OPEN COMMUNICATION

Communication, the flow of information between all personnel across the whole organization, is a very important part of the workplace culture at Southern Avenue Charter School. Open communication is encouraged at SACS, where all employees are able to express ideas to one another, in conversation or debate. An open communication climate creates team building, transparency, and increased productivity. Employees are encouraged to share positive recommendations and ideas that will benefit our school, students and workplace environment. Southern Avenue Charter School values employee creativity, innovation, and commitment to excellence.

At SACS, we strive to promote a culture that encourages employees to:

- Talk openly with other employees and administrators without fear of reprisal
- Resolve conflicts among themselves amicably and constructively
- Be proactive in identifying potential problems and solving them before any negative effects can manifest.
- Taking the initiative to share information with team members and communicating with Administrators

Administration and employees have a role in maintaining open communication. If a concern and or situation arises that may be beyond the employee's control to resolve, the employee should meet with their immediate supervisor. If at any time an employee perceives a concern or problem is not properly addressed and or resolved, the employee should contact the Human Resources Specialist. Employees can be assured that any information discussed within the meeting will be kept confidential, while allowing administrators access to resolve the issue. If an employee is not satisfied with the HR Specialist resolution, he or she may submit their concern / grievance in writing to the Human Relations Committee of the Governing Board.

ETHICAL STANDARDS

Southern Avenue Charter School operations and business practices are governed by a set of principles that guide the organization in its policies, procedures, programs and decisions. The Governing Board of SACS, as well as the Executive Administrator and School Administration are driven by and committed to doing the right things right and with integrity. Southern Avenue Charter School expects the same fidelity of all employees, in executing the mission, vision, philosophy and guiding principles of the school.

SOLICITATION POLICY

The purpose of this policy is to establish SAC's intent to have a work environment free from solicitation efforts that do not relate to Southern Avenue Charter School's business or interest. While SACS actively encourages employees' participation in community activities and organizations outside of work, the time spent at work is more productive and pleasant when not interrupted by solicitations and distribution of materials by employees. Employees may not solicit on work time. Employees may not distribute any literature or other non-work-related materials either on work time or in work areas, unless otherwise approved by the Executive Administrator.

HEALTH - RELATED INCIDENTS

Employees who are aware of pre-existing medical conditions or become aware of any health - related issue that may impact the health of the employee at work, should provide notification to their immediate supervisor in writing. In the event a health- related incident / accident occurs during work hours, an official incident form should be used to document and report the incident. Any incidents of self - injury, or other incidents must be reported and documented as soon as possible. Employee incident forms may be obtained from the main office in each building. Report **EVERY** accident regardless of how minor it may seem at the time. ***Failure to report an incident involving a Teacher may jeopardize your claim to workman's compensation for injuries if applicable.***

TECHNOLOGY

Acceptable Use

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities, and all pertinent license and contractual agreements. As a user of the technological services and facilities, you have access to valuable SACS resources, data, and internal and external networks. Consequently, all SACS employees are required to behave in a responsible, ethical, and legal manner. Computing resources usage, by an employee, of a personal nature is permitted but limited. All data, including email communications, stored or transmitted on SACS electronic system will be treated no differently from other school-related data.

Email, Internet and Equipment Usage

Any employee, volunteer, intern, or contractor personnel, who assesses, or uses the school's computer system, network, Internet access, or email service for any purpose agrees to be bound by the terms established by Southern Avenue Charter School.

An employee, who is issued a laptop and or any other equipment by Southern Avenue Charter School, is responsible for acceptable usage and care of provided equipment. Email services, Internet access; equipment, and any other technological resources are to be used for the purpose of conducting school business.

The Southern Avenue Charter School's Internet Safety and Acceptable Use Policy is intended to prevent unauthorized access and unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). This policy applies to all SACS students and employees, as well as volunteers, interns and contracted personnel, whose access to, or use of, Internet and/or e-mail services is provided by Southern Avenue Charter School.

Prohibited and illegal activities, including but not limited to the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, demeaning or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access to any computer
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or another identifier (impersonation)
- Use of the network for commercial purposes

Computer Software Usage

Southern Avenue Charter School does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

Social Media Guidelines

Think Before You Speak

Official Spokesperson for Southern Avenue Charter School

Direct any complaints, concerns, questions or otherwise, posed to you in person, or online, to the Executive Administrator and/or Human Resources. You are not to comment.

Current or past employees are not the official spokesperson for any business related to Southern Avenue Charter School. Any questions (posed to you) statements requiring a response, or otherwise should not be answered or commented on. Refer all questions regarding the operation of Southern Avenue Charter School, in any way, to the official spokesperson(s) for Southern Avenue Charter School. The current and official spokesperson for Southern Avenue Charter School is the Executive Administrator, Mrs. Elise Evans. If Mrs. Evans is not available to answer questions, the backup spokesperson is the Human Resources Director, Ms. Lois Madison.

Think Before You Post

Employees are required to refrain from social media use or usage that:

- 1) interferes, disrupts or undermines the effective operation of the school;
- 2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of SACS; or
- 5) violates the law, school, or board policies and/or any other school rules and regulations.

Definitions:

The rapid speed at which technology continuously evolves makes it difficult to identify all types of social media.

Thus, the term Social Media includes a variety of online tools and services that allow users to publish content and interact with their audiences. By way of example, social media includes but is not limited to:

- (1) social-networking sites (i.e. Facebook, LinkedIn, Google+);
- (2) blogs and microblogs (i.e. Twitter, Tumblr);
- (3) content-sharing sites (i.e. Scribd, SlideShare); and

(4) image sharing and video sharing sites (i.e. Flickr, YouTube, Instagram, Vine, Pinterest, Tik-Tok).

(5) any all names, logos, buildings, images and entities under the authority of Southern Avenue Charter School, Inc.

(6) In addition, this policy applies to any form of instant or direct messaging available through social media. Other forms of one- to-one electronic communications with students including voice, email and text-messaging.

Southern Avenue recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students and parents engaging, learning, collaborating and sharing in digital environments as part of 21st Century learning. SACS strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely.

School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All school employees, including student teachers and independent contractors shall comply with the requirements of this policy when using electronic social media for personal purposes.

SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees are to maintain professional relationships with students at all times. All electronic communications with students who are currently enrolled in the school system must be school-related and within the scope of the employees' professional responsibilities, unless otherwise authorized by this policy. School personnel may use only school-controlled technological resources and social media tools to communicate directly with students or to comment on student matters through use of the Internet. An employee seeking to utilize and/or establish a non-school-controlled social media website for instructional or other school-related purposes must have prior written approval from the Executive Administrator and principal.

The use of electronic media for communicating with students and parents is an extension of the employee's workplace responsibilities. Accordingly, SACS expects employees to use professional judgment when using social media or other electronic communications.

Employees are prohibited from knowingly communicating with current students through a personal social network page. An Internet posting on a personal social media website intended for a particular student will be considered a form of direct communication with

that student in violation of this policy. However, an employee may communicate with a student using personal social media networks to the extent the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, sport or religious organization.

EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The Board respects the right of employees to use social media as a medium of self-expression on their personal time. Employees are responsible for their public conduct even when they are not performing their job duties as employees of the school system. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Further, school employees remain subject to applicable state and federal laws, SACS policies, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content on their social media sites, including content added by the employee, the employee's friends or members of the public who can access the employee's site, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.

Any use of electronic social media by Employees during the school day must be limited and must not interfere with job duties.

POSTING TO SOCIAL MEDIA SITES

Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents and community members. Employees shall observe the following principles when communicating through social media:

1. Employees shall not post confidential information about students, employees or school system business.

2. Employees shall not accept current students as “friends” or “followers” or otherwise connect with students on social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
3. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol or drug use or other behaviors associated with the employees’ private lives that would be inappropriate to discuss with a student at school.
4. Employees may not knowingly grant students access to any portions of their personal social media sites that are not accessible to the general public, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
5. Employees shall be professional in all Internet postings related to or referencing the school system, students and other employees.
6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
7. Employees shall not use the school system’s logo or other copyrighted material of the system without express, written consent from the SACS.
8. Employees shall not post identifiable images of a student or student’s family without permission from the student and the student’s parent or legal guardian.
9. Employees shall not use Internet postings to libel or defame the Board, individual Board members, students or other school employees.
10. Employees shall not use Internet postings to harass, bully or intimidate other employees or students.
11. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs.
12. Employees shall not use Internet postings to engage in any other conduct that violates school policy and administrative procedures or state and federal laws.

CONSEQUENCES

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the Executive Administrator or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

Social Media

Overall, Southern Avenue Charter School (SACS) employees who choose to use the Internet for social or professional networking purposes are urged to be cautious about the content of the material they post on the Internet. The SACS Acceptable Use Policy states that Staff cannot have associations with students through virtual technology if they are irregular, unprofessional, improper or imprudent in ways that negatively affect the goals of the SACS. Any conduct, which reflects poorly upon personnel or the school district, may be grounds for disciplinary action. I have discretion in determining if conduct reflects poorly on our students, staff and the SACS.

- "Friending" students, former students under 18 years old, and/or families of students: It is recommended that you not "friend" students, former students under 18 years old, or the families of students in order to keep your role as educator clear. In the eyes of the law, all educators are considered to be in a "position of trust" both inside and outside of the classroom.
- Using strict privacy controls: Even if you make the decision to never "friend" a student, students still can have access to content you post on social networking sites, as well as content available across the Internet (e.g. comments on blogs, etc.). Expect that students will "Google" you. It is recommended that you use the strictest privacy controls possible to ensure that your personal life remains personal, and conflicts over publicly accessible Web content are minimized.
- Posting inappropriate or disruptive content: The SACS Acceptable Use Policy states that staff cannot use the Internet to post inappropriate data, documents, photographs or other such information that might result in a disruption of classroom activity. This can include pictures or writing by educators that contradict messaging about safe and healthy decisions or commentary that places our schools or programs in an unflattering light. To avoid potential conflicts, it is recommended that you only publish work-related writing/images on SACS-authorized websites or other media tools.
- Please be mindful of statements, videos, etc. that are deemed unprofessional and inappropriate posting not only from an educator, but also as it relates to the education profession. Your postings should be of a positive, yet encouraging nature, not one that discredits the industry.
- Maintaining staff and student privacy: Employees should respect the privacy of the school, SACS community, and should not divulge or post online any identifying information of any member of the school district community, particularly on personal web pages or social networking sites, without permission (including, but not limited to, names, addresses, photos, videos, email addresses, phone numbers).
- Password integrity: Staff cannot provide passwords for SACS and social networking tools to students. If a student maintains a club or other school-related page(s) on the SACS website, a separate username and password can be created for the student. Submit a request through the IT Help desk to have a student account set up for your student helpers and leaders.
- Representing the SACS in your public communication: School employees should understand that certain expectations for professional conduct extend into the personal online world of social networking, blogs, and other communication tools, especially regarding mention of the school SACS, or members of the school SACS community.

These guidelines also extend to the SACS official use of tools like Facebook and Twitter to promote events and activities in the Southern Avenue Charter Schools. There are also unofficial and unauthorized sites about the Southern Avenue Charter School on Facebook and other social networking sites on the Internet. If you hear of or see online content about a member of our staff or some other aspect of SACS operations please let your supervisor know so it can be addressed.

TEACHERS / SUPPORT TEACHERS (*If applicable*)

Administrative / Planning Period

Maintaining the educational integrity of Southern Avenue Charter School requires commitment and planning on the parts of the teachers. Planning effective instruction takes time and must be purposefully spent. In-house professional development, parent-student conferences, team meetings, and individual planning are all integrated into your planning period. It is essential that teachers remain on campus throughout the school day. If a teacher must leave campus for any reason, the teacher must speak directly to the Principal and clock in and out of the office. Upon receiving administrative approval, you must clock out in the main office. Upon returning to campus, the teacher must clock in or risk nonpayment for the remainder of the day.

Lesson Plans/Lesson Internalization

ELA and Math lesson plans are scripted. Therefore teachers will need to internalize, annotate and submit to the instructional facilitator each Wednesday by 3:00pm. Science and Social teachers are expected to create weekly lesson plans. Lesson plans are to be submitted to the Instructional Facilitator every Wednesday by 3:00p.m. Teachers will receive an instructional protocol handbook with more information pertaining to lesson plans and grades. Lesson plans must include:

- Course outline / goal
- Course objective / expectation
- Indicate Standard and Benchmark goal addressed
- Differentiation of Instruction based on student needs
- Accommodations for gifted / special education students
- Daily objective and procedures
- Assignments / due dates
- Evaluation procedures / rubrics

Every teacher should prepare and keep a **Substitute Teacher Lesson Plan Folder**. This folder must include:

- Seating charts / attendance sheets
- Routine procedures / emergency procedures
- Adequate and comprehensive lessons for the day
- Any special notes
- List duties
- Substitute may only show movies that have prior approval from Administration

Classroom Maintenance

If a repair is needed, please complete a Maintenance Work Order Form. Email the Principal after one week if your maintenance request has not been addressed or if there is a maintenance emergency.

Classroom cleanliness can be greatly assisted by the teacher and students following a few guidelines:

1. Have students pick up papers and trash and deposit them in the trash containers.
2. Do not leave excessive clutter in your room.
3. It is the teacher's responsibility to make sure desks and or tables are kept clean.
4. Please do not leave food (covered or uncovered in your classrooms) in order to prevent pests.

Mailboxes

Mailboxes are located in the main office (K-2) and staff workroom (Academy) where you will receive telephone messages, mail, faculty memos, attendance rosters and event collection logs. Outgoing U. S. mail may be left in the box designated "U. S. Mail" before 10:00a.m. to insure pickup for the day. Please check your mailbox before school, before and after lunch, and at the end of the day. **PLEASE DO NOT SEND STUDENTS TO THE OFFICE FOR YOUR MAIL.** The SCS board mail system picks up Tuesday and Thursday around noon.

Keys

Classroom keys will be issued the first day of school and are to be returned on the last day of school unless prior arrangements have been made in the Administrative Office. Keys are a vital issue as always; **do not lend your keys to anyone**, especially students. If they need access to your room, accompany them.

Record Keeping

All teachers must keep PowerSchool updated weekly. Grades are due Tuesday by 3:00pm from the previous week. Those grades are to include homework, class work, quiz and testing projects. A grade book must be used to keep accurate student records as a back up if PowerSchool crashes or login does not work. Attendance should be accurately recorded in the grade book daily. Teachers should have an accurate attendance record at the end of each grading report period. Record books must be:

1. Labeled neatly on the cover, with Teacher's name and the school year
2. Must be kept neatly and accurately
3. Should include grades and attendance
4. Must be turned in to the Principal at the close of the school year.

*Teachers are **NOT** to enter student names in the record book during the first week of school, as registration and or class assignments may not be finalized. Use temporary rosters until then. Use the student's proper name on all official records. Please keep all records current and up to date, as students may be transferred at any time during the school year.

Student Classroom Files

Teachers must make and maintain a classroom file folder for each student. Student classroom files should contain:

- A copy of all parent contact forms for that student and parent phone call logs
- Copies of notes of absences, medical problems, dismissals, tardy slips etc., are to be filed
- Teacher's copy of disciplinary referrals
- Copies of weekly conduct or behavior forms
- All student assessments (chapter tests, unit test, etc.), copies of progress reports

Classroom Management

Teachers are expected to create a safe and comfortable classroom environment for students that will maximize opportunities for student learning, which in turn will factor into governing student behavior. Teachers should develop strategies for establishing and maintaining a well-managed classroom environment to optimize learning opportunities. Here are a few useful tips to assist in creating an environment where students want to learn:

1. Make your classroom stimulating and visually appealing, trying to limit potential distractions.
2. Make students feel welcome and comfortable by getting to know their names and interests right away.
3. Treat all students equitably; make them feel cared for, listened to, and respected.
4. At the beginning of the year, communicate classroom rules and expectations clearly and directly. State, explain, and review SACS' code of conduct.
5. Implement and post daily routines and procedures
6. Organize materials to maximize accessibility and to lessen "free time" (time spent gathering materials)
7. Create and establish a continuous flow of activities to prevent students from becoming bored or sidetracked.

Duty Assignments

Teachers, Academic Coaches and Support Staff may be given a morning, afternoon and or hall duty assignment. It is imperative that all assigned personnel be in their designated duty stations to ensure safe, effective and smooth transitions during morning arrivals, hallway transitions, lunchtime, and afternoon dismissals. **All faculty and staff members are expected to actively monitor students, parents, and visitors to maintain a safe, healthy and effective school environment.**

Daily Operations

Teachers, Academic Coaches, and Support Staff upon arrival are to sign in and report to their assigned morning duty stations.

Classroom Daily Operations

- **Attendance** - submitted to the office by **9:00a.m and NOT before 8:00a.m.** Students arriving to the classroom after **8:01a.m. are to be marked tardy.** WE **ALL** must be **consistent** in this practice, especially since many families have multiple children and inconsistencies lead to misunderstandings. All notes of absence received in the classroom should be sent to the office immediately upon receipt. If the student does not bring a note to school within **two (2) school days**, the absence is to be marked as **unexcused (unexcused is the default until documentation is received).** **Daily attendance and the accurate reporting of are imperative.** It is the teacher's responsibility to make sure each student has been marked properly and correctly. **Errors in marking can be very costly (\$\$) and have adverse effects on our school wide attendance rate.** * *Southern Avenue Charter School and Shelby County Juvenile Court are taking a firm stand on attendance. Parents with excessive absences may also be referred to Juvenile Court.*
- **Dress Code Compliance** - Homeroom teachers are expected to monitor dress code compliance. *Please refer to uniform policy (Parent/Student Handbook) for detailed information.*
- **Student Communication / Homework Folder** - Teachers are expected to check student folders each day, for homework, parent signatures, absence notes, money, permission slips etc. Absence notes, money etc., must be submitted to the office in a timely manner (refer to attendance and cash handling procedures). Folder checks and record keeping should be consistent and accurate.
- **Cash Handling Process** - Cash handling and collection are a part of daily classroom management practices. The accurate and efficient management of this process is consistent with the highly structured environment that Southern Avenue operates. Faculty and staff should record payments for school fees, field trips, clubs and or fundraisers, etc., and use cash handling collection logs. Payments are recorded to account for money exchanged between parents, students, faculty and staff for bookkeeping and accounting purposes. The faculty or staff member will log each cash exchange for each student / parent. The information should be recorded by event on the collection log. For example, if a student pays for a field trip a log entry should be written. **Please record each student's first and last name in the space provided on the log sheet. When completing logs, please fill out completely and accurately. Include full name of student, amount (numerical) in space provided, and event collecting for. Please count and verify all money given to you. If the amount given is short please return to the student/parent with a note.** The collection log and cash must be returned to the main office **each day by 10:00a.m.** to Mrs. Dorothy Strong. *All money that is not submitted to the Financial Secretary at the allotted time will be reported to the Principal.*

- **Dismissal - (*Early Dismissal*)** -Only the office has the authority to release students from school. **DO NOT DISMISS A STUDENT UNLESS THE OFFICE STAFF OR DESIGNEE HAS NOTIFIED YOU. YOU WILL BE HELD RESPONSIBLE FOR ANY CHILD NOT DISMISSED PROPERLY. NO PARENT IS TO COME TO THE CLASSROOM TO PICK UP A CHILD UNLESS YOU HAVE RECEIVED PRIOR NOTIFICATION FROM THE OFFICE.** Early dismissal ends at 3:00 pm daily. No student dismissal will be allowed after this time.

Regular dismissal is at 2:45 p.m daily. The dismissal team will begin calling for students at 3:01p.m.

- **Students Present After Dismissal** - Student safety is the highest priority of Southern Avenue Charter School. We are concerned about students who are left after dismissal time. **Students remaining after dismissal are to be escorted by the teacher to the multipurpose room (k-2 building) or designated area. A SACS staff member will supervise students until 3:15p.m. If a student is not picked up by 3:16p.m., the student is placed in aftercare. The parent/guardian is charged a \$15 drop in fee by the aftercare Program. The fee is due at the time of pick up. Refer to Late Pick-Up Policy for more details.**

Sick Child

If a student appears to be ill, please contact his/her parents using the phone in your classrooms or send them to the office to use the phone. The COVID-19 Coordinator must be notified in case of any student's illness.

The Shelby County Health Department requires excluding students from school for the following reasons: COVID-19, Chicken Pox, Hepatitis A, Impetigo, Measles, Mumps, Head Lice, Pink Eye, Ringworm, Rubella, Scabies, and Scarlet Fever. **If you suspect a student to have one of the above, please notify his/her parents immediately to pick-up the child. A child is not allowed to return to school unless a doctor's statement has been provided.**

Student Incident Report

Incident forms are to be used to document and report any student injury, accident, behavioral issue, or other incidents as soon as they occur. The faculty member who witnessed the incident is to complete the incident form in its entirety, notify the parent/guardian of the incident, and submit the form to the main office. A copy of the incident report should be given to the parent, and a copy should be kept on file at the Central Office.

Medicine Storage and Authorization (student)

All student medication is to be stored and locked in the Nurse's office. The school nurse or a designated staff member will receive, store and secure all medication. At no time is medication to be stored in the classroom, student desk, backpack, or cubby area.

A physician **MUST** complete and sign a **MEDICATION AUTHORIZATION FORM** with clear instructions for administering medication. This form **MUST** be on file in the main office prior to any medication being administered at school. The child's name, nature of illness, type of medication, side effects, date to begin, dosage amount and frequency **MUST** be indicated on the form along with the Parent/Guardian signature. All medication must be clearly labeled with the child's name and in the proper container. Non-prescription medication **WILL NOT** be administered at school unless accompanied by a **MEDICATION AUTHORIZATION FORM** from the physician.

Allergies (student)

All student allergies should be documented on the student's Coordinated Health Form, and filed in the main office. Allergy information should be reported to the appropriate cafeteria staff for proper meal preparation purposes.

SAFETY

Safety is everybody's business and responsibility. Safety is of prime importance in protecting our faculty and our students. Please report all injuries to the office immediately, even if minor. An incident form must be completed at the time of the injury for students and faculty members. We make every effort to comply with all federal and state workplace safety requirements. Below are some general safety rules:

- Avoid overloading electrical outlets with too many machines
- Ask for assistance when lifting heavy objects or moving heavy furniture
- Keep cabinet doors, file and desk drawers closed when not in use
- Keep your work area clean and orderly, and aisles and passageways clear
- Stack materials only to safe heights
- Watch out for the safety of other employees and students

Our organization promotes workplace safety rules and regulations by which all employees should be familiar with the evacuation procedures for their assigned area. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures.

EMERGENCY PROCEDURES

Emergency evacuation procedures will be provided to teachers during orientation. Teachers should practice the following emergency drills throughout the school year.

Fire Drill (once per month)

When the Fire alarm sounds (**a continuous loud ring**), the teacher should:

1. Follow the fire evacuation route posted on the wall near the door of your classroom.
2. Identify the fire alarm sound (ring).
3. Direct your students to walk quietly to the door and listen for your directions.
4. Take your record book and lead your class quietly out of the building. Students should not run ahead of the teacher.
5. Exit the building through your primary exit as shown on the fire exit plan. When fire is in the path of the primary exit, use the secondary exit.
6. Students and teachers **should not stop** to get their belongings.
7. Walk away from the building into the parking lot to the designated area and line up your class facing the building. Use your record book to call roll to account for all students.
8. Wait in the parking lot until authorized personnel or the fire department gives further directions.
9. Maintain records of students who are released to parents or guardians.
10. Do not re-enter the building until given an “all clear” signal by the fire department or authorized personnel.

Tornado Drill (once per month)

When the Tornado alarm sounds (**3 short rings of the fire alarm sound**), teachers should:

1. Stop the class routine and direct the students to walk quietly to the designated safe area (away from windows in the hallways/corridors). Keep away from glass doors and windows.
2. Direct the students to sit against the wall on their knees, head down, and hands covering their heads.
3. Remain quiet and stay in the area until “the all clear” signal is given by authorized personnel.

Earthquake Drill

1. Immediately duck, cover and hold (table legs, desk legs).
2. Stay away from windows, bookshelves, file cabinets, and other hazards, if possible.
3. Get under desk, table, or against an interior solid wall or supported doorway.
4. When on the OUTSIDE:
 - Move to an open space
 - Stay away from buildings and overhead power lines.
 - Lie down or crouch low to the ground.

Trespassers are all individuals who enter the building and fail to report to the office to sign-in. Staff members should escort trespassers to the office (do not use students as escorts) and notify the main office. If the person refuses, note his or her physical description and notify the main office. All visitors are to use the main building entrance located in front of the building. **STAFF MEMBERS ARE NOT TO LEAVE BUILDING DOORS PROPPED OPEN AT ANY TIME.**

Lockdown

(For use to protect building occupants from potential dangers in the building)

When the notice of LOCKDOWN is given:

- Students are to be cleared from the hallways immediately and to report to the nearest available classroom.
- Assist those needing special assistance
- Close and lock all windows and doors, and do not leave for any reason
- Cover all room and door windows
- Stay away from all doors and windows. Move students to interior walls and drop to the floor
- Shut off the lights and BE QUIET.
- DO NOT OPEN THE DOOR FOR ANYONE UNTIL THE ALL CLEAR SIGNAL IS GIVEN.

Outdoor Safety

The physical education program is extended to the playground. Each class will be scheduled time (10 – 15 minutes) to use the playground on a daily basis. Teachers should plan activities for outdoor play. Close supervision of student activities is required for safety and building socialization skills ensuring students are wearing masks. To provide quality supervision of our students, teachers must refrain from sitting and standing in clusters where they cannot view and supervise the students. When more than one class is on the playground, teachers should position themselves to watch every section of the outdoor area.

**Please refer to the Safety Practice & Crisis Response Procedures Handbook for more information.*

Weapons on Premises

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises, grounds or buildings where a school-sponsored activity takes place.

Weather-Related and Emergency Closings

Certain weather conditions make it necessary to close school entirely, have a delayed opening, or dismiss school early. SACS Administration makes these decisions with the safety of the students and staff in mind. We adhere to the closings of Shelby County Schools (SCS). If SCS announces closures, we are closed as well.

To determine if SACS will be closed due to inclement weather, please watch television channels 3, 5, and 13. You may also call the school at **901-743-7335**, the Principal, or the Executive Administrator. If Shelby County Schools are closed during inclement weather, SACS will also be closed.

Each employee and student is expected to obey safety rules and exercise caution and common sense in all work activities.

PREVIOUSLY REFERENCED INFORMATION:

\

CHILD ABUSE AND CHILD SEXUAL ABUSE

Definitions

For purposes of this policy as provided in T.C.A. §37-1-403(i) "school" means any public or privately-operated child-care agency as defined in T.C.A. §71-3-501 which includes preschool, nursery school, kindergarten, elementary or secondary schools.

- a. It is the law of the state of Tennessee that teachers or other persons employed in the public schools are required to report suspected child abuse and neglect.
- b. An abused or neglected child shall mean any child less than 18 years of age whose parent(s) or other person responsible for the child's care:
 1. Creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such a child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, impairment of bodily or mental functions;
 2. Neglects or refuses to provide care necessary for the child's health;
 3. Abandons such child;
 4. Commits or allows to be committed any sexual acts upon a child in violation of the law.

REPORTING OF BRUTALITY, ABUSE, NEGLECT OR CHILD SEXUAL ABUSE

Any person who has knowledge or is called upon to render aid to a child who is suffering from or has sustained any wound, injury, disability or physical or mental condition shall report this type of harm immediately, if caused by brutality, abuse or neglect. (T.C.A. § 37-1-403) Any person with such knowledge shall report by phone or otherwise to the Department of Children's Services (DCS) and simultaneously report such action to the Principal of the school, Director of Counseling, or law enforcement agency.

NOTIFICATION TO PARENTS OF ABUSE ON SCHOOL GROUNDS OR UNDER SCHOOL SUPERVISION

Pursuant to the future well-being of the child, school teachers, school officials or any other school personnel who have knowledge or reasonable cause to suspect: (1) that a child who attends the school may be a victim of child abuse or child sexual abuse, and (2) that the abuse occurred on school grounds or while the child was under the supervision of the school, the following actions shall be taken:

- a. If the alleged abuser is a school employee, the employee shall immediately be placed on paid administrative leave pending investigation. If the alleged abuser is a student, the student shall be given due process and shall be separated either by suspension, expulsion or otherwise from the alleged victim pending investigation.
- b. The Principal shall notify the Department of Children's Services.
- c. The Principal shall verbally notify the parent or legal guardian of the child within twenty-four hours with coordination with the Department of Children's Services. **The notice shall not be given to any parent or legal guardian if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for the child abuse or child sexual abuse.**
- d. After the parent or legal guardian has been given notice, the Principal or designated person, shall provide the parent or legal guardian all school information and records relevant to the alleged abuse or sexual abuse, if

requested by the parent or legal guardian; provided that the information is edited to protect the confidentiality of the identity of the person who made the report, any other person whose life or safety may be endangered by the disclosure and any information made confidential pursuant to Federal law of T.C.A. §10-7-504. Other agencies or departments' records shall not be released.

- e. The Principal shall contact the Student Federal Rights Coordinator and the Employee Federal Rights Coordinator who shall immediately commence an investigation of the complaint.
- f. After the investigation by the Federal Rights Coordinators has been concluded, the Federal Rights Coordinators shall contact the Principal regarding their findings and in the event the charges are substantiated, appropriate disciplinary action shall be taken against the alleged abuser.
- g. If the charges are substantiated, the Principal shall advise the parents of the measures that have been taken to ensure that no further instances of child abuse or child sexual abuse occur again in the future.
- h. If a teacher, school official or any other school personnel has knowledge or reasonable cause to suspect that a child who attends such school may be a victim of child abuse or child sexual abuse sufficient to require reporting and that the abuse occurred on school grounds or while the child was under the supervision or care of the school, then the principal or other person designated by the school shall verbally notify the parent or legal guardian of the child that a report has been made and shall provide other information relevant to the future well-being of the child while under the supervision or care of the school. The verbal notice shall be made in coordination with the Department of Children's Services to the parent or legal guardian within twenty-four (24) hours from the time the school, teacher, school official or other school personnel reports the abuse to the Department of Children's Services; provided, that in no event may the notice be later than twenty-four (24) hours from the time the report was made. The notice shall not be given to any parent or legal guardian if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for the child abuse or child sexual abuse.

Once notice is given as provided above, the principal or other designated person shall provide to the parent or legal guardian all school information and records relevant to the alleged abuse or sexual abuse, if requested by the parent or legal guardian; provided, that the information is edited to protect the confidentiality of the identity of the person who made the report, any other person whose life or safety may be endangered by the disclosure, and any information made confidential pursuant to federal law or T.C.A. § 10-7-504(a)(4). The information and records described above shall not include records of other agencies or departments.

REPORTING CHILD ABUSE

Southern Avenue Charter School places the highest emphasis on the safety and wellbeing of its students. The protection of minors, especially from physical or sexual abuse, is a core value of Southern Avenue Charter School, and every member of the school community has an obligation to comply with the provisions of the **Child Abuse Policy outlined later in this handbook**. All Southern Avenue Charter School employees, regardless of position, are required by law and by SACS, to report any suspected cases of child abuse / and or neglect.

PENALTIES

Any person required to file a report regarding suspected child abuse and neglect that is found guilty of failure to do so is subject to disciplinary action up to and including termination, as well as current legal penalties established by the state and legislature.

Any employee found to have committed child abuse or child sexual abuse upon any Shelby County student shall be terminated from their employment with Shelby County Schools.

Any student found to have committed child abuse or child sexual abuse upon another student shall receive the appropriate disciplinary action, which may include expulsion.

T.C.A. § 37-1-403

T.C.A. § 37-1-410

T.C.A. § 37-1-605

T.C.A. § 49-6-1601

HARASSMENT OF EMPLOYEES (Sexual, Racial, Ethnic, Religious)

We strive for a working environment for employees that are free from sexual, racial, ethnic, and religious harassment. It shall be a violation of this policy for any employee to participate in harassment activities exhibited through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to ensure an appropriate working environment.

Harassment of employees will not be tolerated. Harassment is defined as conduct, advances, gestures or words either written or spoken to include those of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with an individual's work or performance;
2. Create an intimidating, hostile or offensive work environment;
3. Imply that submission to such conduct is made an explicit or implicit term of employment; or
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, an employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

Alleged victims of sexual, racial, ethnic, or religious harassment shall immediately report these incidents. This report should be made to the immediate supervisor except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Federal Rights Coordinator at 2185 Democrat Rd, Memphis TN 38132 - (901) 332-8515. Allegations of harassment shall be promptly and fully investigated. An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a more complete investigation. The complaint should include the following information:

Identity of the alleged victim and the person accused;
Location, date, time and circumstances surrounding alleged incident;
Description of what happened;
any other evidence available.

After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. A school representative or Federal Rights Coordinator will meet with and advise the complainant regarding the findings, corrective measures, and/or disciplinary action. The investigation and response to the complainant will be completed within 20 school days.

If the complainant is not in agreement with the findings of fact as reported by the school representative or Federal Rights Coordinator, an appeal may be made, within five (5) work days of receiving notification of the findings, to the Executive Administrator. The Executive Administrator will review the investigation, make any corrective action deemed necessary, and provide a written response to the complainant. A substantiated charge against an employee may subject such person to disciplinary action up to and including termination.

Building administrators are responsible for ongoing education, formal and informal, regarding this policy and procedure in the building in which they work.

Dress Code Policy

Southern Avenue Charter Elementary School has adopted a business casual dress code but emphasizes a positive organization image to our customer, both internally and externally. If you are conducting or attending meetings, seminars, roundtable, etc., where you come in contact with other business professionals, you are expected to represent Southern Avenue Charter Elementary School in a professional manner and dress appropriately for conducting such business unless directed otherwise. Know your audience, remember what you represent and dress accordingly.

PERSONAL APPEARANCE

All faculty / staff are expected to dress in appropriate professional attire. Personal attire greatly influences both student appearance and behavior. A SACS (Southern Avenue Charter School) employee's dress should exceed the students' standards.

Guide to Business Casual Dress for Work

This is a general overview of appropriate business casual attire. Southern Avenue Charter Elementary School wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Items that are not appropriate for the office are listed below. Neither is an all- inclusive list and both are open to change. One is a generally acceptable business casual attire list and the other is an un- acceptable business casual attire list.

Acceptable Attire

Dress Slacks

Khaki bottoms

Dress shirts (button down Oxford)

Polo collar or golf shirts

Sports jackets or blazers

Dresses at the knee

Skirts at the knee

Dress Capris

Blouses

Dress shoes

Wedge heels

All shoes must have a strap or enclosed heel.

Tennis shoes (unless approved by Principal, Chief Operations Officer, or Executive Administrator for specific event or Coach attire)

Jeans are not allowed, unless approved by Principal, Chief Operations Officer, or Executive Administrator for specific event

Body Piercing & Tattoo

Ear piercings are acceptable. However, other body piercings are prohibited while on campus or affiliated with Southern Avenue Charter School events. Please wear a face mask to keep nose or face piercings covered. Please refrain from facial and neck tattoos. Try your best to cover tattoos while in the presence of SACS students.

Unacceptable Attire

Your professional attire should be presentable, clean, and wrinkle free, free of rips, holes, and tears. If the pants are designed with belt loops and are visible, please wear a belt. Please refrain from loose sagging pants, and oversized shirts.

Clothing that reveals excessive cleavage, back, chest, stomach or undergarments are not appropriate for a business setting or school environment. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is not appropriate for a professional appearance at work. Any clothing item made of spandex, sweat suit material, or clothing that is excessively tight and form fitting is not appropriate for the office environment.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, business casual attire for work, please ask your Principal. With prior approval from the Executive Administrator and/or Principal, jeans and or/ other casual attire may be acceptable on certain days, such as moving, cleanups or special events.

Slacks, Pant, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice-looking dress synthetic pants and dress capris are acceptable. Inappropriate slacks or pants include jeans other than designated days, sweatpants, exercise pants, shorts, overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no more than one (1) inch above the knee when standing. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Sleeveless dresses are acceptable for the office. Mini-skirts, skorts, and beach dresses are inappropriate for work. Spaghetti-strap and halter dresses are inappropriate for the office unless they are worn with a jacket.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they do not violate any of the listed guidelines. Inappropriate attire for work includes sweatshirt hoodies, midriff tops, shirts, with potentially offensive words, terms logos, pictures, cartoons, or slogans; halter-tops. Tops with bare shoulders, camisole, and tank tops are inappropriate for work.

Compliance

The Principal, Chief Operations Officer, or Executive Administrator is responsible for ensuring department personnel are in compliance and reserve the right to send any person home to change clothes who violates any part of the dress appropriate attire. When an employee's clothing is

questionable, the Principal, Chief Operations Officer, or Executive Administrator has the authority to determine whether the attire is acceptable or not. If you wish to report non-compliance, please report it to your Principal, Chief Operations Officer, or Executive Administrator.

It is also necessary to establish disciplinary criteria. In the event there are violations of this policy, the following actions may occur:

- 1st Violation Verbal Warning
- 2nd Violation Written Warning
- 3rd Violation- unpaid three (3) day suspension

*Environmental, COVID team members, and Special Programs staff will wear red polos and navy/black bottoms.

ACKNOWLEDGMENT OF RECEIPT OF FACULTY HANDBOOK

I have received and reviewed the Southern Avenue Charter School Faculty Handbook in its most current form.

The Faculty Handbook describes important information about Southern Avenue Charter School and I understand that I should consult Administrative Leaders and/or the Human Resources Department regarding any questions not answered in the Faculty Handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Faculty Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Faculty Handbook is neither a contract of employment nor a legal document. I have received the Faculty Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Faculty Handbook and any revisions made to it.

Employee's Name (printed)

Position

Employee's Signature

Date

(Please detach this page from your Faculty Handbook and submit to the Principal to be included in your personnel file. Thank you.)

INDEMNIFICATION and HOLD HARMLESS AGREEMENT

At the discretion of the Board of Directors, any employee may be subject to sign an indemnification and hold harmless agreement, if at any time, the Board or Administration deems the continued employment of an individual would subject Southern Avenue to liability, such as lawsuits, worker's compensation claims, or otherwise. (Effective August 2019).

Employee's Name

In consideration for continued employment, I, _____
Agree to indemnify and hold Southern Avenue Charter Schools, Inc., (hereinafter referred to as Southern Avenue) its affiliated entities, employees, owners, staff, agents, and officers, harmless from any liability, loss, or damage that may occur as a result of my continued employment or any accident that might occur while on duty.

I, hereby release any claims, demands, costs, or judgments against Southern Avenue that may arise out of any activities or actions that may occur while on Southern Avenue School grounds, facilities, or while performing any duties for the School.

Employee's Name (printed)

Employee's Signature

