

# **Purpose Preparatory Academy Charter School**



## **Personnel Policies and Procedures**

**2016-2017**

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## INTRODUCTION

### OVERVIEW

Purpose Preparatory Academy Charter School was unanimously authorized by the Metropolitan Board of Education in June 2012, and June 29, 2013 marks the day 90 inaugural Kindergarten students will set foot inside our doors to begin their path to college. We will add a grade level every year thereafter to educate Kindergarten through fourth grade students by 2017. Purpose Prep is committed to being one of the best elementary public schools in our nation. We will achieve our mission by providing every student with the academic skills, knowledge, and ethical foundation to be set on the path to college – starting in Kindergarten.

### MISSION

Through rigorous curriculum, high quality instruction, and positive character development, Purpose Preparatory Academy Charter School ensures that all kindergarten through grade four students achieve the academic skills, knowledge, and ethical foundation to be set on the path to college.

### VISION

Purpose Preparatory Academy Charter School provides an academically challenging, disciplined, and joyful elementary school in which all members of the school community – board members, leaders, teachers, families and scholars – understand and are driven by the mission of college. That mission requires an impeccable academic foundation, most particularly within literacy, that is measurable at each grade level. Therefore, we devote the majority of our financial, temporal, and curricular resources towards that goal within our core academic program. In further support of literacy development and in respect for the oral heritage within our target community, we provide a unique, comprehensive focus on the development of oral language as the hallmark of our school-wide enrichment program. The Purpose Prep Oral Language Program includes choral reading, recitation, creative dramatics, and debate. Comprehensively, these programs support state and national standards for language acquisition and drive strong productive language, oral and written, for all scholars. Intensive instructional remediation and explicit character development promote every scholar's success. Our mission is built upon three components.

- **Rigorous Curriculum.** For scholars to be competitive with their peers nationwide, we use Common Core State Standards as our base. We assemble and construct curricula that will support and grow our scholars to perform on national assessments at the 75<sup>th</sup> percentile and higher. We use assessments to frame the level of mastery we expect scholars to acquire, and we plan our curricular sequence, including daily lessons, weekly assessments, and intervention supports, to advance scholars along a rigorous, college preparatory trajectory, and we measure scholars' academic progress on growth, comparative, and absolute terms.
- **High Quality Instruction.** Effective teaching “completely changes the academic



trajectory of low-achieving students - vaulting them from the lowest to the highest quartile.”<sup>1</sup> We recruit, hire, develop, and retain educators of the highest caliber. Our teachers promote a culture of achievement and use research-based, practice-proven instructional strategies. Teachers are observed weekly and provided immediate written and verbal feedback to continuously increase their instructional effectiveness and maximize scholar achievement results. We provide 225 daily minutes of targeted literacy instruction and comprehensive focus on oral language development for all scholars.

- **Positive Character Development.** Scholars learn to behave well and work hard because our school is structured, disciplined, and joyful, and we adhere to the true definition of discipline – teaching how to do good and how to be good. Celebrations - daily morning motivation sessions, community meetings twice per week, RISE with Purpose Jubilees weekly, and Achievement Assemblies every trimester - provide the forum for scholars to receive praise and recognition for working hard, mastering academic skills and content, and representing our RISE with Purpose values.

### CORE VALUES

Purpose Prep is characterized by rigorous academics and positive character. School and life success depend on the internal character and hard skills an individual develops in their formative years. We strategically develop in scholars the school’s **RISE with Purpose values – Purpose, Respect, Integrity, Self-Determination, and Excellence.** Board members and staff of Purpose Prep emulate our values in their actions, with teachers providing explicit teaching and modeling of them. At Purpose Prep, we “RISE with Purpose.”

- **Purpose:** We are unwaveringly focused on achieving our mission - setting every Purpose Prep scholar on the path to college. Every action aligns with and contributes to our shared goals.
- **Respect:** We value and appreciate each other, as demonstrated through our words and actions. We treat others the way we want to be treated.
- **Integrity:** Our actions are congruent with our beliefs and words. We always follow through on what we say we are going to do.
- **Self-Determination:** We do whatever it takes to achieve our goals, exuding steadfast commitment and positivity in the face of challenges. We value the process, no matter how demanding, just as much as the outcome.
- **Excellence:** We understand that we are what we repeatedly do - Excellence is not an act, but a habit. We distinguish ourselves by the way we consistently execute on the details.

### SCHOOL, FAMILY, STUDENT ACCOUNTABILITY

Purpose Prep expects a great deal from our staff, our families, and our students. An excellent education requires nothing less than the commitment and dedication of everyone involved. It

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<sup>1</sup> Schmoker, M. (2011). *Focus: Elevating the Essential to Radically Improve Student Learning*. Alexandria, VA: ASCD.



is only by expecting more that we can achieve more. We fulfill our mission every day by remaining unwaveringly diligent and focused on the needs of our students, the work that must be done, and the community of stakeholders that support our efforts.

Purpose Prep knows that the positive impact that we have on the lives of our scholars is only possible when the school and home community are working together to reflect the same values. We believe in having high expectations, both academic and behavioral, of our students, and we will work our hardest to ensure that students meet these standards.

## **PERSONNEL POLICIES AND PROCEDURES**

### **INTRODUCTION**

The policies and procedures listed below are not intended as a contract between Purpose Preparatory Academy Charter School (“Purpose Prep” or the “School”) and its employees. Purpose Prep may revise these policies and procedures, delete sections, or add additional components at any time. These policies and procedures are subject to change or modification at any time at the discretion of Purpose Prep.

This handbook is a general guide to the employment policies of Purpose Prep. Refer to it when you have questions about terms and conditions of your employment. While it should provide answers to many questions, it is not exhaustive. After reading the handbook, if you have any questions, you are encouraged to discuss them with the School Leaders.

## **SECTION 1: HIRING**

### **EQUAL OPPORTUNITY EMPLOYER**

Purpose Preparatory Academy is an Equal Employment Opportunity (EEO) employer and makes all employment decisions based on qualifications to perform the work without regard to race, color, age, sex, religion, national origin, disability, veteran status, marital status, sexual orientation or any other classes as protected by law.

Employment decisions include:

- Hiring, placement, upgrading, promotion or demotion
- Recruitment, advertising or solicitation for positions of employment
- Treatment during employment
- Compensation or other forms of remuneration
- Layoff or termination

For further information regarding Anti-Discrimination procedures, please refer to the Anti-Discrimination Policy in Section 6. Any questions concerning equal employment opportunity and all requests for reasonable accommodation should be directed to one of the School



Leaders.

### **HIRING PROCESS**

All employees and all persons who desire to work with our children will be screened. This screening includes:

a) Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous professional affiliations, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file within the school's online hiring platform.

b) Personal Interview

Upon completion of the application, a phone or/and in-person interview may be scheduled with the applicant to discuss his/her suitability for the position.

c) Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file within the school's online hiring platform.

### **CRIMINAL BACKGROUND CHECKS**

To ensure the safety of our students, all employees that come into regular contact with students are subject to criminal background checks. All employment offers are contingent upon a Criminal History Background Check. Applicants must schedule their appointment through IndentoGO, and fingerprint scanning must be conducted at the MNPS location of 2601 Bransford Avenue in Nashville, TN. Employees are responsible for the fingerprinting fees required at the time of scheduling, but will be reimbursed once they begin employment with us. Failure to complete this process by the deadline supplied by Purpose Prep may result in disciplinary action and/or payroll delays.

### **AT WILL EMPLOYMENT**

Purpose Preparatory Academy is an "At Will" employer and makes no promise or contract of continued employment, either expressed or implied. Your employment with Purpose Prep is "At Will," meaning that it is for no definite or determinable period and may be terminated at any time, with or without cause or prior notice, at the option of either the employee or Purpose Prep. No promises or representations contrary to the foregoing, and no agreements limiting



Purpose Prep's discretion to modify terms and conditions of employment, are binding on Purpose Prep unless made in writing and signed by the School Leader.

## **TERMINATION**

As described above, except as otherwise specifically provided in a contractual employee's annual contract, all employees serve "at will." The decision to terminate an employee is vested with the Head of School. An employee may be terminated at any time for any or no reason, with or without "cause."

For purposes of these policies and procedures, each of the following constitutes "cause" for termination of employment:

- Violation of Purpose Prep's policies or procedures or safety rules from time to time in effect;
- Use of corporal punishment;
- Use or sale of narcotics;
- Poor performance;
- Excessive absence;
- Excessive lateness;
- Intoxication;
- Theft or dishonesty;
- Misuse of technology;
- Fighting;
- Abusive or foul language;
- Insubordination;
- Unauthorized possession, use or sale of alcohol or controlled substances on work premises or during working hours;
- Unauthorized possession, use or sale of weapons, firearms or explosives on work premises;
- Physical or sexual harassment or demeaning conduct or attitude towards a student, an employee, a visitor, or a vendor; or
- Any other conduct deemed inappropriate by the employee's manager.

These examples are not all-inclusive. Discharge decisions for "cause" will be based on an assessment of all relevant factors. An employee who is terminated or who resigns is not entitled to compensation for any unused personal, sick, or vacation days.

## **CONFIDENTIALITY AND WORK PRODUCT**

Purpose Prep has and will develop, compile and own certain confidential information, which has great value to Purpose Prep's work (referred to collectively as "Confidential Information"). Purpose Prep may disclose Confidential Information to the staff member in the course of





his/her employment or in the process of applying for or commencing employment. Confidential Information includes not only information disclosed by Purpose Prep but also information developed or learned by a staff member during the course of his employment with Purpose Prep. Confidential Information is to be broadly defined, and includes all proprietary information which has or could have commercial value or other utility due to its confidentiality in the work in which Purpose Prep is engaged or contemplates engaging or the unauthorized disclosure of which could be detrimental to the interests of Purpose Prep, whether or not such information is identified as Confidential Information by Purpose Prep. Confidential Information includes, but is not limited to, all information concerning databases, source code, object code and other computer programs, products, processes, formulae, trade secrets, innovations, inventions, specifications, data know-how, formats, marketing plans, business plans, strategies, forecasts, unpublished financial statements, budgets, projections, and customer and supplier identities, needs, characteristics and agreements.

Employees agree that at all times during or subsequent to employment, s/he will hold in trust, keep confidential and not disclose to any third party or make any use of the Confidential Information, except for the benefit of Purpose Prep and in the course of his/her employment with Purpose Prep. Staff members further agree not to cause the transmission, removal or transport of Confidential Information from Purpose Prep's facilities, without prior written approval of the Head of School.

## **SECTION 2: SCHEDULES**

### **WORK DAY: EXEMPT EMPLOYEES**

Purpose Prep employees that are classified as exempt are paid a salary. This salary is compensation for all time worked. Exempt employees do not track their work hours and are expected to work for as long as is necessary to perform their required duties. There will be situations where the employee is required to work time in addition to a standard work schedule; there may also be situations where the employee may work less than the standard schedule. Faculty members who are exempt are required to be present for all report card nights, parent conferences, and school-wide community celebrations and gatherings. This list is not exhaustive and additional situations may require faculty to be present for activities that occur outside of the standard work schedule.

### **REGULAR FULL-TIME AND TEMPORARY EMPLOYMENT**

Employees hired as regular full-time employees are eligible for all benefits as described in this manual. Purpose Prep also may hire part-time employees. Time off work without pay for part-time employees may be granted by the School Leader or his/her designee.

Part-time employees are those who are scheduled to work for fewer than 40 hours per work week. Part-time employees are not eligible for benefits or leave accruals as stated in this manual, with the following exceptions:





- Workers' compensation coverage
- Unless specifically arranged and provided for by the School Leaders or their designee as a condition of employment

### **PHASING OUT AND ELIMINATION OF POSITIONS**

We carefully create positions for the school. From time to time, it may be necessary to phase out or eliminate certain positions previously held established within Purpose Prep.

### **PAY SCHEDULE**

Employees are paid bi-weekly. There are twenty-six (26) pay periods each year. Benefits deductions are made over twenty-one (21) of the twenty-six (26) pay periods. Staff members who begin employment in the middle of a pay period will be paid on a prorated basis from the first day they work.

### **SCHOOL CLOSINGS**

Emergency or weather conditions may occur that cause the school to close. Purpose Preparatory Academy makes school closure decisions in alignment with Metropolitan Nashville Public Schools (MNPS) and may include full-day closures, half-day closures (i.e., early dismissal), or delayed openings (usually by 10:00 a.m.). Purpose Prep faculty should pay attention to the news for notification of school closings. Purpose Prep will determine unplanned early dismissals independently. In doing so, operations staff will make every reasonable attempt to notify the faculty first, followed by students. Students who have permission slips to take the bus without parent notification will be dismissed and the other students will call home to get parental authorization or to notify for a pick-up. In the event of an early dismissal, Purpose Prep faculty members are expected to assist with parent contacts and/or wait until all students have departed the building.

## **SECTION 3: PERFORMANCE EVALUATION**

### **PERFORMANCE REVIEW AND EVALUATION**

All Purpose Prep staff members are required to work toward the standards outlined for their role and responsibilities. These standards make up both the job description referenced in the contract and the standard by which all staff members will be evaluated. Performance reviews and evaluations will take place in a variety of forms and will be based on the ongoing observations by the Head of School, the Dean of Curriculum and Instruction, or his/her designee. These observations will be both informal and formal and will include daily walk-throughs, as well as scheduled classroom observations for instructional staff members. Staff members will receive both oral and written feedback as to observed strengths and areas for improvement. Staff members will be invited to submit self-evaluations on their growth and



progress towards these standards and to set professional goals. It is expected that staff members will make every effort to address the recommendations given in these observations and evaluations.

Employees should read written observations and evaluations carefully and respond to them within the timeline provided by the Head of School or his/her designee. There is always a section for written employee comment. Concerns may also be addressed orally through a meeting with the School Leaders.

## **SECTION 4: BENEFITS**

Purpose Preparatory Academy's benefits policies are subject to change. This written description of the benefits plans or any oral interpretation of the plans is not a contract and should not be construed as creating contractual obligations. Purpose Prep reserves the right to amend, supplement or rescind any provisions of these benefits plans at any time it deems appropriate in its sole and absolute discretion.

Full-time employees of the school are eligible for all of the following employee benefits:

### **HEALTH INSURANCE**

Purpose Preparatory Academy offers its health plan to regular full-time employees. Purpose Preparatory Academy covers 75% of the premium for individual and family health plans up to a maximum benefit of \$7500. Employers are responsible for any additional premium for medical, dental, and vision benefits, which will be withheld from checks over the course of 21 pay periods (the last 5 of the total 26 pay periods will not have benefits deducted).

Employees have 60 days from the first day of employment to submit your enrollment application. Coverage begins on the first day following one (1) month of active employment, provided completed enrollment forms are filed with Employee Benefit Services on or before the first day of employment. Otherwise, coverage begins on the first day following one (1) month from the date completed enrollment forms are filed with Employee Benefit Services. Health insurance coverage is terminated on the last day of the month of employment termination. For example, if an employee's termination date is June 14, 2013, health insurance coverage will end on June 30, 2013. Please note that if an employee's termination date is June 30, 2013, health insurance coverage will also end on June 30, 2013.

### **MEDICARE**

All employees are required by federal statute to participate in the federal government Medicare program. Medicare is currently deducted at 1.45% of gross salary earnings. The federal government has the authority to change this rate at any time without notice.



## **WORKERS' COMPENSATION POLICY**

Workers' compensation provides income replacement, medical care, and rehabilitation for employees whose injuries or illnesses arise out of and in the course of employment. Workers' compensation also provides benefits for dependents in the event of an employee's death. For all workers' compensation questions or needs, all staff members should first reach out to the Director of Operations.

Light duty assignments may be available for employees who are unable to perform full and regular duty due to a work related injury or a non-work related injury. A less arduous duty position is an alternate position, which may include job classifications of lower salary level and/or positions in other locations. In order to determine if a staff member qualifies for Light Duty, a written request from a treating physician must be submitted, which indicates the functional limitations of the employee with regards to their job description. This policy does not limit the rights of employees covered by the Americans with Disabilities Act to seek reasonable accommodations as provided under that law.

## **PROFESSIONAL DEVELOPMENT**

Purpose Preparatory Academy encourages and supports the professional development of its teachers. In addition to extensive in-house development at faculty meetings and at in-house workshops, teachers will be forwarded information about other relevant workshops and are encouraged to attend. Faculty members are also afforded valuable opportunities to visit other high-achieving urban schools to observe and learn their counterparts' best practices in order to hone their own crafts.

# **SECTION 5: TIME AWAY FROM WORK**

## **PERSONAL AND SICK DAYS**

Purpose Prep's contract provides for five (5) sick days and three (3) personal days during each academic school year without the loss of pay for each full-time employee per year after the completion of 90 days of service with the organization. Employees using these days before the successful completion of 90 days will not be compensated for the day missed and must meet with the Head of School to discuss next steps. There is no carryover from one year to the next, and Purpose Prep does not compensate for unused days. However, for staff members who fulfill yearlong contracts, an attendance bonus will be offered, when financially possible, to those employees who demonstrate good attendance and do not use their allotted days. For support staff (12 month employees), attendance bonuses are distributed at the end of their contract. In addition, attendance appreciation gifts and certificates are provided to staff each trimester. Religious holidays shall not count against the employees' personal days.



If an employee is not able to report to work because of his/her own sickness or the illness of someone dependent on them for care—such as a parent, spouse, partner, or child—it is expected that the employee will contact the Head of School with as much advance notice as possible by calling his/her cell phone. S/he should not simply leave a message but should continue to call until speaking directly with him/her. After contact is made with the Head of School, the employee should email both the Head of School and Director of Operations confirming the approved absence from the Head of School which will provide a written statement for our records. It is also expected that if the employee is going to miss more than that one day of work, s/he will contact the Head of School each day thereafter that s/he will be absent by calling his/her cell phone. For absences over two (2) consecutive days, a note from the treating physician must be submitted to the Head of School.

On occasion, an employee may not be able to report to work under unusual circumstances, such as jury duty, inclement weather, transportation problems or other personal reason. Should something occur causing an unavoidable absence, employees are expected to make the Head of School aware of this absence as soon as possible and prior to their starting time. Medical appointments or other such matters should be scheduled during non-school hours whenever possible.

Teachers should prepare an emergency teaching substitution plan, which will be kept on file in the main office.

Unless an exception is made by the Head of School, all employees must request of the Head of School the use of personal days with at least two weeks of advance notice. Requests must be made in written form and submitted via email to the Head of School and copying the Director of Operations. The granting of personal leave is conditional upon the written approval of the Head of School. Should the request be approved, the employee must submit a substitute plan 10 days prior to the date of the required absence to the Head of School, Director of Operations, and their assigned Dean of Curriculum and Instruction. Seven days before the date of absence, the employee's direct reporting manager will send out a calendar invite to the entire leadership team and all other impacted staff members listed on the sub plan. The calendar invite will include an attached copy of the approved sub plan. *See chart below for details on calendar invite set up.*

Employees who take personal days without written approval from the Head of School will not be paid for those days and are subject to discipline. Denial of a leave request may consist solely of the fact that school is in session for the time period requested. Personal days cannot be used to extend a vacation or create a four-day weekend. Additional unpaid personal days can be taken with approval from the Head of School. Unused personal days may not be carried over after the end of the academic year.

Attendance Terms:



Half Day Absences – A half day absence is counted as any staff member that works more than 2.5 hours but less than 5 hours during the school day. 3 half day absences will equate to one full day absence.

Full Day Absence – A full day absence is counted as any staff member working less than 2.5 school hours per day.

| Calendar Invite Setup  |  |  |  |
|--|--|--|--|
| Steps for Setup  |  |  | Example  |
| Subject:<br>• Name of Person Out: Why <ul style="list-style-type: none"> <li>• Personal Day - Approved Request or Previously Communicated Illness</li> <li>• Sick Day – Advanced Notice (24 hour or more) of Sick Leave Request</li> <li>• Conference (Title of Conference) – Approved Learning Event</li> <li>• Training (Title of Training) – Approved Scheduled Learning Session</li> <li>• Meeting – Important Offsite Meeting</li> <li>• Offsite – Approved Scheduled Worktime at Different Location</li> </ul> |  |  | Jones Out: Conference (Great Habits, Great Readers), Jones Out: Personal Day, etc. |
| Location:<br>• Offsite (include location when applicable)  |  |  | Offsite: Memphis, TN   |
| <u><b>Full Day Out</b></u><br>• Check "All Day"  | <u><b>Half Day Out</b></u><br>• Time range in invite | <u><b>Multiple Days Out</b></u><br>• Check "All Day"<br>• Adjust the dates and times accordingly in the invite |  |

## VACATION & HOLIDAY TIME OFF

Purpose Prep provides vacation and holiday time to all employees in the organization. Below is an outline of the time provided based on your position with the organization:

| Type of Time Off   | Number of Days | Applies To    | Additional Information                          |
|--------------------|----------------|---------------|---|
| Fall Break         | 1 Day          | ALL EMPLOYEES |   |
| Thanksgiving Break | 3 Days         | ALL EMPLOYEES | Includes the day before and after Thanksgiving. |



# PURPOSE

## Preparatory Academy

|   |  |                    |  |
|---|--|--------------------|--|
| Winter Break  | 10 Days  | ALL EMPLOYEES      | Includes Christmas Eve, Christmas Day, & New Year's Day.   |
| Spring Break  | 5 Days   | ALL EMPLOYEES      |  |
| Labor Day   | 1 Day  | ALL EMPLOYEES      |  |
| Memorial Day  | 1 Day  | ALL EMPLOYEES      |  |
| MLK Day   | 1 Day  | ALL EMPLOYEES      |  |
| <b>In addition to the time provided above, 12 month year round employees will also receive the following:</b> |  |                    |  |
| 4 <sup>th</sup> of July   | 1 Day  | 12 MONTH EMPLOYEES | *Day off may not fall on the actual day of the holiday.  |
| Summer Vacation   | 7 Days   | 12 MONTH EMPLOYEES | *Days off can only be used during the summer when school is not in session and must be approved by the Head of School. Any days not used before the start of the new school year will be lost. |
|   | <b>Please note the following for Summer Vacations:</b> <ul style="list-style-type: none"> <li>• Vacations cannot be taken the week before Summer PD starts.</li> <li>• Sick days and personal days from the academic school year do not apply to summer months. Attendance bonuses provide compensation for sick and personal days at the end of the academic school year.</li> <li>• Any days missed during the summer are deducted from 7 days of allotted vacation. If days are missed after 7 days of vacation has been taken, the employee will not receive pay for days missed.</li> </ul> |                    |  |

### **MATERNITY & PATERNITY LEAVE POLICY**

All employees that have been with Purpose Prep for a minimum of 12 months are eligible for maternity or paternity leave.

*Maternity Leave* - Purpose Prep provides mothers with 2 weeks of paid time off immediately following the birth of their child. Up to 3 weeks can be used if the employee chooses to use no more than 5 of their remaining personal or sick days. Under extenuating circumstances, employees providing medical documentation can request a leave of absence for up to 12 weeks of unpaid time off (minus the 2 weeks provided off & the optional 1 week use of personal &



sick days). If an employee does not return to work at or before the scheduled expiration of the leave, the employee will be considered to have voluntarily resigned.

**Please note that additional paid time off is provided to employees that have 2 or more years of service with the organization. See maternity leave details below:**

| Years of Service                              | Additional Maternity Leave Provided           | Maximum Time Off Provided   |
|---|---|---|
| Completion of 2 years of full-time employment | Additional 1 weeks of paid time off provided. | <b>4 weeks:</b> 3 weeks of paid time off and 1 week of time off if employee chooses to use remaining personal or sick days. |
| Completion of 3 years of full-time employment | Additional 2 weeks of paid time off provided  | <b>5 weeks:</b> 4 weeks of paid time off and 1 week of time off if employee chooses to use remaining personal or sick days. |
| Completion of 5 years of full-time employment | Additional 3 weeks of paid time off provided  | <b>6 weeks:</b> 5 weeks of paid time off and 1 week of time off if employee chooses to use remaining personal or sick days. |

*Paternity Leave* - Purpose Prep provides spouses with 1 week of paid time off immediately following the birth of their child. Up to 2 weeks can be used if the employee chooses to use no more than 5 of their remaining personal or sick days. Under extenuating circumstances, employees providing medical documentation can request a leave of absence for up to 8 weeks of unpaid time off (minus the 2 weeks provided off & the option 1 week use of personal & sick days). If an employee does not return to work at or before the scheduled expiration of the leave, the employee will be considered to have voluntarily resigned.

**Please note that additional paid time off is provided to employees that have 2 or more years of service with the organization. See paternity leave details below:**

| Years of Service                              | Additional Paternity Leave Provided          | Maximum Time Off Provided   |
|---|--|---|
| Completion of 2 years of full-time employment | Additional 1 week of paid time off provided  | <b>3 weeks:</b> 2 weeks of paid time off and 1 week of time off if employee chooses to use remaining personal or sick days. |
| Completion of 3 years of full-time employment | Additional 2 weeks of paid time off provided | <b>4 weeks:</b> 3 weeks of paid time off and 1 week of time   |





|   |  |   |
|---|--|---|
|   |  | off if employee chooses to use remaining personal or sick days.   |
| Completion of 5 years of full-time employment | Additional 3 weeks of paid time off provided | <b>5 weeks:</b> 4 weeks of paid time off and 1 week of time off if employee chooses to use remaining personal or sick days. |

### **JURY DUTY**

Purpose Prep will pay regular wages for the first three days of jury duty to any regular employee. For jury duty beyond three days, Purpose Prep will pay the difference between the employee's regular pay and the state-issued per diem rate.

### **BEREAVEMENT POLICY**

Full-time employees are entitled to take as many as three consecutive personal days off, with pay, to attend to a family death. For these purposes, family is defined as mother, father, sister, brother, wife, husband, domestic partner, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild, or grandparent.

### **INCLEMENT WEATHER POLICY**

On inclement weather days, students do not report to school. These inclement weather days are still considered school work days. It is at the discretion of the HOS if staff will be required to report to the school building. If not, staff should be accessible and responsive via email and should work to complete any outstanding or current work tasks. Utilizing an inclement weather day to get ahead is at the discretion of the staff member.

## **SECTION 6: WORKPLACE ENVIRONMENT**

Purpose Preparatory Academy faculty, staff, and administration are expected to model the core values of community that it expects of its students. Community members should always treat each other with the utmost professional respect.

### **PROBLEM RESOLUTION PROCEDURE**

It is the policy of Purpose Prep to treat employees in a fair and impartial manner. The school is firmly committed to the belief that undisclosed problems will remain unresolved and eventually lead to a decay of work relationships, dissatisfaction in working conditions, and a



decline in operational efficiency. Purpose Prep therefore tries to solve problems as quickly, fairly, and informally as possible.

A grievance is any significant employee concern that arises in the application of personnel breaches or in violation of personnel practices, either between employees and their co-workers or between employer and employees. Employees who seek resolution of employment situations by using established procedures are assured that they will not be subjected to discrimination or retaliation or be penalized in any way for their use of these procedures.

Employees are encouraged to take complaints involving a co-worker directly to that person for discussion and resolution. If the two employees are unable to resolve their differences, they may at any time request a mediation meeting with their supervisor and/or the Head of School where both employees are present. The resolution of the Head of School shall be considered final.

The procedure set forth is intended to serve as a means for peaceful settlement of disputes that arise between employees and Purpose Prep.

1. In the event that an employee believes he or she has been treated unfairly, the employee should discuss the situation with his or her supervisor in an effort to resolve the issue.
2. If a resolution has not been reached through the discussion, the employee should present the written material to the Head of School within two (2) business days of receiving their supervisor's response. The employee must notify their supervisor of this action.
3. The Head of School will respond to both parties within two (2) business days of receiving the complaint.
4. If the Head of School cannot resolve the complaint, or if the complaint involves the Head of School, the employee may present the complaint to the Board of Directors. The Board of Directors will review any complaint brought before it and will respond in writing to the parties concerned within fifteen (15) days of receiving the complaint. The decisions of the Board of Directors are final.
5. There will be no retaliation of any kind against an employee for bringing up complaints under this procedure.
6. At their own expense, employees may seek outside guidance in order to articulate a complaint as clearly as possible.

### **ANTI-DISCRIMINATION POLICY**

Purpose Prep's mission reflects its value of empowering students of all racial, ethnic and socioeconomic backgrounds to achieve their full potential. The adult community of Purpose Prep will model the best practices and professional behavior of a diverse team. In support of this mission, no person within Purpose Prep will intentionally commit any of the following acts:

- Discriminate in the recruitment, hiring, training, compensation, benefits, promotion,



transfer termination, lay-off, reduction in workforce, or any other terms or conditions of employment

- Make any comments, display or distribute any materials that constitute unlawful harassment based on an individual's membership in a legally protected class
- Deny a person any service, other program benefits, or financial aid based on the individual's legally-protected classification

A Purpose Prep employee who has become aware of violations of this provision has the affirmative obligation to report the conduct to their immediate supervisor, or if the supervisor is engrossed in the conduct, to another member of the management team.

Non-Discrimination Statement: It is the policy of Purpose Prep, its students, faculty, and its volunteers to provide information and program services to any and all interested parties in need of said services and for those interested in serving in a volunteer capacity, without regard to race, color, religion, sexual orientation, age, national origin, handicap, gender, and/or ability to pay.

### HARRASSMENT POLICY

Purpose Prep expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, military status or any other status protected by federal, state or local law. Harassment may include, but is not limited to, derogatory, vulgar or offensive comments or jokes, and distribution of written or graphic material containing such comments or jokes. Sexual harassment is considered to be:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendoes, and other sexually oriented statements.
3. Sexually explicit or offensive pictures, greeting cards, articles, books, magazines, photos or cartoons.

Harassment by administrators, trustees, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Purpose Prep requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community, in keeping with our core values of Respect, Integrity, Self-Determination, Excellence, and Purpose.



Employees who experience any job-related harassment based on their sex, race, national origin, disability, or another factor protected by law, or believe that they have been treated in an unlawful, discriminatory manner, should report the incident to their supervisor or to the Head of School. When we receive a complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will typically include a private interview with the person filing the complaint and with any witnesses. We will also usually interview the person alleged to have committed harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of our action.

If Purpose Prep determines that an employee has engaged in inappropriate, harassing or unlawful discriminatory conduct, disciplinary may be taken against the offending employee, up to and including termination of employment.

Purpose Prep prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.

**Problem Resolution:** Any employee who believes that s/he has been discriminated against or harassed her/him because of her/his race, color, national origin, sex, disability, or age in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Head of School.

### **SEXUAL MISCONDUCT POLICY**

Purpose Prep is committed to providing all students a learning environment free from bullying and/or discrimination, including sexual and other harassment. Sexual harassment means any unwelcomed sexual advance or request for sexual favors or conduct of a sexual nature.

- when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in an education program or activity;
- when submission to or rejection of such conduct by an individual is used as the basis of any educational or service decision affecting the individual; and/or
- when such conduct has the purpose or effect of substantially interfering with the student's ability to participate in or benefit from an education program or activity or creating an intimidating, hostile or offensive work or learning environment.

Behaviors that constitute sexual harassment may include, but are not limited to sexually suggestive or offensive remarks; sexually suggestive pictures, sexually suggestive gesturing, verbal harassment or abuse of a sexual nature, harassing, abusive or sexually suggestive or offensive messages sent by e-mail or other electronic medium, subtle or direct propositions for sexual favors, and touching, patting, or pinching. Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.



Any sexual behavior or activity is viewed as unwelcome and nonconsensual when between an adult school employee and a student below the legal age of consent in Tennessee. Additionally, there is a strong presumption that sexual behavior or activity between an adult employee and a student who is above the legal age of consent is unwelcome and nonconsensual.

All School personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect—and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”

Once you become aware that a student may be a victim of abuse or neglect, you **MUST** take the following steps:

- a) Notify the Head of School of the situation.
- b) Call the DCS hotline at 1-877-237-0004 or submit a child abuse referral online at: <https://apps.tn.gov/carat/>.
- c) Complete an incident report.

The Principal will assist you and the student in understanding the ramifications of the call and, when appropriate, will contact the parent/guardian. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

**Definitions:**

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years.

All School personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect—and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.” Once you become aware that a student may be a victim of abuse or neglect, you **MUST** take the following steps:

- a) Notify the Principal of the situation.
- b) Call the DCS hotline at 1-877-237-0004 or submit a child abuse referral : <https://apps.tn.gov/carat/>
- c) Complete an incident report.



The Principal will assist you and the student in understanding the ramifications of the call and, when appropriate, will contact the parent/guardian. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

**Definitions:**

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years.

**REPORTING AND RESPONDING TO ALLEGATIONS OF CHILD ABUSE**

For purposes of this policy, “child abuse” is defined as any wound, injury, disability, or physical or mental condition that is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or that, on the basis of available information, reasonable appears to have been caused by such. Possible indicators of abuse or neglect include:

- The child has repeated injuries that are not properly treated or adequately explained.
- The child begins acting in unusual ways ranging from disruptive and aggressive behaviors to passive and withdrawn behaviors.
- The child may act in stylized ways, such as sexual behavior that is not normal for his/her age group.
- The child acts in the role of parent toward their brothers and sisters or even toward their own parents.
- The child may have disturbed sleep (nightmares, bed wetting, fear of sleeping alone, needing a nightlight, etc.).
- The child loses his/her appetite, overeats, or may report being hungry.
- There is a sudden drop in school grades or participation in activities.
- The child may report abusive or neglectful acts.

Staff members may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at our school becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Head of School and Director of Operations for further action including reporting to the authorities below:

- Department of Children’s Services – Central Intake
- The Office of the Chief Support Services Officer via the MNPS DCS disclosure form
- If the suspected child abuse involves a Purpose Prep employee, the Head of School or administrator shall also notify the MNPS Human Resources and Talent Services Department

In the event that an incident of abuse or neglect is alleged to have occurred at the school or during our sponsored programs or activities, the following procedure shall be followed:



1. The parent or guardian of the child will be notified within twenty-four (24) hours. Such notice shall not be sent to any parent or legal guardian if there is reasonable cause to believe that such parent or legal guardian may be the perpetrator or in any way responsible for the child abuse or child sexual abuse.
2. The alleged perpetrator of the child abuse or neglect should not be notified that a report of abuse has been made or that there is a pending investigation unless compelling reasons exist to do so.
3. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation, and our insurance company will be notified, and we will complete an incident report.
4. We will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists.
5. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children or youth.
7. The Head of School will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers should refrain from speaking to the media.

### **COMPUTER, EMAIL, AND INTERNET USAGE**

All Purpose Prep-provided equipment and services, including computers, cell phones, fax machines, copiers, email, and internet access are intended solely for Purpose Prep-related purposes and for use by Purpose Prep employees. Employees of Purpose Prep shall not use Purpose Prep equipment or services to transmit, retrieve, reproduce, or store any communications of a defamatory, discriminatory, or harassing nature or materials that are of an obscene or offensive nature. Employees shall not use Purpose Prep equipment or services to transmit messages with derogatory or inflammatory remarks about an individual or violate Purpose Prep policies or procedures. E-mail is not guaranteed to be private or confidential. Purpose Prep reserves the right to monitor or review any information stored or transmitted on its equipment.

Purpose Prep may offer Internet access to its staff. The primary purpose of providing access to the Internet is to support the educational mission of Purpose Prep. Purpose Prep expects that the staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Purpose Prep makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of Purpose Prep Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet.





Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on Purpose Prep computer network or stored in the user's directory or on a disk drive. Purpose Prep reserves the right to examine all data stored on discs or other storage media involved in the user's use of Purpose Prep Internet service.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Copyrighted materials belonging to entities other than Purpose Prep may not be transmitted by employees on the Internet. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from Purpose Prep or legal action by the copyright owner.

Access to Purpose Prep Internet service is a privilege not a right. Purpose Prep reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including dismissal for violations of this policy. Purpose Prep will advise appropriate law enforcement agencies of illegal activities conducted through Purpose Prep Internet service. Purpose Prep also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

### **ONLINE POSTING POLICY**

Purpose Prep expects all employees to practice high standards of professionalism and personal ethics when utilizing social-networking (e.g. Facebook, Twitter, etc.) or other publicly available (e.g. a web-based photo album, personal blog, etc.) websites. Employees are prohibited from posting a photograph of a student or using a student's name on any social-networking or other publicly-available website without first obtaining the written permission of Purpose Prep and a parent or guardian of the student. It is strongly recommended that employees not post comments on any social-networking or publicly available websites about Purpose Prep, its students or families, if such comments might interfere with the orderly and efficient running of Purpose Prep schools and/or the privacy of Purpose Prep staff members, students, or family members. It is also highly recommended that employees refrain from communicating with students via social-networking or publicly available websites. Purpose Prep reserves the right to fully investigate any report of an inappropriate online posting and to take corrective disciplinary measures upon uncovering any inappropriate online posting.

### **DRESS CODE**



As outlined in the standards, staff is expected to dress as professionals at all times. The school has a student uniform policy to set a professional standard for students, limit distractions caused by fashion and to stress the equality of every student. The same standards apply for faculty. Students, parents and guests should be able to identify teachers immediately by their professional attire. There should be no jeans, t-shirts, sweats or sneakers. For the male faculty it is expected that they will have a collared shirt, tie and slacks, or a professional sweater with a collared shirt or turtleneck. For the female staff they should have a blouse with professional slacks, skirt or dress.

| Employee      | Appropriate Attire  | Inappropriate Attire   |
|---------------|---|--|
| <b>Female</b> | <ul style="list-style-type: none"> <li>• Dress pants, appropriate-length dresses or skirts</li> <li>• Blouses, dress shirts or sweaters</li> <li>• Dress shoes</li> </ul> | <ul style="list-style-type: none"> <li>• Jeans, sweatpants, work pants, athletic attire or shorts</li> <li>• T-shirts, tube tops and tank tops (sleeveless dress shirts are permitted)</li> <li>• Sweatshirts</li> <li>• Low-cut blouses, dress shirts or sweaters</li> <li>• Sneakers, work boots, flip-flops, moccasins</li> <li>• Inordinately revealing, tight or suggestive clothing</li> </ul> |
| <b>Male</b>   | <ul style="list-style-type: none"> <li>• Slacks</li> <li>• Long-sleeved collared oxford shirt</li> <li>• Tie</li> <li>• Dress shoes</li> </ul>                            | <ul style="list-style-type: none"> <li>• Jeans, sweatpants, work pants, athletic attire or shorts</li> <li>• T-shirts, rugby shirts, shirts without collars, sweatshirts, sweaters beneath which collars and/or ties are not visible, untucked shirts</li> <li>• Sneakers, workboots, sandals, flip-flops, moccasins</li> <li>• Inordinately revealing, tight or suggestive clothing</li> </ul>      |

## **SUBSTANCE ABUSE POLICY**

Purpose Prep has a vital interest in ensuring a safe, healthy and efficient working environment for our employees, their co-workers, and the students we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone.

Employees are prohibited from reporting to work or working while using alcohol, illegal or unauthorized drugs, or while under the influence of drugs that adversely affect the employee's



ability to safely and efficiently perform the employee's job duties and/or provide any work restrictions. In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal drugs and alcohol in the workplace including: on school paid time, on school premises, in school vehicles, or while engaged in school activities. Employees are also prohibited from consuming alcohol during working hours (with the exception of faculty social events), or when it could affect the employee's job performance, safety, or health.

Any violation of this policy may result in disciplinary action. Furthermore, any employee who violates this policy or who voluntarily seeks assistance may be required, in connection with, or in lieu of disciplinary actions, to participate in and successfully complete a school-approved drug and/or alcohol assistance or rehabilitation program as a condition of continued employment. Purpose Prep assures that any information concerning an individual's drug and/or alcohol use will remain confidential to the fullest extent possible.

Purpose Prep reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of school-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when Purpose Prep has reasonable suspicion to believe that the employee has violated this substance abuse policy.

### **USE OF TOBACCO**

Employees are models for the students that they teach. As such, staff members are prohibited from smoking on school grounds and at school events.

### **STANDARDS OF CONDUCT**

In order to be productive and contributory members of the Purpose Prep community, all Purpose Prep staff members should follow the guidelines set forth in the document titled "What it Means to be a Purpose Prep Teacher." Specifically, all employees are asked to abide by the following guidelines:

- We do whatever it takes.
- We RISE with Purpose, embodying our core values.
- We are positive and optimistic.
- We believe results come from hard work.
- We sweat the small stuff.
- We are both caring and strict.
- We teach until they learn.
- We are members of one school with one mission working together at all times.

Each employee has an obligation to observe and follow Purpose Prep's policies and to maintain proper standards of conduct at all times. The conduct of our employees reflects on



Purpose Prep, so employees are encouraged to observe the highest standards of professionalism and integrity. Purpose Prep expects all its employees to conduct themselves ethically and appropriately. This not only involves sincere respect for the rights and feelings of others, but also demands that staff members avoid any behavior that might be harmful to themselves, co-workers, students or Purpose Prep, or that might be viewed unfavorably by those with whom Purpose Prep does business, by our students or families, or by the public at large.

Types of behavior and conduct that the Purpose Prep considers inappropriate include, but are not limited to, the grounds for “cause” listed in the description of Termination in Section I above.

### **DISCIPLINE**

If a staff member violates a policy, procedure, rule or regulation of Purpose Prep, if he/she fails to behave in accordance with Purpose Prep’s standards of conduct, if his/her attitude, conduct or demeanor becomes unsatisfactory, or his/her behavior interferes with the orderly and efficient operation of Purpose Prep, corrective disciplinary measures will be taken.

Disciplinary measures may include a verbal warning, written warning, suspension, transfer, reassignment or termination from employment, with or without notice. The appropriate disciplinary action to be imposed will be determined by Purpose Prep. Purpose Prep does not guarantee that one form of action will necessarily precede another. Decisions to discipline will be based on an assessment of all relevant factors.

### **FACULTY ROOM USE**

For the faculty rooms to be effective working environments for teachers there are some expectations that all must agree to:

- Faculty should respect other colleagues who are working in the room.
- Faculty must keep their space clean and their belongings off the floor.
- The atmosphere should be professional.

### **CARE OF EQUIPMENT**

Purpose Prep believes strongly in providing staff with all of the tools that are needed to succeed. Specifically, teachers will be equipped with a computer, classroom materials, professional development materials, etc. All materials and equipment are intended for school-related use only and are the property of Purpose Prep. Except for items clearly intended for staff to use off-premises such as laptop computers, all school equipment, materials, and supplies should never leave the school building for student or teacher use without the permission of the Head of School or his/her designee.

It is understood that accidents happen, but employees are encouraged to take the best possible



care of all school property. Whenever equipment or materials are damaged or malfunction, employees should notify the Head of School or the Director of Operations immediately so that Purpose Prep can address the problem quickly. All items and services purchased through Purpose Prep remain the property of Purpose Prep.

### **RECORDS RETENTION**

All personnel files and payroll records are maintained under the provision of the Fair Information Practices Act (FIPA). In accordance with FIPA, employees may obtain access to their files in the presence of one of the School Leaders. Certain personnel records must be maintained for as long as required by law for the purpose of verifying employment and collecting retirement benefits based on said employment.

### **OUTSIDE EMPLOYMENT**

If applicable, outside employment must not conflict in any way with staff responsibilities within the school. Employees may not conduct outside work or use school property, equipment or facilities in connection with outside work while on school time. Purpose Prep takes priority if the staff member has two jobs and time requirements conflict.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA affords parents and students over 18 years of age certain rights with respect to the student's education records. Questions about this act may be addressed to one of the School Leaders.

### **SCHOOL GOSSIP POLICY**

As a matter of professionalism, faculty and staff should never engage in gossip about any member of the school community. Faculty and staff should never allow or encourage a student to discuss any of their colleagues in a negative way. If a student has a complaint about a faculty member, the teacher should suggest that the student go directly to the teacher or talk with the Head of School. The teacher, however, should not give the student a forum for complaints about a colleague. If a student raises serious allegations about a staff member, the employee should bring this matter before the Head of School immediately.

### **WORK EXPECTATIONS**

Purpose Prep expects consistently high quality performance from all staff members, and one's failure to meet this expectation may result in disciplinary action up to and including dismissal. All forms of substandard performance, work of unacceptable quality or quantity, excessive absenteeism or tardiness, violations of school or departmental policies or procedures, misconduct, insubordination, any other form of improper conduct, and/or conduct which presents even the appearance of impropriety may result in disciplinary action up to and



including discharge.

### **MEDIA POLICY**

Purpose Prep strives to build the reputation of our school. As it does so, the school needs to speak to external constituents with a consistent voice. To ensure the quality and consistency of information disseminated to media sources, all media contacts are to be handled by the Head of School, or her/his designee, regardless of who the media representative is or whom s/he represents or how innocuous the request. All press releases or other promotional materials are to be approved by the Head of School prior to dissemination.

### **PARKING**

Purpose Prep may attempt to offer parking to as many employees as possible. In the case of limited parking, spaces will be allotted on the basis of time spent working at the school. The school makes every effort to ensure the safekeeping of automobiles in the parking lot, but state laws governing public schools mandate that Purpose Prep is not responsible for loss, damage or theft of staff vehicles. Therefore, staff is advised to lock car doors and avoid leaving valuable possessions in their automobiles.

### **EMPLOYEE REIMBURSEMENTS**

#### **Travel**

For all Purpose Prep Travel, you have the option of being reimbursed for certain expenses. Reimbursements must be approved by the HOS and/or DOO prior to your trip. For example, while the exact expenses and locations do not have to be known, it is required that you discuss your trip and the need for reimbursement prior to making any purchases that will be submitted for reimbursement.

During your trip, Purpose Prep will cover the costs of gas and food. Please note that alcohol purchases are not reimbursable. A good guidance for what you can be reimbursed for is listed below. In order to submit your item for reimbursement you must have the original receipt that details the items requesting reimbursement.

| Breakfast | Lunch   | Dinner  |
|-----------|---------|---------|
| \$7.00    | \$12.00 | \$18.00 |

#### **Supplies**

For some Purpose Prep instructional supplies, you have the option of being reimbursed. Reimbursable items must be approved by the HOS and/or DOO prior to purchase. While



there are no exact numbers to identify supply purchases, the approval process will let you know if the supply you are trying to purchase is within an acceptable price structure.

### Reimbursement Submission

1. Submit your reimbursement request to the Director of Operations for review. Follow the below process:
  - a. Email the Director of Operations to receive the Reimbursement Tracker.
  - b. Complete the Reimbursement Tracker with your purchase information.
  - c. Compile Receipts
    - i. Original receipts
    - ii. Copy of receipts
2. Submit all documents to the Director of Operations.
  - a. Email Reimbursement Tracker and scanned copy of receipts to Director of Operations.
  - b. Place receipts (original & copies) in the Director of Operations office in the green “Personal Reimbursement” folder located on the wall next to the door.

## **SECTION 7: WORKPLACE SAFETY**

### **SCHOOL EMERGENCY PLAN**

Any member of the school community (students, parents, faculty, staff, trustees, neighbors) shall bring a potential problem situation to the attention of the Head of School or Director of Operations. In turn, the School Leadership Team shall evaluate the situation so as to determine whether it is an emergency and what type of response it will warrant. Upon such a determination, they will activate the appropriate set of procedures in accordance to the schools Emergency Response Plan detailed below. All emergency plans are located in every classroom next to the entry door in a red binder. These procedures will be made available to parents upon request. In addition, each year the Head of School will lead faculty and staff through a review of these procedures.

### **Emergency Response Plan 2016 – 2017**

| School Title                           | Role                 | Responsibility  |
|--|----------------------|---|
| Head of School (HOS)                   | Crisis Coordinator 1 | Interior/Exterior Check (Front School Area)                       |
| Director of Operations (DOO)           | Crisis Coordinator 2 | Interior/Exterior Check (Back School Area)                        |
| Dean of Curriculum & Instruction (DCI) | Crisis Coordinator 3 | Interior/Exterior Check (Outside Modular – 2 <sup>nd</sup> Grade) |
| Dean of Curriculum & Instruction (DCI) | Crisis Coordinator 4 | Interior/Exterior Check (Outside Modular – 3 <sup>rd</sup> Grade) |
| Office Manager (OM)                    | Crisis Team          | Gonzaga/Fisk  |





# PURPOSE

## Preparatory Academy

|                           |             |                |
|---------------------------|-------------|----------------|
| Operations Assistant (OA) | Crisis Team | Michigan/TSU   |
| Music Teacher (MT)        | Crisis Team | Harvard/Vandy  |
| PE Teacher (PT)           | Crisis Team | Belmont/UT     |
| Skills Teacher (ST)       | Crisis Team | Howard/Sewanee |

### Key Areas

- **Central Command Post** – Teachers' Workroom
- **Inside Safe Area** – Hallways outside of teacher work room between Harvard, skills room, and conference room.
- **Outside Safe Area 1** – Parking lot on the far side of the right side of the building (the multi-purpose room side of the building).
- **Outside Safe Area 2** – Parking lot on the back left side of the building (diagonally behind the playground -Centerstones parking lot).

| Outside Safe Area 1 | Outside Safe Area 2 |
|---------------------|---------------------|
| Howard 3            | Havard K            |
| UT 2                | Vandy K             |
| Michigan 1          | Belmont 2           |
| TSU 1               | Fisk 2              |
| Skills              | Gonzaga 3           |
|                     | Sewanee 3           |

### Fire Evacuation

In the event a fire is identified in the building, it is important that you pull the fire alarm ASAP and proceed with evacuation steps below.

### **Crisis Management Team**

1. HOS or DOO will call 911. Please note that if there is no immediate confirmation that 911 has been called it is important that anyone with a phone calls the emergency in.
2. HOS or DOO (or caller) will provide dispatcher with: location, severity, & possible cause.
3. OM will take emergency binder and family contact binder with them when evacuating from the front office.
4. Any student and/or visitor that is in the school should be evacuated from the school with whomever they are near at the time. For example, a visitor and/or parent in the front office would evacuate from the building with the OM.
5. Each crisis team member will ensure that their assigned classroom properly evacuates the building.
6. Crisis team will perform interior check and manage outside traffic to ensure outside grounds are safe and secure per specified responsibilities.



7. In the event that the building is not deemed safe to return, the HOS & DOO will advise all students and staff to proceed to the area of refuge.

### **Teachers**

1. Lead teacher will begin directing the students on how to properly evacuate from the building.
2. Co-teacher will immediately close classroom door and grab emergency binder that contains classroom roster and emergency phone numbers before assisting with student evacuation.
3. No one should re-enter the building until it is all clear from emergency personnel.
4. Once outside, each class should proceed to their designated safe area where students should stand in two single file lines.
5. Lead teachers will be responsible for taking attendance to ensure all students are present.
6. Co-teachers will circulate to monitor students.
7. In the event that the building is not deemed safe to return, the HOS & DOO will advise all students and staff to proceed to the area of refuge.

### **Materials Needed:**

- Red Emergency Binder (*Emergency Response Plan, Roster, School Map, Safe Area Map, and Student Emergency Contact Information*)

### **Compliance:**

- Fire drills must be conducted once per month – 2<sup>nd</sup> Friday of every month.
- A Fire Drill Report will be submitted each month to the HOS on or before the last Friday of each month. The start and end time of the fire drill shall be recorded on the report. A copy of the report shall be retained at each school location for inspection upon request by the Fire Marshall.

## **Tornado**

In the event of a tornado warning or tornado watch all classrooms will be notified to take shelter by the HOS or DOO.

### **Crisis Management Team**

1. HOS or DOO will notify the crisis team of the tornado warning/watch.
2. The crisis team will notify their assigned classroom to move to designated inside safe area.

### **Teachers**



3. Lead teacher will begin directing the students on how to properly evacuate classroom and proceed to indoor safe area.
4. Co-teacher will assist with student evacuation while grabbing emergency binder that contains classroom roster and emergency phone numbers and closing the classroom door once all students have exited.
5. Once in designated safe area, students should sit flat on their bottom with hands on their lap in star position.
6. Teacher should review roster to ensure all students are present.
7. If a tornado is identified, all students and staff should then turn to the wall in a kneeling position, head down, bottom facing outward, with hands covering their heads and necks. If a wall is not available it is ok for students and staff members to assume the position somewhere within the safe area.
8. No one should leave the building until given an all clear from the HOS or DOO.
9. In the event that damage or injury occurs, the HOS or DOO will contact 911 immediately.

**Materials Needed:**

- Red Emergency Binder (*Emergency Response Plan, Roster, School Map, Safe Area Map, and Student Emergency Contact Information*)

**Teacher's Tornado Drill Student Directions**

- 1. Teacher will transition students to hallway
- 2. Students will walk in HALL to safety area
- ( When students get to safety area they will stop- still facing forward)
- 3. Teacher will say “face me”
- 4. Students will turn to face teacher
- 5. Teacher will give students the non-verbal signal to sit
- (Teacher will be notified whether or not to continue with safety steps. If teacher is notified proceed to step 6)
- 6. Teacher will say “turn and tuck”
- 7. Students will turn right and tuck
- (Teacher will be notified when drill is complete)
- 8. Teacher will say “stand)
- 9. Students will stand
- 10. Teacher will say “about-face”
- 11. Students will about -face
- ( Teacher will transition students back to class)

**Compliance:**

- Tornado drills must be conducted bi-annually (September & March).



## **Lockdown**

In the event that an intruder is located in the building a lockdown will take place immediately. A lockdown will be identified as a **Code Red** and should be taken extremely serious.

### **Crisis Management Team**

1. HOS or DOO will notify crisis team and all classrooms that lockdown is necessary.
2. HOS or DOO will immediately call 911 if lockdown is occurring based on immediate threat in school.

### **Teachers**

1. Teachers will close and lock classroom door.
2. Teachers will cover window in door so that no one can see inside.
3. Teachers will ensure that their exterior classroom door is covered.
4. Teachers will turn classroom lights off.
5. Students will silently line the walls in tornado position away from all windows and doors.
6. Teacher will use cell phone to contact 911 to report status if lockdown is occurring based on immediate threat in school.
7. Teacher will text HOS or DOO to report status. **\*\*All names listed MUST be included on text.\*\***

### **Group text should include the following information:**

1. Classroom status
  - a. Classroom Secure or Classroom Compromised
    - i. If classroom is compromised please provide description of issue.
2. Update on student count
  - a. All students present = Belmont 100%
  - b. Additional students = Belmont Additional Students: John Smith, John Doe, etc.
  - c. Missing students = Belmont Missing Students: John Smith, John Doe, etc.

### **Materials Needed:**

- Red Emergency Binder (*Emergency Response Plan, Roster, School Map, Safe Area Map, Student Emergency Contact Information, & Cell Phone*)

### **Teachers Lockdown Drill Student Directions**

1. Teacher will signal students to stand and turn
2. Students will walk in HALL to designated area of the classroom
3. Teacher will say “face me”
4. Students will turn right to face teacher



5. Teacher will say “turn and tuck”
6. Students will about-face and immediately go into the tuck position (Teacher will reinforce to “cover heads” as needed) (When teacher get the signal that everything is clear)
7. Teacher will say “stand”
8. Students will stand- still facing the wall
9. Teacher will say “about-face”
10. Students will about-face (Teacher will transition students back to their desk)

**Compliance:**

Lockdown drills must be conducted quarterly (September, November, January, & March)

### **Evacuation**

In the event that an evacuation is necessary from the building the call will be made by the HOS or DOO.

1. The HOS or DOO will notify the crisis team that an evacuation is necessary.
2. The crisis team will notify their respective classroom to evacuate the building.
3. Evacuation will occur in the same manner as fire evacuation.
4. Teachers, students, and staff will evacuate to the outside safe areas.
5. Teachers must ensure that all of their students properly evacuate the building.
6. Teachers must ensure that they grab their binder with student roster and phone numbers.
7. HOS or DOO will contact the appropriate emergency personnel to ensure the issue is handled properly.

### **Earthquake**

The HOS and DOO will notify all staff in the event that an earthquake is possible. However, if an earthquake happens suddenly while in the classroom please follow the below steps:

1. Drop to the ground and take cover by getting under a nearby piece of furniture.
2. Hold onto the legs of the desk until the shaking stops.
3. If you are not near a desk or other piece of sturdy furniture when shaking starts you will drop to the ground and cover your face and head with your arms while crouching in an inside corner of the building.
4. Stay away from glass, windows, outside doors, and walls and anything that could fall such as lighting fixtures or furniture.
5. Stay in your safe position until you receive the all clear from the HOS or DOO.



## **STAFF HANDBOOK SIGNATURE**

I have received and read a copy of Purpose Prep's Staff Handbook and understand the rules, regulations, and procedures of the school. I understand that if I ever have any questions regarding school policies, I can always ask a member of the school's leadership team for further explanation.

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**Employee Name**

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**Employee Signature**

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**Date**