## Staff Policies Handbook Updated 2018-19

#### Message from the Chief School Administrator 1 Forward 2 Hope Academy Edict <u>3</u> Staff Covenant 4 **General Procedures** 8 Trimester system <u>16</u> Grade Reporting System <u>16</u> Fire Drill Procedure <u>18</u> School Emergency Information <u>19</u> **Communication Devices** 20 Payroll Dates <u>23</u> Board of Trustee Meeting Dates 23 **Tenure Policy** <u>24</u> Recruitment, Selection and Hiring <u>26</u> Work from Home Policy <u>31</u> Certification <u>33</u> **Employee Health** <u>36</u> Personnel Record <u>39</u> Assignment Transfer <u>42</u> Supervision <u>44</u> Teacher Evaluation System <u>46</u> Conduct and Dress 49 Substitute Teachers <u>51</u> Staff Development; In-Service Education/Visitations/Conferences <u>54</u> Professional Development/Tuition Reimbursement Policy <u>58</u>

# **Table of Contents**

Grievance Committee Policy

### Policies Table of Contents Cont.

| Attendance at Staff Meetings                                | <u>63</u>  |
|---|------------|
| Health Insurance Policy                                     | <u>64</u>  |
| Attendance Patterns   | <u>66</u>  |
| Sick and Personal Days Policy                               | <u>67</u>  |
| Staff Attendance Expectations-Before/After Holiday          | <u>69</u>  |
| Staff Bereavement Days                                      | <u>70</u>  |
| Staff Jury Duty   | <u>71</u>  |
| Staff Vacation Policy -12 month employees                   | <u>72</u>  |
| Staff Development   | <u>73</u>  |
| Staff Lesson Plans  | <u>74</u>  |
| Standard of Proficiency                                     | <u>75</u>  |
| Evaluation of Individual Student Performance                | <u>76</u>  |
| At Risk Title I   | <u>77</u>  |
| Expenses and Reimbursements                                 | <u>79</u>  |
| Evaluation of the Instructional Program                     | <u>84</u>  |
| Intervention and Referral Services for General Education 85 |            |
| Child Study Team  | <u>86</u>  |
| Special Instruction Programs                                | <u>87</u>  |
| Home Instruction  | <u>89</u>  |
| Student Eligibility   | <u>92</u>  |
| School Emergency Information Record Policy                  | <u>92</u>  |
| Harassment, Intimidation and Bullying (HIB)                 | <u>93</u>  |
| Graduation Requirements                                     | <u>109</u> |
| Attendance, Absences, and Excuses                           | <u>112</u> |
| Attendance Protocols  | <u>118</u> |

### Policies Table of Contents Cont.

| Promotion/Retention                                | <u>121</u> |
|--|------------|
| Student Grade Level Retention Procedures           | <u>123</u> |
| Field Trips  | <u>125</u> |
| Field Trip Planning and School Nurse Coverage      | <u>127</u> |
| Publications                                       | <u>128</u> |
| Tardy to School & Sign Out Policy                  | <u>129</u> |
| Tardy to School Strategies and Programs <u>130</u> |            |
| Suspension and Expulsion                           | <u>131</u> |
| Conduct/Discipline                                 | <u>135</u> |
| Pending Investigation Letter                       | <u>140</u> |
| Gangs  | <u>141</u> |
| Gang Behavior Contract                             | <u>143</u> |
| Psychiatric Emergencies                            | <u>144</u> |
| Safety Patrols                                     | <u>147</u> |
| Early Dismissal/Delayed Opening                    | <u>147</u> |
| Emergencies and Disaster Preparedness              | <u>149</u> |
| Family Life Education                              | <u>151</u> |
| HIV Prevention/Sexual Education Policy             | <u>152</u> |
| Administration of Medication                       | <u>153</u> |
| Medication Form                                    | <u>157</u> |
| Self Medication                                    | <u>158</u> |
| Epinephrine Pre-Filled Auto Injection              | <u>159</u> |
| Subject Fields                                     | <u>161</u> |
| Technology   | <u>162</u> |
| Nutrition and Food during the School Day Policy    | <u>165</u> |

# Policies Table of Contents Cont.

| Illness                              | <u>166</u> |
|--------------------------------------|------------|
| Sick Child Procedures                | <u>167</u> |
| Child Abuse and Neglect              | <u>172</u> |
| Pest Management Policy               | <u>174</u> |
| Administrative Responsibility Matrix | <u>175</u> |