Employee Handbook

Salt Lake Arts Academy

A Public Charter Middle School
Chartered by the Utah State Board of Education
Salt Lake City, Utah

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Policy Prohibiting Discrimination and Harassment

Salt Lake Arts Academy does not discriminate in any personnel matters or in the provision of programs and services to students or employees on any basis prohibited by law; including race, gender, sexual orientation, religion, age, color, national origin, disability, or veteran's status.

Purpose of This Handbook

This handbook is for the employees of the Salt Lake Arts Academy, a public charter school located in Salt Lake City, Utah. It provides information about working conditions, employee benefits, and some of the policies affecting your employment. This handbook is an outline of policies and procedures only, and does not create a contract of employment. The need may arise to revise, supplement, or rescind portions of the handbook. You are responsible for learning the contents of this handbook and for signing an acknowledgment of receipt of the handbook. Regardless of your date of hire, you are subject to any amendments or changes in the handbook.

Welcome Message

Welcome to the Salt Lake Arts Academy! You are about to begin one of the most creative and exciting years in your educational career. The Salt Lake Arts Academy is not like any school where you have attended or taught. As a middle school for grades 5 – 8, the Academy is designed to provide an educational setting that is responsive to the development and needs of students between the ages ten to fourteen. You will play a significant role in delivering a quality education in a caring and creative environment.

What makes the Academy a special place? Here are the key points:

Strong Academic Focus

Our curriculum teaches students the needed skills and content of the Utah State Core. We teach many topics, or “units” through thematic integration. We design courses to challenge students at a personal level by differentiating materials, expectations, and assessments.
Students are tested through the same State assessments as other public school students.

Coursework is taught by State certified teachers and supported by community experts and arts professionals.

- Curriculum based on Utah State Core
- Exemplary mathematics program that places students based on competency level
- Hands on science labs
- Differentiation to meet student needs
- Accountability

Intimate School Size

We have 408 students in four grades. Classes are structured to ensure a personalized learning environment where students are taught in flexible, mixed-age groupings. Students work closely with teachers who have been selected for their commitment to students at this important age in addition to their teaching expertise. Our small size also allows for exciting fieldwork in downtown Salt Lake City, in settings as varied as the Main Library, the Clark Planetarium and the University of Utah.

- Individual attention
- Mixed age groups
- Highly qualified faculty

Quality Arts Education

Students understand and experience visual arts, dance, drama, and music throughout their school year. Our curriculum provides a strong academic program that integrates these various art forms. We aim to train our students to respond to the world, to look beyond themselves, to see the connectedness of human society through their arts instruction.

- Daily instruction by professional arts educators
- Arts integration in science, math, literature, and social sciences
- General exploration of the arts in Grades 5 and 6
- Specialized instruction in Grades 7 and 8 based on personal interest

Downtown Location

We have been in our permanent location at 844 South 200 East since 2006. Our three story building, which houses *only* our academy, was designed and renovated just for us. We have music, dance and visual arts studios, science labs and outdoor recreation facilities as well as seven individual classrooms. In 2012 we added a 10,000 square foot arts wing. In 2020 we added the Science Wing above the Commons.

The Arts Academy campus extends beyond the classroom and into the community. We have

negotiated a special rate for students to purchase a UTA pass that allows them to travel throughout the city as we access rich educational resources. Our curriculum includes lessons in civic responsibility, social etiquette and public safety.

- Real life learning
- Opportunities for outdoor class instruction and field research
- Access to city libraries, community centers, theaters, museums and U of U departments
- Collaboration with many education and arts organizations

The Salt Lake Arts Academy exists that our students will become thoughtful, capable contributors to their communities, ready to take responsibility for shaping society's decisions and design.

A.) <u>Requirements for Employment</u>

- **Teachers:** Before reporting for duty, teachers must comply with all necessary prerequisites, endorsements, and license requirements of the Utah State Board of Education and other official government agencies.

  Before the first day of employment or engagement with students, all teachers, classroom support staff, and volunteers with instructional duties must have completed and passed the following:
  - a criminal background check;
  - and any other test required by law to serve in a public school.

- **Other Staff, Substitutes, Volunteers, Specialists, and Consultants** must demonstrate the abilities necessary to effectively carry out their responsibilities.

- **All employees with Salt Lake Arts Academy are "at-will" employees. "At-will" means both the employee and the employer may terminate their relationship at any time.**

  At its discretion, the Salt Lake Arts Academy, operating through its governing board and the director, may establish policies, guidelines, and regulations for the operation of the school. When the board, or its designee, determines that progressive disciplinary steps, warning, or evaluations of staff are in its best interest, it will employ those tools. However, no policy, guidelines, regulation, or practice relating to the training or discipline of staff shall create any expectation of continued employment or any expectation of any particular process or disciplinary procedure. The Salt Lake Arts Academy is an at-will employer, meaning that either party, with or without cause, and with or without notice, may terminate employment. The existence of a contract does not create any expectation of continued employment.

- **Extracurricular Assignments:** Extracurricular assignments for teachers may include additional pay. Salt Lake Arts Academy reserves the right to end the assignment at any time, or to reassign teachers to fill necessary and evolving assignments. The teacher has no specific property right in the assignment.

- **Full-time employees** are those who regularly work 30 hours per week or more. Full-time employees are eligible for certain benefits (see Section E). Substitute teachers are temporary employees and are not eligible for benefits.

- **All Salt Lake Arts Academy employees** are expected to adhere to the policies outlined in this handbook and to conduct themselves at all times in a manner consistent with the highest standards of personal character and professionalism with students, parents, prospective parents, co-workers, and the community.

B.) Work Schedule/Hours

Full-time teachers are expected to be present at the school Monday through Friday from 8 a.m. to 4 p.m. unless other arrangements are approved by the Principal.

All employees are expected to work on all work days designated by the Salt Lake Arts Academy "work-day calendar," except for illness, personal leave, or other requested and approved absences.

Teachers are required to participate in programs related to their professional duties that may be held outside teaching hours; for example, teacher professional development sessions, staff meetings, parent-teacher-student conferences, and informational nights.

All employees are encouraged to attend school functions and events.

C.) Continuing Education

All teachers are expected to keep their professional requirements and Utah State Office of Education licenses (CACTUS registered) current through ongoing courses and workshops in education. The Principal will work with staff to develop professional growth plans. This may be accomplished at local colleges and universities or under whatever auspices such advanced training is available.

D.) Compensation

Deductions: The following required deductions are taken from pay each pay period: Federal Income Tax Withholding, Federal Insurance Contributions Tax (FICA), State Income Tax Withholding, any required garnishments. You may authorize voluntary deductions for charitable contributions or any employee benefits for which you are eligible.

Absences: Employees will not be compensated for absences if the absences were not authorized

according to policy or approved by the Principal. A deduction for an unauthorized absence does not preclude additional disciplinary measures. A deduction will be at least the cost of a substitute teacher for the period of absence.

Paydays: Employees are paid the 1st of every month. Salaried employees will be paid over a 12 month period. Hourly employees will be paid on the 1st of the month following their reported work hours. Hourly employees must submit their hours to the business manager at least five days prior to payday.

E.) Benefits

Salt Lake Arts Academy offers regular, full-time employees the following benefits: a retirement plan, health and optional dental and vision insurance, life insurance, risk management insurance, and short term disability insurance. Benefit coverage levels and premiums are subject to change. Employees may be responsible for all or part of the premiums.

To qualify for full time, an employee must work 30+ hours or a minimum of a .75 contract. Employees who work between 25 – 29 hours or .66 of a contract receive .66 coverage of benefits.

Benefits are not provided to employees who work 24 or fewer hours per week or less than a .66 contract.

F.) Time Off

Personal Time Off: Full-time employees are allocated 10 paid PTO days during a contract year. Employees working less than 50% are not eligible for this benefit. Personal leave can be taken for any reason at the discretion of the employee but must have the prior approval of the Principal. An additional two days of personal leave may be arranged, with written approval of the Principal, but the cost of a substitute will be charged to the teacher. There is no accrual or carry-over of leave days from one year to the next.

When an employee's effective date of employment is before the beginning of the second semester of any school year, the employee will be given credit for the full annual sick leave allowance. When the effective date of employment is on or after the beginning of the second semester, the employee will be given credit for five days' sick leave allowance.

PTO Blackout Periods: Salt Lake Arts Academy reserves the right to identify "blackout periods" where vacation requests are not permitted without extenuating circumstances and prior approval from the Principal and Business Manager. Standard blackout periods include the first contract week, the first week with students, mandatory staff training (asynchronous days), Tetons week, RISE testing, and the last week of school.

Holidays: Full-time employees will receive time off for holidays in accordance with the Salt Lake Arts Academy "Work-Day Calendar." These are unpaid days.

Parental and Postpartum Leave: Full-time eligible Employees who have been employed for at least 1 year may take up to 3 weeks of Parental Leave for a birth or adoption; those weeks shall be compensated at 100 percent of the employee's regular pay. An additional 3 weeks of paid leave is available for postpartum recovery for a birthing parent. This benefit is available during the contracted school year.

Bereavement Leave: Salt Lake Arts Academy grants full-time employees up to 3 days (local) or 5 days (out of state) of time off with pay for bereavement leave for the death or funeral of immediate family and in-laws of immediate family members, including: parent, sibling, spouse, child, grandparent, grandchild, or domestic partner. Bereavement leave days may be taken non-consecutively.

Leave of Absence: The term "Leave of Absence Without Pay" applies to all authorized unpaid absences. Employees may apply for a leave of absence without pay for such reasons as newborn care, adoption, health problems, and further education. Such leaves must be approved in writing and in advance by the Principal.

The following criteria will be considered in granting a Leave of Absence Without Pay:

- the best interests of the students and of the educational program as a whole;
- the welfare and morale of the staff;
- the current workload of the school or department involved;
- the need for substitutes, and the availability, effectiveness, and cost of substitutes when required;
- the extent to which work missed can be made up later, or covered by other employees;
- repeated or frequent use.

Jury Duty: When summoned for jury duty, an employee is granted leave. The employee will receive regular pay for the first three days of jury duty. Beginning the 4th day and thereafter, employees will be paid the difference between jury duty pay and regular pay up to a maximum of ten days. Jury duty leave beyond this time is without pay from the Salt Lake Arts Academy.

Unauthorized Absences: An employee who is absent without written approval from the Principal will not be paid for the time absent and may be subject to further disciplinary action.

PTO Payout: At the end of the contract year, employees will be paid out for up to 5 days of unused leave at a rate of $100 per 8 hour day. This benefit is not available to employees who do not fulfill the full terms of their Employment Agreement or office and administrative employees.

Office and Administrative Employees PTO: Our leave policy for office and administrative employees will include the provision of unlimited PTO. We recognize that the roles of these employees play a vital function within our organization, often necessitating additional hours and flexibility.

All requests for time off must be communicated and discussed with the leadership team beforehand. This ensures that critical deadlines or events are not compromised, and there is no significant overlap with other team members' leave. We trust our employees to utilize this policy responsibly, avoiding any appearance of abusing the privilege.

Policy on Breastfeeding in the Workplace

The Salt Lake Arts Academy supports breastfeeding by its employees and, in accordance with Utah Code §34-49-202, will provide reasonable breaks and a private room to breastfeeding employees.

The Salt Lake Arts Academy shall:

1. Provide, for at least one year after the birth of a child, reasonable breaks for each time the employee needs to breastfeed or express milk; and
2. Consult with the employee to determine the frequency and duration of the breaks.

Breaks shall, to the extent possible, run concurrent with any other break period otherwise provided to the employee.

The school shall provide a room or other location in close proximity to the employee's work area, which:

1. May not be a bathroom or toilet stall; and
2. Shall:
    a. be maintained in a clean and sanitary condition;
    b. provide privacy shielded from the view of and intrusion from coworkers or the public;
    c. be available at the times and for a duration required by the public employee; and
    d. have an electrical outlet.

The school shall provide access to a clean and well-maintained refrigerator or freezer for the temporary storage of breast milk.

Salt Lake Arts Academy Employee Code of Conduct Policy

Purpose:
The Salt Lake Arts Academy (SLArts) Board has established this Code of Conduct policy to ensure the safety of students at school and to set standards of appropriate behavior of staff members toward students. The policy additionally establishes requirements for annual training of staff on this policy, training on state law and board rule related to educators' proper conduct, and the responsibility of staff members to report known violations of this policy, the Utah Educator Standards, and Professional Standards for Non-Licensed Employees and Volunteers.

In establishing this policy, the Board has complied with the requirements of Utah State law referenced in this policy and Utah State Board of Education rules including R277-217. Educator Standards and LEA Reporting, R277-316. Professional Standards and Training for Non-Licensed Employees and Volunteers, R277-322. Codes of Conduct.

Definitions:
Boundary Violation: As defined in R277-210, boundary violation means crossing verbal, physical, emotional, and social lines that an educator must maintain in order to ensure structure, security, and predictability in an educational environment. A boundary violation may include the following, depending on circumstances:

- Isolated, one-on-one interactions with students out of the line sight of others;
- Meeting individually with students in rooms with covered or blocked windows;
- Telling risqué jokes or using profanity in the presence of a student;
- Employing favoritism to a student;
- Inappropriate gift giving to individual students;
- Uninvited or inappropriate touching;
- Photographing individual students for a non-educational purpose or use;
- Engaging in inappropriate or unprofessional contact outside of educational program activities;
- Exchanging personal email or phone numbers with a student for a noneducational purpose or use;
- Interacting privately with a student through social media, computer, or handheld devices;
- Discussing with a student inappropriate details about:
    - An educator's personal life or personal issues;
    - A student's personal life or personal issues;

- Discussing issues restricted under Subsection 53E-9-203(1) without authorization. These issues include:
    - Political affiliations or political philosophies, except as provided under 53G-10-202 or USBE rules;
    - Mental or psychological problems;
    - Sexual behavior, orientation, or attitudes;
    - Illegal, anti-social, self-incriminating, or demeaning behavior; ○ Critical appraisals of individuals with whom the student or family member has close family relationships;
    - Religious affiliations or beliefs;
    - Legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; and,
    - Income, except as required by law.
- **Boundary Violation does *not include*:**
    - Offering praise, encouragement, or acknowledgement;
    - Offering rewards available to all who achieve;
    - Asking permission to touch for necessary purposes;
    - Giving pats on the back or shoulder;
    - Giving side hugs;
    - Giving handshakes or high fives;
    - Offering warmth and kindness;
    - Utilizing public social media alerts to groups of students and parents; or,
    - Contact permitted by an IEP or 504 plan.

Staff or Staff Member: As defined in R277-210, staff or staff member means an employee, contractor, or volunteer with unsupervised access to students.

Sexual Conduct: As defined in R277-210, sexual conduct means any sexual contact or communication between a staff member and a student.

Sexual Abuse: As that term is defined in Utah Admin. Code 76-5-404.1.

Sexual Battery: As that term is defined in Utah Admin. Code 76-9-702.1;

Sexual Lewdness: As defined in R277-322-2, sexual lewdness occurs when a staff member and student share any sexually explicit or lewd communication, image, or photograph.

Prohibitions:

SLArts' Board explicitly prohibits staff members from engaging in any of the following behaviors or actions:

- Engaging in boundary violations with students;
- Subjecting a student to physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect;
- Touching a student in a way that makes a reasonably objective student feel uncomfortable;
- Participating in sexual conduct with a student;
- Engaging in behavior defined as sexual lewdness;
- Engaging in inappropriate verbal or electronic communication with a student;
- Providing gifts, special favors, or preferential treatment to a student or group of students;
- Discriminating against a student on the basis of sex, race, religion, or any other prohibited class;
- Using alcohol, tobacco, and illegal substances during work hours and on school property. (Note that this prohibition does not disallow an employee from leaving school grounds during a scheduled break and smoking a cigarette).

Staff Requirements:

Per R277-322 and Utah Code Ann. §80-2-602, the school explicitly requires staff members to do the following:

Report any suspicion of child abuse or bullying to the proper authorities;

- Annually read and sign all policies related to identifying, documenting, and reporting child abuse; and,
- For an employee or contractor, annually attend abuse prevention training required in 53G-9-207.
- Appropriately use electronic devices and social media for communication with students as per SLArts' Computer and Internet Acceptable Use Policy;
- Report any suspicion of child abuse or bullying to the proper authorities as per the school's Child Abuse and Neglect Reporting Policy and Bullying Policy.

Administrative Requirements:

The administration will ensure that this Code of Conduct policy is regularly reviewed by the Board and posted on the school's website. The administration will also provide annual training to

staff regarding the policy, including staff member's responsibility to report and how to report the following:

- Known violations of the school's code of conduct policy; and,
- Known violations of the Utah Educator Standards contained in R277-217. Educator Standards and LEA Reporting.
- Known violations of the Professional Standards and Training for Non-Licensed Employees and Volunteers found in R277-316. Professional Standards and Training for Non-Licensed Employees and Volunteers.

The administration will also ensure that staff members annually sign a statement acknowledging that the staff member has read and understands CCID's Code of Conduct Policy, R277-217. Educator Standards and LEA Reporting, R277-316. Professional Standards and Training for Non-licensed Employees and Volunteers, and R277-322. Codes of Conduct.

Reviewed: March 2024

Drug Free Workplace

Employees who are substance abusers or who are engaged in the illegal possession, manufacturing, or distribution of drugs or alcohol will be terminated.

Salt Lake Arts Academy prohibits employees from reporting to work under the influence of any type of drug, including alcohol, unless that drug has been prescribed by a licensed physician, and it has been determined that the drug does not cause side effects which would adversely affect job safety or performance.

Salt Lake Arts Academy prohibits employees from using intoxicants on or off the school premises during working hours, including breaks and lunch periods.

Salt Lake Arts Academy reserves the right to test employees for illegal drugs or controlled substances at any time, as well as to utilize any medical procedures necessary to determine if illegal drugs or controlled substances are present. Refusing to provide a test sample or attempting to alter a sample may result in termination.

Employees who are identified as having a substance abuse problem may be enrolled in a drug or alcohol rehabilitation program. Participating in a treatment plan does not exempt the employee from disciplinary action for violation of this policy. Salt Lake Arts Academy will not be responsible for the costs associated with a treatment or rehabilitation program.

Policy Prohibiting Discrimination and Harassment

Salt Lake Arts Academy does not discriminate in any personnel matters or in the provision of programs and services to students or employees on any basis prohibited by law; including race, gender, sexual orientation, age, color, national origin, disability, religion, or veteran's status.

Salt Lake Arts Academy believes that every student and employee has the right to a workplace free of harassment and intimidation. Harassment of an employee on the basis of race, gender, sexual orientation, age, color, national origin, disability, religion, or veteran's status, or any other basis prohibited by law by another employee or non-employee (e.g., a consultant, visitor, student, or parent) that creates an intimidating, hostile or offensive work-related environment will not be tolerated. Anyone who violates this policy is subject to disciplinary action. (See Section I, "Discipline / Termination / Resignation")

Harassment includes, but is not limited to, inappropriate graphic, verbal, or physical conduct relating to the categories listed above.

Salt Lake Arts Academy prohibits retaliation against any person who reports discriminatory or harassing behavior.

Any student or employee who believes he or she has been the subject of discrimination or harassment may bring questions, concerns, and/or complaints to the Principal, the Office Manager/Administrative Assistant, or any member of the Salt Lake Arts Academy Board of Directors.

See Appendix A in this handbook for "Sexual Harassment Defined."

Computer Acceptable Use Policy

Computer use is often a valuable and necessary component of an employee's work. In addition, varying work responsibilities result in access to information sources such as software, programs, the Internet, school network, etc. Although employees may have access to these information sources, their use must be specially authorized. Access and authorization to information and equipment carry a corresponding responsibility to their appropriate use. School equipment and access is intended to be used for educational and professional or career development activities. Expectations of employees include, but are not limited to, the following:

1. Student Personal Safety

a. Employees who supervise students with access to computer equipment shall be familiar with the Salt Lake Arts Academy Student Internet Use Agreement and enforce its provisions.

b. All student computer use must be supervised.

2. Illegal or Destructive Activities

a. Employees shall not go beyond their authorized access to the School network or other computer equipment or software including the files or accounts of others.

b. Employees shall not disrupt or attempt to damage or disrupt any computer, system, system performance, or data.

c. Employees shall not use School equipment to engage in illegal acts.

3. System Security

a. Employees are responsible for the security of their computer equipment, files and passwords.

b. Employees shall promptly notify the School of security problems.

c. Employees with access to student records may not use, release, or share these records except as authorized by Federal and State law.

d. Students may not have access to computer equipment other than workstations.

e. Employees and volunteers are subject to Utah Student Data Protection Act (SPDA, U.C.A 53A-1-1401, consisting of yearly training as well as Non-Disclosure Assurances as well as a posted Data Governance Plan on our website.

4. Inappropriate Conduct

The following are prohibited in public, private or posted messages or files:

a. obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language;

b. potentially damaging, dangerous or disruptive material;

c. personal or generalized attacks or harassment; and

d. false or defamatory information.

5. Plagiarism and Copyright Infringement

a. Works may not be plagiarized.

b. The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that is protected by copyright, the expressed requirements should be followed. If an employee is unsure whether or not a work can be used, the copyright owner should be contacted for permission.

c. Software copyrights must be strictly respected.

6. Inappropriate Access to Material

a. School equipment shall not be used with material that is profane, obscene (pornographic) or advocates illegal acts, violence or discrimination.

b. The non-educational use of Internet games, MUDs (Multi-User Domains), and web chats is not allowed.

c. Inadvertent inappropriate access shall be reported immediately to the Principal.

7. Expectation of Privacy

Employees have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on School equipment.

8. Services and Assumption of Risks

The School makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system.

9. Due Process

a. In the event there is an allegation that an employee has violated this agreement, the employee will receive notice of the alleged violation and an opportunity to present an explanation.

b. Deliberate violations of this agreement (e.g. malicious acts or omissions; searching for, viewing or otherwise visiting pornographic or sexually explicit sites) are cause for

immediate termination.

Safe Schools Policy

Salt Lake Arts Academy is committed to providing a safe school where students and staff can work without distraction or interference. According to Utah law, any violation related to the possession of weapons or controlled substances is grounds for immediate suspension and termination. Incidents involving imminent danger to students, school staff members or property will also result in immediate suspension and termination. All Salt Lake Arts Academy employees are responsible for understanding and enforcing the Safe Schools Policy for Students.

Reporting Child Abuse Policy

All employees of Salt Lake Arts Academy have a duty to notify the appropriate authorities if a case of child abuse is suspected. Any employee who has reason to believe that a student has been subject to abuse or neglect must immediately notify the nearest peace officer, law enforcement agency, or officer of the Utah Department of Human Services. A 24-hour hotline is available at 538-4377. As a second step, employees should notify the Principal. It is not the responsibility of school employees to prove that a student has been abused or neglected, or to determine whether the student is in need of Protective Services. Any person, official or institution required to report a case of suspected child abuse or neglect, in good faith, are immune from any civil or criminal liability that might otherwise arise from those actions.

Medical Recommendations by School Personnel to Parents Policy

All employees of Salt Lake Arts Academy may provide information and observations to parents/guardians about their children in the following areas: progress, health and wellness, social interactions, behavior, and topics consistent with the Utah Family Education Rights and Privacy Act (UCA 53A-13-302).

School personnel may refer students to other appropriate personnel and agents, including referrals and communication with a school counselor working within the school. School personnel may consult or use appropriate health care professionals in the event of an emergency while the student is at school consistent with the student emergency information provided at student enrollment.

With the exception of school counselors, school personnel may not: recommend that a child take or continue to take a psychotropic medication, require a child to take or continue to take a psychotropic medication, recommend a parent/guardian seek or use a type of psychiatric or psychological treatment for a child, conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a child in accordance with the Utah Family Educational Rights and Privacy Act (IDEA).

A school counselor or other mental health professional acting in accordance with Title 58, Chapter 60, Mental Health Professional Practice Act, or licensed through the State Board of Education, working within the school system may: recommend, but not require, a psychiatric or behavioral health evaluation of a child, recommend, but not require, psychiatric, psychological, or behavioral treatment for a child, conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a child in accordance with the Utah Family Educational Rights and Privacy Act, provide to a parent/guardian, upon the specific request of the parent/ guardian, a list of three or more health care professionals or providers, including licensed physicians, psychologists, or other health specialists.

Confidential Information

As an employee of the Salt Lake Arts Academy, you will have access to confidential information about the school and our students. This means any information that is not generally known to or accessible by the public is considered confidential. It would include, but is not limited to student records, personnel data, discipline records, family income, and other private information about parents, students or staff.

Problem Solving

Employees who disagree or are dissatisfied with an Arts Academy practice should promptly discuss the matter with the principal where appropriate. Normally, this discussion should be held within 3 – 5 days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's mind.

If the solution offered is not satisfactory, or if it is inappropriate to go to the principal, then employees are encouraged to submit a written complaint to the Governing Board for review and final decision about the situations.

If employees have problems or concerns with another employee at the school , they are expected to address those concerns directly with that person.

Safety / Reporting of Injury

The Arts Academy is committed to a safe work environment. Report any unsafe practices or conditions to the principal or the business manager.

If an employee is injured on the job, s/he must immediately report this fact in writing to the business manager.

Supervision of Students

Teachers / employees who have been charged with the care of students for specific classes or activities are expected to actively supervise students for the duration of the assigned time. In the

event employees must leave their supervisory duties, they are expected to ensure that students are left under the supervision of another employee.

H. **Performance Standards for Salt Lake Arts Academy Employees -**

Teacher performance standards are explained in Appendix B in this handbook. The Appendix outlines teacher responsibilities in the following areas:

1. Planning and Preparation
- Demonstrating knowledge of content and pedagogy
- Demonstrating knowledge of students
- Selecting instructional goals
- Demonstrating knowledge of resources
- Designing coherent instruction
- Assessing student learning

2. The Classroom Environment
- Creating an environment of respect and rapport
- Establishing a culture for learning
- Managing classroom procedures
- Managing student behavior
- Organizing physical space

3. Instruction
- Communicating clearly and accurately
- Using questioning and discussion techniques
- Engaging students in learning
- Providing feedback to students
- Demonstrating flexibility and responsiveness

4. Professional Responsibilities
- Reflecting on teaching
- Maintaining accurate records
- Communicating with families
- Contributing to the school and district
- Growing and developing professionally
- Showing professionalism

Other employees will receive a job description and a copy of this handbook at the time they are hired that outlines job expectations, policies and procedures.

All teachers will meet with the principal at the beginning of the academic year to set personal goals and review school goals. At the end of the academic year, the principal will meet with all employees for a performance evaluation.

I. Discipline / Termination / Resignation

Disciplinary action can take the form of a verbal warning, a written warning, suspension without pay, or dismissal.

Disciplinary action ranging from a verbal warning to immediate suspension and subsequent dismissal could result from the following actions:

1. Unexcused or excessive absence.
2. Excessive tardiness.
3. Abuse of sick leave.
4. Conduct which exposes Salt Lake Arts Academy to censure, ridicule, or reproach.
5. Waste or misuse of Salt Lake Arts Academy supplies or equipment.
6. Negligent or willful damage to Salt Lake Arts Academy property.
7. Insubordination.
8. Theft.
9. Conduct which violates any Salt Lake Arts Academy established rule, policy, or directive (including the Drug Policy, Sexual Harassment Policy, Non-Discrimination Policy, Computer Acceptable Use Policy and any other employment policies).
10. Fighting or assaulting another person or endangering another's life.
11. Conduct which violates any local, state, or federal criminal law.
12. Conduct which violates common established standards of morality.
13. Dishonesty or falsification of any information supplied to Salt Lake Arts Academy; including but not limited to, data on application forms, employment records, time and attendance records.
14. Incompetence, negligence, carelessness, or inefficiency in the performance of duties.

This list does not cover every possible inappropriate action. There could be other actions, not listed here, that would give rise to disciplinary action. The determination of appropriate conduct and appropriate disciplinary action will be made by the Principal. The Principal has the authority to immediately suspend an employee, with or without pay, for conduct that is harmful to students or the school, as determined by the Principal.

Discipline issues may be referred to the Utah Professional Practices Advisory Commission as consistent with Utah state law.

If termination does not follow the suspension, the employee will receive back pay for any period of suspension without pay. The final decision to terminate teachers with one-year contracts will be made by the Salt Lake Arts Academy Board of Trustees or its designated representative.

Dismissal Procedures for Teachers during Contract Term:

If Salt Lake Arts Academy intends to terminate a teacher’s one-year contract during the contract term:

(a) Salt Lake Arts Academy will give written notice of the intent to the employee;

(b) The notice will be served by personal delivery or by certified mail addressed to the individual's last known address as shown on the schools records;

(c) Salt Lake Arts Academy will issue the notice at least 15 days prior to the proposed date of termination;
(d) The notice will state the date of termination and the detailed reasons for termination; and
(e) The notice will advise the employee that he or she has a right to a fair hearing; and
(f) The notice will state that failure of the employee to request a hearing in accordance with procedures set forth in the notice constitutes a waiver of that right and that the school may then proceed with termination without further notice.
(g) Hearings are held before five persons who shall be selected by the board. At least one person shall be a Salt Lake Arts Academy teacher. The board shall designate one person to serve as chair. At the hearing, the committee will determine whether there was a reasonable basis for the termination. A majority decision of the committee is required. The committee may uphold the termination or order reinstatement of the teacher. The committee's determination shall be in writing, signed by each member, and shall make findings of fact in support of its conclusion(s).
(h) At the hearing the employee has the right to counsel, to produce witnesses, to hear testimony against the employee, to cross-examine witnesses, to examine documentary evidence, and to receive the written findings from the hearing.

This procedure does not limit the right of the board or the employee to appeal to the appropriate court of law.

Salt Lake Arts Academy may or may not, at the school's discretion, provide remediation or assistance to the teacher who has been notified of termination.

Voluntary Termination of Employment (Resignation): A teacher may terminate his/her annual contract with thirty days written notice to the Principal. Damages in the amount of $500 will be levied against a teacher who fails to give the required notice. Thirty days written notice is required in all circumstances - even if a contract is signed more than 30 days before the school year begins.

APPENDIX A: Sexual Harassment Defined
Sexual harassment of a student or an employee is a form of sex discrimination and is in violation of the Policy Prohibiting Discrimination and Harassment (see Section G of this handbook).

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

A. The conduct takes the form of quid pro quo (something in exchange for something):
    1. Submission to the conduct is made explicitly or implicitly a condition of employment or a student's education (including any aspect of the student's participation in school-sponsored activities);
    2. Submission to or rejection of the conduct is used as the basis for employment decisions or a student's education (including academic performance, participation in school-sponsored activities, or any other aspect of a student's education). -OR-
B. The conduct unreasonably interferes with an individual's work or academic

performance, or creates an intimidating, hostile, or offensive environment.
It will also be considered sexual harassment for any staff member to have romantic contact with a student, regardless of the student's age.
Any school-related sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include, but is not limited to,

A. Criminal behavior such as rape, attempted rape, sexual abuse, sexual assault, attempted sexual assault, sexual battery, unlawful sexual activity with a minor, lewdness, hazing, and other sexual and gender-based criminal activities as defined by local, state, or federal law.

B. Quid Pro Quo (something in exchange for something) such as sexual invitations or requests for sexual activity in exchange for grades, favors, selection for extra-curricular activities, promotions, evaluations, etc.

C. Actions creating a hostile environment such as:

1. Unwelcome or offensive public displays of affection; including kissing, inappropriate touching of oneself or others, massages, etc.;
2. Offensive communication, leers, stares, or gestures that are sexually suggestive, sexually degrading, or imply sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, sexual orientation, appearance, or activities; sexual gestures; public conversations about sexual activities; rumors; catcalls or whistles; sexually graphic messages or games, etc.
3. Offensive name calling, slang, or profanity of a sexual nature.
4. Offensive physical contact or closeness of a sexual nature such as spanking, pinching, hugging, following etc.;
5. Offensive physical pranks such as touching or pulling the clothes of another, bra-snapping, "pantsing", etc.;
6. Offensive exposure such as "mooning" or streaking;
7. Offensive written or visual displays or distribution of pornographic or sexually explicit materials such as magazines, videos, films, posters, etc.

D. Any other offensive or unwelcome gender-based behavior that is degrading, intimidating, demeaning, or based on sexual stereotypes or attitudes, or any other romantic contact or involvement between an employee and a student.