



**Henry Ford Academy:
Alameda School for
Art + Design**

Employee Handbook

2017-2018

OVERVIEW OF HENRY FORD ACADEMY: ALAMEDA SCHOOL FOR ART + DESIGN

Henry Ford Academy *Preparing Students for College, Career, and the Global Community*

MISSION

The mission of Henry Ford Academy: Alameda School for Art + Design is to prepare every student academically for the college or university of their choice. Our learning community instills professional expectations, and values art, design and creativity as essential tools to our high school's college bound culture.

DIFFERENT BY DESIGN

Henry Ford Academy: Alameda School for Art + Design is built on the idea that learning needs to be hands-on, connected to the real world, and should develop not only students' academic knowledge and skills, but also their potential as creative thinkers and innovative problem solvers. As a public school academy all enrolled students attend tuition-free.

CORE VALUES

1. The HFA: ASAD learning community creates a foundation of support for learning through the active and committed participation of these essential, contributing members: students, families, staff members, board members, and adult and community partners.
2. HFA: ASAD members are driven to achieve ambitious results for academic achievement and personal growth for students and themselves
3. HFA: ASAD members believe that achievement in learning can and should be demonstrated in authentic ways that reflect readiness to attend college and pursue a career of choice successfully.
4. HFA: ASAD members believe that all students have the capacity for meaningful creativity, inspiring vision and commitment to make their world a better place.
5. HFA: ASAD members value and use art and design as critical tools for transformative contributions to the local and global community.
6. HFA: ASAD members see themselves as life-long learners, seeking knowledge and skills from a wide variety of formal and informal teachers, as well as peer learners
7. HFA: ASAD members believe that strong, personal, learning-focused relationships are essential to promoting the quality, safety and security of the learning environment.
8. HFA: ASAD members view the education of the individual, whole child as central to all decision-making, understanding that not all children will come with a strong foundation, follow the same path or require the same supports to accomplish ambitious learning outcomes.

Henry Ford Academy Five Developmental Areas

Academic Content

Students will demonstrate an understanding of academic content (mathematics, science, language arts, and social studies) by applying skills and knowledge in real-life situations. They also will be expected to demonstrate and understand an appreciation of fine arts, career opportunities, health/physical education, and world languages and cultures

Technology

Students will use technology as an integral part of their approach to learning and solving problems throughout life. They will become familiar with technologies that include simple and complex automated machines, computers, robots, and simulations. Students will evaluate the various technologies that are available for a specific purpose and select a technology that is most appropriate. They also will learn to consider considering and addressing the intellectual, environmental, and ethical issues associated with the use of technology.

Communication

Students will demonstrate a variety of communication skills that include reading, writing, speaking, listening, persuasion, negotiation, and conflict resolution. They will also be expected to evaluate the validity of information that they receive and the effectiveness of communication strategies that they choose.

Thinking and Learning

Students will demonstrate critical thinking which enable them or identify problems correctly, gather analyze needed information, and select effective solutions. They will develop cognitive strategies such as logical thinking, system thinking, global thinking, reflective thinking, and creative thinking.

Personal Development

Students will development a strong awareness of their own values and use self-assessment and reflection as a means to personal development. They will demonstrate personal characteristics that include confidence, reliability, flexibility, an openness to change, and commitment to the community. As an ongoing part of their development, students will understand the importance of continuous learning and set goals that reflect a commitment to the values required to live in a diverse and democratic society.

Code of Ethics

As a member of HFA team, we need your help to make each working day enjoyable and rewarding. Your first responsibility is to perform the duties assigned to you promptly, correctly and pleasantly. You are also expected to:

- Whatever your position, you have an important assignment: perform every task to the very best of your ability.
- Cooperate with your fellow employees and administration
- Interaction with fellow employees and those whom HFA serves can affect the success of your team.
- In turn, the performance of one team can impact the entire service offered by HFA.
- We are dedicated to making HFA an organization in which you can approach administration to discuss any problem or question.
- Voice your opinions and contribute your suggestions to improve the quality of HFA.
- Work for the success of HFA and to support student success.
- Discuss any issue you may have with a co-worker directly with that person.
- Arrange a meeting with the Principal to discuss any concern, problem, or issue that arises during the course of your employment. Retaliation against any employee for the appropriate use of communication channels is unacceptable. Please remember it is counterproductive for employees to create or repeat rumors or office gossip.

Equal Employment Opportunity

HFA is an equal opportunity employer. The Henry Ford does not discriminate on account of race, sex, color, religion, national origin, marital status, height, weight, age, unrelated disability or other legally protected status, as provided by law.

EMPLOYMENT CLASSIFICATIONS

At the time you are hired, you are classified as either regular full-time, part-time or contract employee. In addition, you are classified as either **non-exempt** or **exempt**. All other policies described in this Employee Handbook and communicated by HFA apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If

you are unsure of which job classification your position fits into, please ask your supervisor.

Non-Exempt and Exempt Employees

At the time you are hired or you transfer to a new position, you will be classified as either "exempt" or "nonexempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These employees are referred to as "non-exempt" in this Employee Handbook. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are principals, business managers, teachers, counselors, social workers, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you should be advised that you are in this classification at the time you are hired, transferred or promoted.

Full-Time Employees

An employee who works eight hours per day, five days per week on an ongoing basis and 187 days or more in a contract year is considered a full-time employee.

Part-Time Employees

An employee who is regularly scheduled to work less than 7 hours per day is considered a part-time employee. If you are a part-time employee working less you are not eligible for benefits described in this Employee Handbook.

PERSONNEL RECORDS AND ADMINISTRATION

The responsibility of handling personnel records and related personnel administration functions at HFA has been assigned to the Director of Operations. Questions regarding insurance and wages may be directed to the Director of Operations.

Employee Background Check

Prior to becoming an employee of HFA a comprehensive background check consisting of prior employment verification, professional reference checks, education licensure and certification confirmation, and a criminal background check are conducted.

Health Examinations

HFA reserves the right to require an employee's participation in an examination to determine the employee's ability for performing his/her essential job functions

with or without reasonable accommodations. All medical records, if any, will be kept in a separate confidential file. HFA maintains this information in the strictest confidence.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please complete an **employee change form** and return to the director as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any HFA vehicles
9. Military status (if applicable)
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License
13. Professional Evaluations
14. Professional Commendations
15. Disciplinary Actions
16. Pertinent Medical Documentations
17. I-9 (kept in separate files)

Upon experiencing a family status change, you are required to notify the director or his/her designee within 30 days for benefit modifications, if necessary. You may review personnel files upon request to the principal. The files must be reviewed in the presence of the Director of Operations. You may request and receive copies of all documents you have signed.

WORK SCHEDULE

Business Hours

HFA has a regular work schedule which is determined by the Principal and this schedule is promulgated at the beginning of the school year. Please consult with the principal if you have any questions concerning your work schedule.

Work Day

Teachers must report to their classrooms at 8:15 am unless otherwise instructed by the Principal. Teachers should be available to students from 8:55 am to 4:45 pm.

Teacher Duties

Teachers will be asked to take on additional duties as needed in order to facilitate the school's day-to-day operation. These may include but are not limited to: Morning Duty, After School Duty, Detention Duty, Lunch Duty.

Staff Meetings

Staff should reserve the 3rd and 4th Friday of every month for a full staff meeting at 3:50 pm unless otherwise instructed by the Principal.

School Functions

Staff are expected to attend school events such as an open house, recruitment session, school dance, play, parent teacher conferences, award ceremonies, etc.

ATTENDANCE

Absence or Tardiness

If you are unable to report to work, or if you will arrive late, you are required to contact the Lead Teacher.

If you know in advance that you will need to be absent, you must request this time off. Absences should only be reported to the Lead Teacher – Do not call the front office, use e-mail, text message(s) or another co-worker to report your absence.

HFA policy requires that students are supervised at all times and are never left unattended. If you need to leave your classroom or work station, please contact the office so adequate coverage can be arranged. If you need to leave the campus for any reason, you are required to notify an administrator.

Staff Request for Time Off

Request should be made at least two weeks in advance. All staff must submit a time off form for attending field trips, conferences, jury duty, and/or funerals.

Staff members are required written approval from the Principal when requesting days off that are before or after a vacation, holiday. Staff members are encouraged not to take days off prior to such calendar days. It is at the discretion of the principal to approve/disapprove such day(s) requested.

EMERGENCY SCHOOL CLOSING

HFA: Alameda School follows the same emergency school closing procedures as San Antonio Independent School District. In case of an emergency school closing, HFA: Alameda School will have an individual listing on local TV/radio stations announcing that school will not be in session. Staff are encouraged to check local TV news stations for school closing information. Administrators will also attempt to notify you directly as soon as possible.

PERFORMANCE

Sign-in/ Sign-out

All Teachers and staff must sign-in at the front office when they arrive and leave campus.

Performance Reviews

The principal will follow Board policies and Texas Education Agency requirements when conducting performance reviews. The performance reviews will be conducted collaboratively between the Principal and HFA employees. A review may also be conducted in the event of a promotion or change in duties and responsibilities. It is HFA's goal that each employee should have a performance review at least once annually.

During a formal performance review the Principal may cover the following areas:

- The quality and quantity of your work
- Strengths and areas for improvement
- Initiative and teamwork
- Attendance/Punctuality
- Customer service orientation
- Problem solving skills
- Ongoing professional growth and development

Additional areas will also be reviewed as they relate to your specific job.

Your review provides an opportunity for collaborative, two-way communication between you and the Principal.

LEAVE

Full-time employees are granted five personal/sick days per year.

Sick Leave: Sick leave shall be granted to employees during the illness of the employee, his/her spouse, or his/her dependent child. Sick leave may also be used, with prior approval of the Principal or his/her designee, for illness of other relatives, providing that the relative who is ill is living with the employee or is dependent upon the employee for his or her care.

Personal Leave: Licensed and non-licensed employees will be entitled to use days of leave without loss of pay each school year for personal, legal, business, household, educational or family matters. Notice to the Principal will be given at least one week before taking such leave (except in cases of emergency). The employee is not required to state the reason for taking such leave and his/her signature on the notice of absence form will attest that the leave is being taken under the conditions stated above. Personal leave shall be taken at the discretion of the Principal so that the needs of the program are not compromised. No personal leave will be granted during the last week of school. Personal leave is not accumulative.

Family and Medical Leave will be granted to employees who have worked for HFA for at least twelve (12) months and who have worked at least 1250 hours in the previous 12 months. This leave is granted without pay for the following reasons:

- a. To care for a child upon the birth or placement for adoption or foster care of the child.
- b. To care for a spouse, child or parent who has a serious health condition.
- c. When the employee has a serious health condition. In the event of a serious health condition to the employee or his/her child, spouse, or parent, creating a need for unforeseen family or medical leave, the employee must provide notice, as soon as practicable, of any needed time off, and a written doctor's certificate. The certification must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time you need to be off work to care for the family member or for your own health condition, and confirmation that the nature of the condition warrants you to be away from work to care for yourself or your dependent.

Employees may request up to twelve (12) weeks of leave in the 12-month period beginning on the first day the Family Medical Leave Act leave is taken.

Employees shall be required to give thirty (30) days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two (2) weeks advance notification of your intended return date. Failure to do so may delay your return date. All benefits that accumulate on an accrual basis (e.g., vacation, sick and personal days) will cease to accrue during the leave period. Employees may choose to use all accrued, unused vacation and personal days during the leave period.

Once such benefits are exhausted, the balance of the leave will be without pay. All group health benefits (e.g., medical, life, and dental insurance) will continue during the leave provided the employee continues to make required contributions to these plans. Failure to make such contributions will result in the termination of

these benefits. If an employee fails to return to work after FMLA leave, the employee will be held liable for the amount of health insurance premiums paid by HFA during the employee's unpaid FMLA leave. In the case of an employee's own serious health condition, before the employee will be permitted to return from medical leave, he or she will be required to present HFA with a note from the employee's physician indicating that the employee is capable of returning to work and performing the essential functions of his or her position, with or without reasonable accommodation. Where required, HFA will consider making reasonable accommodation for any disability an employee may have in accordance with applicable laws.

Professional Leave: Employees may be entitled to attend professional meetings provided attendance is considered beneficial to the instructional program and the school. Request must be submitted in writing and have prior approval of the Principal. The school will provide substitute teachers to perform duties of teachers who have been granted professional leave to attend meetings unless other mutually agreeable arrangements have been made. Professional leave shall be taken at the discretion of the Principal so that the needs of the program are not compromised.

Jury Duty and Court Subpoena Leave: Absence will be granted when an employee is subpoenaed to appear in an official proceeding if such proceeding does not involve self-employment and does not concern the employee's own personal affairs. Leave will be granted to an employee for appearance in court as a witness, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the misconduct of the employee. Employees must notify his/her team leader and principal of their desire to apply for such leave as soon as possible prior to the date service must be rendered. Such leave of absence will be granted with pay. Any amount received for jury or witness fees shall be assigned to HFA: ASAD, not including reimbursement for transportation expense.

Bereavement Leave: In the case of death in the immediate family during the contract period of the employee, the employee shall be allowed leave with full pay for up to three (3) working days immediately following the date of such death. The immediate family is defined to include: husband, wife, domestic partner, child, grandchild, parents, grandparents, sister, brother, mother-in-law, father-in-law, brother-in-law and sister-in-law.

Military Leave: Any employee, who is a member of an organized unit of the National Guard, or a reserve unit of any of the military branches, shall be given military leave not to exceed fifteen (15) days each federal fiscal year when ordered to active duty training with such organized units. Such leave is to be in addition to other leave or vacation time in which such employees are otherwise entitled. Such military leave will be granted with full salary regardless of the amount of money drawn by him/her while on such military duty.

Military Reserves or National Guard Leave of Absence: Employees who serve in the U. S. military organizations or state militia groups may take the necessary time off during the school year, with pay up to 15 days, to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify the Principal as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence

Court Leave is available to employees as follows:

- a. Except as a plaintiff or defendant, court leaves with pay will be provided to an employee where absence of duty is required by a lawful subpoena to testify in a court or administrative proceeding.
- b. Court leave with pay will be granted to employees called for jury duty, provided, however, those employees may be required to submit money received for jury duty, except that paid for mileage and/or subsistence, to the Business Office. A copy of a legal summons or subpoena must be attached to the Request for Leave form when requesting court leave. Only one (1) leave request is necessary for a term of jury duty.

Since HFA continues to pay an employee's salary while on jury duty, all remuneration received for this duty other than that specifically paid for mileage and meals must be turned in to the office. If the employee wishes to retain jury duty remuneration, the days missed may be charged to annual leave, leave without pay, or personal leave, as available.

DISCRIMINATION AND HARASSMENT - UNACCEPTABLE CONDUCT

Discriminatory and harassing behavior is that which violates school policies which are based upon State and Federal civil rights laws/regulations and denies access to equitable employment opportunities. This behavior includes, but is not limited to, comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, political affiliation or marital status. Discriminatory and harassing behavior creates a demeaning and intimidating environment.

Discrimination or harassment is considered to have occurred when such conduct:

- Has the purpose or effect of substantially or unreasonably interfering with an employee's work performance, or
- Otherwise adversely affect an employee's workplace opportunities.

Individual or groups are in violation of this policy if they engage in the following behaviors (no all inclusive) toward a student or employee or any other individual

on school grounds, in the work place, at school/work related sanctioned activities or in vehicles owned/dispatched by the school:

- Making demeaning remarks directly or indirectly to an individual or group.
- Displaying sexually suggestive visual or written material or defacing Henry Ford Academy property or materials with such sexually suggestive material,
- Staring, glaring, obscene gestures, suggestive gestures (touching your private/intimate parts in front of others).
- Repeatedly asking someone out, when he/she is not interested, or
- Damaging defacing or destroying private property of any person with *sexually suggestive material*.

Sexual Harassment Definition

Sexual harassment is a misuse of power and the behavior creates an offensive, intimidating and hostile working environment. Sexual harassment is a form of gender discrimination as defined in Title VII of the Civil Rights Act of 1964 in Section 703. Sexual harassment is a violation of federal law and school policy. Sexual harassment is unwelcome sexual advances which include requests for sexual favors and written visual or verbal conduct of a sexual nature. If the following conditions exist, these actions constitute sexual harassment:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating or offensive working environment.

If the behavior toward another employee or student makes them feel intimidated, uncomfortable or if the employee or student feels threatened, it may be considered sexual harassment even if the harasser did not intend for his/her action (s) to be offensive.

Sexual harassment is also illegal under state human rights statutes and may be considered a criminal offense under state and local assault and child abuse laws.

Violence in the Workplace

HFA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect HFA or which occur on HFA property or HFA activities will not be tolerated. Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware to the principal. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at HFA, or to create a hostile, abusive, or intimidating work environment for one or several employees.

Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on HFA premises, regardless of the relationship between HFA and the parties involved.
2. All threats or acts of violence occurring off HFA's premises involving someone who is acting in the capacity of a representative of HFA.
3. Specific examples of conduct which may be considered harassment, threats or acts of violence include, but are not limited to, the following:
4. Hitting or shoving an individual.
5. Threatening an individual or his/her family, friends, associates, or property with harm.
6. Intentional destruction of or threatening to destruct HFA's property.
7. Making harassing or threatening phone calls.
8. Harassing surveillance or stalking (following or watching someone).

Retaliation Prohibited

HFA prohibits retaliation against anyone who has raised any concern about sexual harassment, harassment, or discrimination

Reporting/Complaint Procedure

If there is no threat of violence, you should, but are not required to, communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate. In addition, if you believe you have been subject to harassment or discrimination, you must immediately notify your supervisor and/or the Principal, and/or the Governing Board.

All complaints will be investigated promptly and as discreetly and confidentially as is reasonably possible. If harassment or discrimination by an employee is established, HFA will take appropriate disciplinary action against the offender. Disciplinary action can range from verbal warnings to discharge, depending on the circumstances. HFA will also take any additional action necessary to appropriately remedy the situation.

Retaliation of any sort will not be permitted.

If allegations are confirmed, the following disciplinary actions may be taken depending on the severity of the offense:

Verbal warning

Written warning with a copy placed in the employee's personnel file

Suspension without pay

Transfer to another position, if possible

Termination from employment

WEAPONS

HFA believes it is important to establish a clear policy that addresses weapons in the workplace. HFA prohibits all persons who enter The Henry Ford/Greenfield Village property from carrying a handgun, firearm, or other prohibited weapon of

any kind regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy will be police officers, security guards or other persons who have been given written consent by HFA to carry a weapon on the property. Any employee violating this policy will be subject to termination.

UNACCEPTABLE ACTIVITIES

Generally speaking, we expect each employee to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see the principal for an explanation.

Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination.

Nothing in this list alters the at-will nature of employment for those employees of HFA who are at will.

1. Violation of any HFA policy.
2. Violation of security or safety rules or failure to observe safety rules or HFA safety practices.
3. Negligence or any careless action which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance, including alcohol, while at work; use, possession or sale of a controlled substance in any quantity while on HFA premises, except medications prescribed by a physician which does not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on HFA property or while on duty.
6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on HFA premises or when representing HFA; fighting, or provoking a fight on HFA property, or negligent damage of property.
7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of HFA property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of HFA property or the property of fellow employees; unauthorized possession or removal of any HFA property, including documents, from the premises without prior permission from management; unauthorized use of HFA equipment or property for personal reasons; using HFA equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; untruthfulness about sick or personal leave; falsifying reason for a leave of absence or other data requested by
12. HFA; unauthorized alteration of HFA records or other documents.

13. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
14. Immoral conduct or indecency on HFA property.
15. Conducting a lottery or gambling on HFA premises.
16. Unsatisfactory or careless work, failure to meet work productivity or work quality standards.
17. Any act of harassment, sexual, racial, religious, telling sexist or racist jokes, making racial or ethnic slurs.
18. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
19. Sleeping or loitering during working hours.
20. Excessive use of HFA telephones for personal calls.
21. Smoking on HFA property.
22. Creating or contributing to unsanitary conditions.
23. Failure to report an absence or late arrival; excessive absence or lateness.
24. Obscene or abusive language toward any supervisor, employee, parent, or student; indifference or rudeness; any disorderly/antagonistic conduct on HFA premises.
25. Speeding or careless driving of vehicles on school property or on school endorsed activities
26. Failure to immediately report damage to, or an accident involving,
27. HFA equipment.
28. Unauthorized solicitation during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on HFA premises.
29. Failure to use required timesheets, alteration of your own timesheet or records or attendance documents, punching or altering another employee's timesheet or records, or causing someone to alter your timesheet or records.
30. Any other act or omission which impairs or restricts the ability of the HFA to provide a safe and healthy environment for employees and students.
31. Inappropriate romantic relationship with HFA students.

CONFLICT OF INTEREST

Employees are prohibited from using confidential information acquired by virtue of their associations with the HFA for their individual or another's private gain. Employees are prohibited from giving, requesting or accepting a gift or loan for they or another that tends to influence them or appear to influence them in the discharge of their duties as employees.

Business with suppliers to HFA will not be influenced or appear to be influenced by an employee's financial interest.

Employees must not engage in activities which violate federal, state or local laws or which, in any way diminish the integrity, efficiency or discipline of the school.

DISCIPLINE PROCESS

A number of tools are utilized to motivate, correct, and/or discipline employees, including, but not limited to warnings, suspensions, and termination as determined to be appropriate in each individual circumstance. Three documented infraction whether verbal or written will lead to suspension without pay. Suspension will be left up to the discretion of Superintendent

SAFETY

General Employee Safety

Compliance with the safety rules as outlined in the Safe School Plan is considered a condition of employment. HFA requires you to communicate with the principal or office staff regarding safety issues. Failure to follow rules or report incidents may result in disciplinary action. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask the principal for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately.

WORKPLACE POLICIES

COMPUTER SOFTWARE (Unauthorized Copying)

HFA does not condone the illegal duplication of software. HFA employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstance. Such discipline may include termination.

Employee Technology Acceptable Use Policy

HFA provides technology resources to its staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence at HFA by facilitating resource sharing, innovation, and communication among our employees. This policy governs the use of Internet, Intranet, and email resources by our staff. The use of HFA's technology resources is a privilege granted to employees for the enhancement of job-related functions. HFA does not attempt to articulate all possible violations of this policy. In general, users are expected to use HFA computers and computer networks in a responsible, polite, and professional manner.

Users are not allowed to:

1. Access websites that contain pornography, gambling, games or any site that is subject to interpretation.
1. Knowingly send, receive, or display sexually oriented images, messages, or cartoons.
2. Knowingly send, receive, or display communications that ridicule, disparage, or criticize a person, a group of people, or an organization based upon race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
4. Knowingly send, receive, or display communications that demean, threaten, insult, harass, or defame others.
5. Knowingly send, receive, or display communications that disparage or berate HFA, Board Members, or employees, or diminish employee productivity and/or professionalism. Nothing contained in this paragraph shall be construed to
3. interfere with the conduct of official HFA business.
6. Violate any local, State, or Federal statute or regulation including, but not limited to copyright laws.
7. Solicit, endorse, or proselytize others for commercial ventures, outside organizations, or religious, social, or political causes.
8. Disrupt, disable, damage, or interfere with services, equipment, or other users.
9. Access, assist, or allow others to access equipment, files, passwords, user codes, or information without authorization.
10. Staff must ensure that their computer is secure and not accessible to unauthorized use.

HFA reserves the right to monitor, review, audit, intercept, access, and disclose all matters on HFA computers, Internet access, and email systems, as business conditions and/or security considerations warrant, with or without employee notice, during or after employee working hours. The use of a HFA provided password by an employee does not restrict HFA's right to access electronic communications. While HFA does not regularly monitor electronic communications, employees using this resource should have no expectation of privacy in their e-mail or on the Internet. Accordingly, employees must ensure at all times that their electronic communications are appropriate, lawful, and in compliance with the provisions of this Policy. As conditions of use of these resources, employees agree to HFA's review and disclosure of e-mail and Internet records.

DRESS CODE AND PERSONAL APPEARANCE

Staff must meet the Henry Ford Dress and Grooming Guidelines at all times.

Dress and Grooming Guidelines

Business casual is appropriate. Not every possible situation is covered here; decisions about what is appropriate always rest with each staff member's immediate decision of the Principal.

Business casual at Henry Ford Academy is defined by the following guidelines

Hair: Hair must be neatly combed and clean at all times. Unusual or extreme hairstyles can distract visitors/students from their experience and this must be avoided.

Cologne Be discreet in the use of cologne or perfume.

Piercings Facial piercings are permitted, but should not be distracting to visitors/students.

Tattoos Visible tattoos are permitted, but must be school age appropriate. Those that are not must be covered.

Denim Denim is allowed, but must not be faded, torn, excessively worn, or have fringe of any kind. They must also have an appropriate hemline and not graze the floor or be rolled up. In maintaining the business casual model, jeans can be work but must be "put together" in a business casual style.

Slacks/Skirts Business casual style is appropriate and must be proper size (neither too tight nor too loose) and worn at or near the waist. Skirt length must pass the "fingertip" test: skirts must be longer than the tips of the fingers of an outstretched arm to be considered appropriate length.

Shorts Shorts are not permitted during the student calendar days. Appropriate non-denim shorts are permitted during non calendar days.

Clothing with Lettering Clothing without logo is permitted. All other emblems, initials, slogans or insignias (including hats, coats, school jackets, belts, etc.) are not permitted while on the job unless specifically approved by your Principal. College logos are permitted. Clothing that

show preference to political parties is not allowed.

Footwear

Footwear must be appropriate for the job and reflect a business-like image. Flip-flops and beach shoes are not allowed. Only sandals that strap around the ankle are permitted. Tennis shoes are permitted on Fridays only and must not show excessive wear. Open back shoes are not allowed.

Sweats

Sweat pants, athletic or exercise wear are not appropriate.

Belts

Belts with a plain belt and buckle must be worn with clothing with belt loops.

Drug-Free Workplace Policy: HFA is a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, HFA has adopted the following policies: HFA prohibits the unlawful possession, use, reporting to work under the influence, manufacture or sale, or distribution of illicit drugs and alcohol by employees on HFA's site and/or other sites or as a part of HFA's activities. Such activities may result in termination of employment. Each situation will be looked at on a case-by-case basis.

EMPLOYEE TERMINATION

The following are the types of employment termination:

Resignation: Employees resigning should give a minimum of two weeks written notice to the Principal. HFA will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from HFA,
2. Fail to return from an approved leave of absence on the date specified by HFA.

Termination: Employees not meeting their job duties and/or who have participated in the previously stated "Unacceptable Activities" may be terminated from their duties. Termination is an extreme case and proper measures will be taken to allow for warnings and opportunities for improvement.

FIELD TRIPS/ACTIVITY TRIPS

Field Trips

The principal must approve field trips for students. A field trip is defined as a school sponsored trip for students, which is a first-hand educational experience to supplement class activities away from the campus.

Activity Trips

"Activity trips" are trips sponsored by school activity clubs or trips that are non educational in nature and are used to reward academic, athletic or behavioral accomplishments. The principal can approve activity trips that are non-educational in nature providing that the trips have been defined and structured as part of the educational environment.

Parent Permission

Students going on field trips to supplement class activities or activity trips must have the approval of the principal in advance and the written consent of the parent/guardian prior to the trip. The signed permission forms will be in the possession of the sponsor who accompanies the students on the trip. A list of students who have signed permission forms will remain in the school office during the trip. The list should indicate which students with permission forms were absent. It is the teacher's responsibility to arrange for supervision of students who did not provide signed permission forms.

Chaperone Minimum Standards

At least one member of the school staff shall be the primary chaperone for student field and activity trips; however, if sufficient staff is not available for the remaining, required number of chaperones, the next preferred would be parents or guardians. It is important to advise parents or guardians that non-school aged children will not be allowed, since chaperones will need to provide full attention to the students on the trip. The principal will approve a list of chaperones prior to each field trip. The principal and trip sponsors are responsible for the reliability of non-school staff chaperones. The chaperone minimum standard for general education student supervision is: High School - 1 chaperone for every 15 students these are minimum standards; higher chaperone/student ratios are encouraged to reduce the risk of student injury/accident. The chaperone minimum standard for students with disabilities requires higher chaperone/student ratios in order to reduce the risk of student injury/incident. Some students may need 1 to 1 supervision, whereas supervision ratios for others may be decreased as per the individual student's mobility, mental capacity and behavior. The principal and teacher working with a particular group of students are the best authority regarding the appropriate ratio of supervision. Chaperones having unsupervised access to students including those transporting students in private vehicles must successfully pass a background check.

Movies: Movies shown at HFA: ASAD are to be instructionally focused. The following guidelines are to be followed:

G - No signed permission form is necessary.

PG – No signed permission form is necessary.
PG13 and R – All students 13 years old and under must have parent permission.

(Parents/Guardians must receive one week advanced written notice)

Equipment and Inventory

All equipment owned by the HFA: ASAD is the property of the school and must be returned at the end of the school year. All teachers will be expected to inventory classroom supplies and materials used by the teacher and the students and are subject to inventory audit at any time.

Security

HFA: ASAD doors are open from Monday through Friday, 7:45 am – 5:30pm

Tax Exempt Form

When making purchases on your own for HFA: ASAD, you will not be reimbursed for sales tax; therefore, please show the Department of Treasury tax exempt form included with this handbook at the time of purchase.

Updated as of: 8/12/2017 by JM

