



# **PERSONNEL HANDBOOK**

**FOR CLASSIFIED & CERTIFIED EMPLOYEES**

**2009 - 2010**

**LEA #: 60-41-700**

**LISA ACADEMY**

---

Embrace Your Future

21 Corporate Hill Dr, Little Rock 72205 Phone: (501) 227 4942 Fax: (501) 227 4952  
[www.lisaacademy.org](http://www.lisaacademy.org)

## *Table of Contents*

1.	PURPOSE.....	1
2.	CODE OF ETHICS,CRIMINAL CONVICTIONS .....	1
3.	ORIENTATION, REPORTING CHANGES, HOURS OF WORK AND EXTRA DUTIES, PERFORMANCE ASSESSMENT, EXPENSE REIMBURSEMENT, ATTENDANCE AND PUNCTUALITY.....	2
4.	MANDATORY MEETINGS, HOLIDAYS, VIOLENCE & WEAPONS, SMOKING, FOOD AND BEVERAGES, CONSERVING ENERGY, VISITORS, TELEPHONE USE.....	3
5.	VOICE MAIL AND ELECTRONIC MAIL, USE OF SCHOOL PROPERTY, POSTAGE, SHIPPING AND OFFICE SUPPLIES, PERSONAL PROPERTY, PERSONAL SAFETY, OFFICE SECURITY, MONITORING & SEARCHES.....	4
6.	TRS, EMPLOYEE GRIEVANCE POLICY, JOB ABANDONMENT, EMPLOYMENT REFERENCES, STAFF DRESS AND GROOMING.....	5
7.	DRUG-FREE WORKPLACE .....	5
8.	AGAINST SEXUAL HARASSMENT POLICY STATEMENT .....	6
9.	SOLICITATION AND DISTRIBUTION .....	6
10.	EQUAL EMPLOYMENT OPPORTUNITY .....	7
11.	HIRING AND REHIRING STANDARDS .....	7
12.	PERSONNEL FILES.....	7
13.	PAY AND COMPENSATION.....	8
14.	EMPLOYEE LEAVE .....	8
15.	DISCIPLINE.....	9
16.	TERMINATION OF EMPLOYMENT .....	10
17.	ASSIGNMENT OF TEACHER AIDS, REDUCTION IN FORCE.....	11

## **Purpose**

---

LISA Academy has adopted certain employment policies and procedures, which are contained in this personnel handbook. This personnel handbook is effective as of the 19th day of August 2005.

The policies in this handbook are a source of information for employees who have questions about LISA Academy's personnel practices. These policies are not contractual in nature and may be unilaterally rescinded, revised, or added to by LISA Academy from time to time. Additionally, although management generally will follow these policies, the Principal may, in his or her sole discretion, authorize deviations from or exceptions to these policies if, in the Principal's opinion, such a deviation or exception is warranted under the circumstances. The provisions of this handbook control over any contrary statements, representations, or assurances by any supervisory personnel.

This handbook is not to be construed as or declared to be a contract of employment by any employee of LISA Academy. Absent a written contract, LISA Academy is an at-will employer. As an at-will employee, any employee may voluntarily leave employment or may be terminated by LISA Academy at any time, for any or no reason, with or without notice.

This personnel handbook is the property of LISA Academy. All employees and trainees will be provided with a copy of the handbook and will be required to read and abide by it. While LISA Academy intends to notify employees whenever there has been a significant modification or addition to any of the policies in the handbook, the policies are subject to change at any time, with or without notice, at LISA Academy's sole discretion.

## **Code of Ethics**

---

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, LISA Academy expects all professional staff members to maintain high standards in their working re-

lationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. understand and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally confidential information as they may secure;
- F. ensure that their actions or those of another on their behalf are not made with specific intent or advancing private economic interests;
- G. Refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.);
- H. Avoid accepting anything of value offered by another for the purpose of influencing judgment.

## **Criminal Convictions**

---

LISA Academy reserves the right not to hire, or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered. All employees have to be fingerprinted when they are employed.

---

## **Orientation**

---

In accordance with federal law, both new employees and re-hires will be required to provide documentation of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

New employees will also receive a copy of the Employee Handbook, and will be given the time to read it, and ask any clarifying questions of a Principal. The signed copy of the “Employee Acknowledgement” will be placed in the employees personnel file.

---

## **Reporting Changes**

---

You are responsible for promptly notifying Principal of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other school files.

Each employee is required to notify Administration, in advance, of the dates of all approved vacation or leave time to be taken. Additionally, employees are to inform Administration of sick days taken and excessive lateness in arriving at work.

---

## **Hours of Work and Extra Duties**

---

LISA Academy’s standard workweek for full-time employees is five days. Employees may not deviate from the School’s hours of work, unless Principal specifically approves a request.

The school is open from 7:30 a.m. to 4:30 p.m., Mondays through Fridays. Employees have to attend any late evening parent-teacher conferences or any other school sponsored organizations held during the week, evening or on Saturdays if it is scheduled so.

---

## **Payroll**

---

Both full time and part time employees will have federal and state taxes withheld from their wages. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee.

---

## **Performance Assessment**

---

Every LISA Academy employee will be subject to a performance appraisal at least once a year. The employee’s supervisor or Principal will give these assessments. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the LISA Academy. Goals and improvement plans will be mapped out each review period, and progress will be measured at the next review.

Employees will have the opportunity to thoroughly review all performance appraisals, and provide a written opinion on it. All performance reviews and responses will become part of an employee’s personnel file.

---

## **Expense Reimbursement**

---

LISA Academy will reimburse employees for reasonable amount of expenses pre-approved by administration.

LISA reimbursement form must be filled out and all expenses must be submitted with receipts. Reimbursements will be issued only once a week and on Mondays. Please do not expect to get reimbursement on any other day.

---

## **Attendance & Punctuality**

---

Punctuality and regular attendance are important to the smooth operation of LISA Academy. If you are consistently late or excessively absent, LISA Academy’s ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under LISA Academy’s holiday, vacation, sick or other poli-

cies, you are responsible for being at work and arriving on time. If you feel sick, it is your responsibility to call your supervisor as soon as possible, preferably in advance of lateness and no later than one hour before the start of the workday

An employee who is absent for reasons other than those permitted or excused by LISA Academy's holiday, vacation, or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including discharge.

### **Mandatory Meetings**

---

Employees may be required to attend mandatory meetings. In the event that a mandatory meeting interferes with an employee's regular schedule, no overtime will be paid for attendance.

### **Holidays**

---

The following days are paid holidays for eligible employees:

- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day

### **Violence & Weapons**

---

LISA Academy takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, parent, student or visitor is strictly prohibited. This policy applies to all School employees, whether on or off School property.

Any use or possession of weapons, whether illegal or not, is prohibited on School property, or while on School hours. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

### **Smoking**

---

Smoking is not allowed in LISA Academy premises.

### **Food and Beverages**

---

LISA Academy sometimes has visitors in the school building. The School's surroundings should always reflect a professional appearance. Eating at your desk is acceptable, but should be done unobtrusively and in a manner so as to prevent damage to valuable School equipment and other property. All employees are personally responsible for keeping the area around their workstation clean and presentable. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

### **Conserving Energy**

---

Employees are encouraged to conserve energy by shutting down their computers, monitors and printers at night, and by turning off the lights when not needed.

### **Visitors**

---

Only authorized visitors are permitted at LISA Academy premises. All visitors must enter through the reception area, and receive a name badge. Any employee that notices an unauthorized visitor should notify their supervisor immediately.

### **Telephone Use**

---

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and personal toll calls should not be made at LISA Academy's expense. All charges on school cell phones other than regular call charges (text messaging, web access etc. will be paid by employees.

---

## Voice Mail and Electronic Mail

---

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of LISA Academy and as such are intended for job-related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under LISA Academy's policies, including those prohibiting harassment. Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized School representative. All pass codes are the property of LISA Academy and may be used by LISA Academy to access electronic and telephone communications at any time. **LISA Academy reserves the right to monitor any electronic, telephone, or other communications made using LISA Academy systems or property.**

---

## Use of School Property

---

All School workspace, including file cabinets and lockers are the property of LISA Academy, and must be available to management at all times. The use of personal locks on any School property is strictly forbidden. No School property may be used to house personal files or items. **No School equipment, including computers, photocopiers or printers may be used for personal business.**

---

## Postage, Shipping and Office Supplies

---

Postage, shipping, and office supplies paid for by the school are for business purposes and are not to be used for an employee's personal purposes.

---

## Personal Property

---

LISA Academy does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the school property, and do so at their own risk. Additionally, **employees may not bring or display any property in the school that may be viewed as inappropriate or offensive to others.**

---

## Personal Safety

---

The safety of each employee's health and security is very important to LISA Academy. LISA Academy is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities, and should notify their supervisor or principal if they believe there is a safety issue that should be addressed.

---

## Office Security

---

Shortly after an employee's start date, he/she may be given a key to gain access to the offices and /or classrooms. The last employee to leave the school at night is responsible for making certain that all doors are locked.

---

## Monitoring & Searches

---

All School property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of School property, theft investigation and improper disclosure of confidential information.

LISA Academy retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be sub-

ject to disciplinary action, up to and including termination.

## **TRS**

---

Eligible Employees (Administrators, Teachers, Counselor) will be enrolled in the Arkansas Teacher Retirement System. Social Security will be paid for the other employees.

## **Employee Grievance Policy**

---

LISA Academy seeks to deal openly and directly with its employees, and believes that communications between employees and management is critical to solving problems.

Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach the principal, who will work with the employees to determine a resolution. In these instances, the decision of the principal is final.

Employees that have a problem with a teacher should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to Principal. The decision of the Principal will be final.

## **Job Abandonment**

---

Employees of LISA Academy that are absent for more than **two consecutive days** without notifying a direct supervisor are considered to have voluntarily abandoned their employment with the School. The effective date of termination will be the last day the employee reported for work.

## **Employment References**

---

Due to confidentiality considerations, LISA Academy does not provide employment references for former employees. Human Resources will provide dates of employment and positions held only.

## **Staff Dress and Grooming**

---

The Board of Education believes that all staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When performing duties, all staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to LISA ACADEMY property;
- E. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

## **Drug and Tobacco -Free Workplace**

---

The Board of Education believes that quality education is not possible in an environment affected by drugs or tobacco. It will seek, therefore, to establish and maintain an educational

setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the professional staff at any time while on school property or while involved in any school-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Board policy.

### **Against Sexual Harassment Policy Statement**

---

Because LISA Academy believes in the dignity of each person and values working in conditions that enhance that dignity, LISA Academy views sexual harassment and coercive sexual advances as unacceptable in the school workplace. Such behavior will not be tolerated or condoned.

Sexual harassment as defined by the Code of Federal Regulations is the:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environments.

Any employee who believes that he or she has been the subject of sexual harassment should report the alleged act to his or her immediate supervisor or the Director or Principal, within-forty-eight (48.) hours of the alleged incident. He/she should be specific in reporting the alleged offensive behavior. An investigation will be undertaken immediately depending

upon the circumstances, by appropriate personnel. The investigation will be conducted as confidentially as possible under the particular circumstances in order to protect the interests of all involved. Employees should feel free to raise concern in this area without fear of retaliation.

The findings of the investigation will be discussed with the persons involved. Any employee who has been found to have sexually harassed another employee will be subject to appropriate discipline ranging from a written reprimand to be placed in his or her file up to and including termination depending on the circumstances.

Given the nature of this type of discrimination, false accusations of sexual harassment can have serious effects upon innocent men and women. The question of whether or not a particular action or incident is a purely personal social relationship without discrimination will be determined by the facts of the matter. It is not the intent of LISA ACADEMY to regulate the everyday working social interactions or relationships, but rather the coercive and unwanted conduct and harassment which are unacceptable.

All employees are expected to act responsibly to establish a pleasant working environment free of discrimination.

The Principal reserves the right to terminate immediately any employee involved in incidents of discrimination or of sexual harassment.

### **Solicitation and Distribution**

---

There will be no soliciting of employees by other employees or any person anywhere on LISA Academy property unless prior approval is obtained in writing from the Principal. This includes selling and delivery of merchandise (e.g., Girl Scout cookies, Tupperware, or tickets to fundraising events) and/or the distribution of literature, petitions, etc.

## **Equal Employment Opportunity**

The Board of Education of LISA ACADEMY nor its agents, employees or administrators shall not discriminate in the payment of wages on the basis of race, color, religion, sex, age, national origin or ancestry by paying wages to any employee at a rate less than the rate at which wages are paid to any other employee for equal work on jobs which require equal skill, effort and responsibility and which are performed under similar conditions, unless payment is made pursuant to the following:

- A. a seniority system;
- B. a merit system;
- C. a system which measures earnings by the quantity or quality of production;
- D. a wage rate differential determined by any factor other than race, color, religious, sex, age, national origin or ancestry.

## **Hiring and Rehiring Standards**

LISA ACADEMY believes that the quality of the professional staff determines the quality of education offered in the school. It is therefore the responsibility of the school Principal to locate, recruit and rehire the best qualified teachers to meet the school's educational needs.

Staff evaluation and selection shall be based on; ♦ Strong academic preparation, ♦ Professional competence, ♦ Intellectual rigor, ♦ Emotional maturity, ♦ Enthusiastic professional attitude, ♦ Knowledge of instructional practices, ♦ Ability to contribute to the furtherance of the school's educational goals.

Attention shall be paid, among other factors, to the candidate's academic records, and his/her previous relevant experience.

Staff must demonstrate that they are aware that children have many different family circumstances and that they are willing and able to provide the educational support that a diverse student population needs in school.

The LISA ACADEMY teaching staff members must fulfill their individual responsibilities

and work in concert with the other members of the teaching team.

The Principal of the school will be responsible for evaluation of the teachers and also advertising available jobs and soliciting applications from new qualified candidates.

The Principal will evaluate the teachers and screen all applicants for vacancies and make recommendations to The Personnel Committee for hiring/rehiring. By a majority of votes, the Board shall approve employment for hiring/rehiring with the salary.

LISA ACADEMY is committed to hire/rehire the individuals who are best qualified for the job without regard to race, sex, religion, nationality or handicap unrelated to the job.

## **Personnel Files**

**Personnel File.** The Academy personnel office maintains an official permanent record file for each employee.

**Contents.** Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. This file should contain the following items and other employment documents and records:

- ♦ Application; ♦ Employment contract; ♦ Applications for health insurance; ♦ Resume;
- ♦ Reference letters; ♦ BCII Signed Consent Form for Fingerprinting Records Checks; ♦ Certificates (copies); ♦ I-9 Immigration Form (completed after employment); ♦ W-4 forms;
- ♦ Copy of Birth Certificate ♦ Copy of Driver's License ♦ Copy of Social Security Card ♦ TB skin test or copy of health card that shows the person has taken TB test ♦ Teacher Retirement Form ♦ Emergency Information ♦ Official transcript

**Employee Inspection Rights.** Upon request, the employee will be allowed to inspect his or her own file. Under state law employee has the right to copy his/her file, except for pre-

employment recommendations and records and such other information as may be privileged under law and not subject to employee inspection.

Employees who wish to review their own personnel **file** shall: request access in writing; review the record in the presence of the administrator designated to maintain said records or designee; make no alterations or additions to the record or not remove any material there from.

Employees who wish copies of material in their personnel file shall: request copies in writing; pay a copying fee of ten (10) cents per page.

Employees wishing to appeal material in their record shall make a request in writing to the Principal and specify therein: name and date; materials to be appealed; reason for appeal. The Principal shall make a determination within ninety (90) days of the appeal.

**Employment References:** The Academy provides references regarding former employment only if the Academy receives written authorization and release from the former employee. Otherwise, the Academy will only verify dates of employment, the position held, and rate of pay. Requests for references should be directed to the Principal.

## **Pay and Compensation**

---

**Notification:** The Academy will give initially hired employees a letter of appointment stating their salary and conditions of employment.

**Payments:** One-twelfth of the total annual salary for monthly (salaried) employees is payable on the first working day of the following calendar month beginning with the first month of the contract year. Employees released prior to the end of the contract year will receive a lump sum payment for the balance of money due on date of release.

### **Benefits:**

All employees who are contracted to work twenty-five hours or more per week for a minimum of 190 days or its equivalent, will be eligible for insurance benefits. Details regarding

insurance coverage should be available in the materials distributed regarding each plan.

**Salary Bonus:** If the Board of Education determines there are sufficient funds over and above stated salaries, an appropriate salary bonus as determined by the Board, may be paid during the month of December to all salaried employees of the Academy.

## **Employee Leave**

---

Whenever teachers or other school employees are going to be absent, they are to notify their supervisor as soon as possible so that appropriate substitute arrangements can be made.

**Travel:** The Principal shall authorize all trips involving out of Academy travel (on school days) by school employees or official school groups. Any employee or group expecting reimbursement of travel expense must have approval of Academy office prior to incurring of said expenses.

**Jury Duty:** Any school employee who is officially called to serve on a jury will be compensated for the difference between his/her regular salary and the stipend paid for jury duty.

**Professional Leave:** Whenever a school employee is excused by authorized officials to attend any educational meetings, no deduction shall be made in the employee's salary for absence from school for attending such meeting and the employee shall not be required to pay the salary of the substitute.

Teachers' requests to attend workshops and conferences at the Academy expense and during the regular school term should be planned in cooperation with the Principal. Approval will be given to as many teachers as possible, funds permitting, to attend workshops and conferences in areas of their interest. The Board of Education will endeavor to offer the opportunity to attend conferences and workshops to each teacher in the Academy on a rotational basis. The teacher who has most recently attended is to be given least priority in future opportunities.

**Personal Leave:** Employees will be allowed three (3) days per year of personal leave (not accumulative) at no cost to them and two days

at the full cost of a substitute employee, whether a substitute is used or not.

**Personal days shall not be used**

- ✓ before or after a holiday
- ✓ Professional development days
- ✓ First or last week of the school year.

**If personal leave is taken on such days, the employee shall not be paid for the days taken.**

**Sick Leave:** Employees contracted for more than twenty-five hours per week for a minimum of 190 days are allowed five (5) days of sick leave per year (not cumulative).

For the serious illness of a husband, wife, minor child or legal dependent of the employee or for life threatening illness of parents or non-dependent children, the Academy shall pay for a substitute teacher for up to five (5) days. In emergency situations, the employees may be granted additional time in which the employee will pay the cost of the substitute teacher and retain his/her salary. Exceptions go to the Principal.

The teacher shall furnish such evidence for the necessity of being absent from school as the Board may require. The Academy will discipline individuals who violate the intent of this policy.

Employees will be allowed up to 20 days sick leave for maternity purposes, if necessary. The Academy will allow the employee four weeks (28 consecutive days) from the date of the child's birth for maternity purposes, if absolutely necessary. This period of time includes weekends, vacations, and off-track time, as well as other non-contract days in the consecutive 28 days; of which, 20 days is the maximum allowed for sick leave. Employees are strongly encouraged to be cognizant of their professional responsibility to their students.

Elective surgery is not covered under this sick leave policy.

For the death and burial of an immediate relative (husband, wife, child, mother, father,

grandfather, grandmother, brother, sister) of the teacher or the teacher's husband or wife, five (5) days of the sick leave may be allowed. Absence beyond five days shall be at full loss of pay, unless special permission is granted by the Principal.

Non-emergency surgery, dental and doctor appointments should be scheduled at a time to avoid the missing of regular scheduled work. Exceptions must be approved by immediate supervisor.

**Discipline**

The Academy retains its right to discipline or terminate the employment of any employee at any time for any lawful reason, upon a showing of just cause.

With the exception of substitute employees and temporary employees (one year or less), these policies apply to all employees of the Academy, including certified, classified, and administrative personnel, and apply to all job-related activities of such employees.

**Bases for Disciplinary Action:** The following acts or omissions, among others which evidence unfitness to perform duties, by an employee in the scope of employment shall constitute grounds for disciplinary action:

1. Insubordination, including the willful refusal of an employee to perform an assignment or to comply with a directive given by the employee's supervisor.
2. Unprofessional job-related conduct.
3. Incompetence or inefficiency in the performance of duties as identified through due process procedures.
4. Corporal punishment of students.
5. Improper conduct toward students and other employees.
6. Conduct in violation of any Academy policy or established expectation of performance.
7. Conviction of a felony related to the employee's employment, or which seriously impairs the employee's ability to perform his or her assigned duties.

8. Serious misconduct related to the employee's job.
9. Abuse of the Academy's sick leave policy.
10. Excessive tardiness.
11. Excessive absenteeism.
12. Unexcused absences from work.
13. Gross negligence or gross carelessness in the performance of duties.
14. Use of Academy policy for personal gain.
15. Negligent or willful damage to Academy property.
16. Gross waste of Academy supplies or equipment.
17. Dishonesty or falsification of any information involving the Academy, including grades, credits, data on forms, employee records, or any other information involving the Academy.
18. Possession of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on school property or at any school function.
19. The use of or being under the influence of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on school property or at any school function.
20. Deliberate conduct which has the apparent purpose of exposing the Academy to censure, ridicule, or reproach.
21. Verbal and/or physical fighting on school premises or at any school related activities.
22. Falsification of records or data with intent to defraud.
23. Sexual misconduct which deviates from the ordinary standards of morality prevalent in the area served by the Academy.

**Persons Authorized to Initiate and Carry Out Disciplinary Actions:**

1. Verbal and written warnings may be issued by the Board of Education, or any Director, principal, supervisor, administrator, or other supervisory personnel relative to employees under their jurisdiction.

2. Suspensions with and without pay, final warnings, probation, and dismissal may be administered only by the Principal and the Board of Education.

**Suspension With or Without Pay and Notice of Intent to Dismiss.** Suspension with or without pay and notice of intent to dismiss may be administered only by the Principal and the Board of Education and may occur in those instances in which:

1. The misconduct is sufficiently serious as determined by the Principal to warrant the initiation of disciplinary action at this level, without prior disciplinary action.
2. In those cases where previous warnings were given and found to be ineffective to cause correction of the offensive conduct.
3. Remediation efforts have failed in those cases where such efforts were attempted.
4. The nature of the offensive conduct is such that dismissal appears to be the only solution to the problem.

**Termination of Employment**

LISA Academy does not have tenure system. You or LISA Academy may terminate your employment at any time after giving notices, (Employees 60 days and School 30 days) with or without a reason.

**Resignation**

Employees who resign from the Academy should give at least two weeks' notice. The letter of resignation should state fully the reason(s) for leaving and should be turned in to the employee's supervisor.

Resigning employees will be given their final paychecks no later than the next regularly scheduled payday. All applicable mandatory and optional, authorized deductions will be made from the employee's last paycheck. The Academy reserves the right to pay the resigning employee for the notice period and accept the resignation immediately.

## **Involuntary Termination of Employment**

Non-contract employment with the Academy is at-will and may be terminated by the Academy at any time with or without cause and with or without notice. Employees will be paid for all work performed through the effective date of the termination of their employment no later than the sixth day after they are discharged. All applicable mandatory and optional, authorized deductions will be made from the employee's last paycheck.

## **Termination Process**

---

LISA Academy requires that employees return all documents, files, computer equipment, school tools, keys and other School owned property on or before the last day of work. When all School owned property has been collected, the employee will receive his or her final paycheck.

## **Assignment of Teacher Aids**

---

Teacher aids will help the teachers in handling the discipline problems, giving out tests, tutoring, making copies for the teacher, group studies and contacting the parents.

## **Reduction in Force**

---

LISA ACADEMY will do a reduction in force if the number of students enrolled in the school goes dramatically down during the year.

## **Employee Acknowledgement**

---

I have received a copy of and have read the foregoing LISA ACADEMY Personnel Handbook and am familiar with its terms. I understand that it is not a binding contract, but a source of information and a set of guidelines for implementation of personnel policies. I understand that LISA ACADEMY can unilaterally rescind, modify, or make exceptions to any of these policies, or adopt new policies, at any time. I also understand that the provisions of this Handbook will control over any contrary statements, representations or assurances made by any supervisory personnel except the Principal.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
PRINTED NAME

DATE: \_\_\_\_\_

Please sign this page and return it to the Principal immediately. A copy of this acknowledgement will be retained in your personnel file.