



# Summit Academy Schools Employee Handbook

## Mission Statement

Summit Academy excites a student's desire to learn and succeed now and in the future. Our dynamic student-teacher-family community sees each student as a whole person and together creates a challenging individualized educational journey toward intellectual success and personal well-being.

## Purpose of Employee Handbook

This Employee Handbook contains information about the employee policies and practices of Summit Academy. These policies reflect the Company's values, and we expect each employee to read this Employee Handbook carefully as it is a valuable reference for helping each employee understand their job and their employment with Summit Academy.

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### **ACCEPTABLE NETWORK/INTERNET USE**

Employees must sign the [Summit Academy Employee Acceptable Use Policy](#) Computers, computer files, the e-mail system, software and documents furnished to employees are property intended for educational use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

Summit Academy prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

Summit Academy purchases and licenses the use of various computer software for business and educational purposes and does not own the copyright to this software or its related documentation. Therefore, employees may only use software according to the software license agreement. Summit Academy prohibits the illegal duplication of software and its related documentation, including proprietary documentation. The use of VPN at Summit Academy campuses or with Summit Academy devices is strictly prohibited.

All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of official records and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. Employees should notify the administration upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### **CRIMINAL BACKGROUND CHECK**

All Summit Academy employees (and volunteers who spend regular unsupervised time with students) must submit a background check. Such checks are a condition of employment and a clear background check is required prior to the commencement of employment. Employees with valid educator licenses or who have been accepted as ARL candidates will have completed current background checks for the Utah State Office of Educator Licensing. Such checks are subject to verification.

### **CURRICULUM REQUIREMENTS**

As a public school, Summit Academy teaches standards and objectives of the Utah State Core Curriculum. However, we go beyond the state core minimums and teach students a body of knowledge in a wide variety of disciplines. ***All Faculty and Staff are expected*** to present and teach from the defined curriculum materials, objectives and lessons, including the State of Utah Core Curriculum and Standards.

### **DRESS CODE (Employee)**

All staff are individually responsible for their general presentation, appearance, and personal hygiene. All staff clothing should be

- Professional dress appropriate to their role
- Not likely to be viewed as offensive or revealing
- Absent of any political or discriminatory slogans

### **Exceptions**

It is recognized that there may be specific occasions where the dress code would not be appropriate e.g., outdoor/field trips and in these circumstances, guidance will be provided by school administrators.

### **Footwear**

Footwear must be safe, sensible, and in good repair. Staff should have regard to health and safety in emergency situations; they may be required to move swiftly during these situations.

### **Tattoos and Jewelry**

When tattoos are present, they must not likely be viewed as offensive to others. When they are deemed to be offensive, they must be appropriately covered.

Jewelry must be appropriate and must not be a health or safety hazard. Jewelry/piercings must be removed where they are a risk to health or safety.

Any questions about professional dress or grooming standards should be brought to the attention of your direct supervisor or school administration. Employees may be counseled or disciplined for unprofessional dress or grooming habits.

### **DRUG & ALCOHOL-FREE WORKPLACE**

It is the policy of Summit Academy to maintain a drug-free and alcohol-free work environment. Use of alcohol and/or illegal drugs creates serious health and safety risks. The use, sale, or possession of alcohol, illegal drugs, or other illegal substances is strictly prohibited while at work, on school property, or while on school business. This prohibition also includes illegal or improper use of controlled substances.

Reporting to work under the influence of any such substance is strictly prohibited. In addition, we must comply with all laws and regulations regarding the use or possession of alcohol, illegal drugs, and controlled substances.

Summit Academy may require employees to submit to drug testing at any time and without notice. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences for which the employee will be personally liable.

### **EDUCATOR'S CERTIFICATES AND QUALIFICATIONS**

Utah State law requires public schools to hire certified, licensed educators. Each educator's credentials shall be on file or filed with the Utah State Board of Education (USBE). If, at any time during the school year, an Educator's certification / license is revoked or found to be invalid, Summit Academy has the right to terminate the Employee immediately.

### **EMERGENCY CARE AND STUDENT ILLNESS**

Employees shall familiarize themselves with the ongoing medical needs of their students (i.e. allergies, asthma, diabetes, hemophilia, etc.) in case of emergency or illness. Medication should not be administered to students by faculty, except in life threatening emergencies, i.e. an Epi pen or inhaler which has been prescribed to the individual. Under written direction from a student's physician, medication may be administered and documented by one of the administrative staff that have undergone annual training. Please see the [Summit Academy Medication Administration Policy](#) for further clarification.

If a student appears to be sick or is running a fever, the Educator shall notify the Front Office immediately. Parents will be notified by office personnel to pick up their student as soon as possible, and the student will be isolated in the sick room area. If a parent is not available by telephone, administrative personnel assume the responsibility of seeing that the student is taken

care of until the appropriate parent/guardian or authorized caregiver can be notified and/or the student is picked up.

### **EMERGENCY PLAN AND DRILLS**

In accordance with state law and school policy, Summit Academy conducts regular emergency drills. The drills include fire, earthquake, lockdown and other drills as appropriate. These drills are part of an overall emergency plan which includes regular input from the School Safety Team, as well as local emergency services personnel.

In the event of an actual emergency during school hours, students remain in a safe area, under control of school personnel, until picked up by a parent or person authorized as an emergency contact. If emergency services personnel determine that the school grounds are unsafe for students and staff, alternate evacuation locations have been designated. Summit Academy students and staff would evacuate to the designated area as directed.

**Red Emergency Binders** are located in each classroom and should be stored in a visible location. The Emergency Binders contain first aid information, drill procedures and emergency evacuation maps. Each staff member is responsible to know the emergency drill procedures and other essential emergency information provided.

### **EMPLOYMENT TERMS AND DEFINITIONS**

All Employees:

Employees are expected to abide by the Summit Academy Employee Handbook at all times. The Summit Academy Employee Handbook is subject to change from time to time with notice.

All employees are considered at-will employees. Employment may be terminated at any time by either the employer or the employee. Employees are requested to give 30 days' written notice to the principal of their intent to terminate employment.

Full Time Employee:

An employee assigned to work an average of 38 hours per week is designated as a full-time employee. Full time employees may be eligible to receive health insurance, retirement and other benefits.

Part Time Employee:

Employees that are assigned to work in a USBE licensed position for at least 20 hours per week are eligible for all benefits except health, dental and vision insurance. All classified employees who are assigned to work less than full-time hours are designated as part-time employees. Part-time employees are not eligible for health, retirement or other benefits.

Pay Periods:

The monthly pay periods are from the 1st to the 15th and from the 16th to the end of the month. Employees are paid twice monthly on the 10th and the 25th of each month.

Intent to Return:

All employees are required to complete an Intent to Return for each school year in order for the school to assess staffing needs for the following school year.

## **EQUEL OPPROTUNITY EMPLOYER**

Summit Academy is an Equal Opportunity Employer. This means that it is the policy of Summit Academy to conduct its personnel actions, relative to employment, on the basis of the applicant's or employee's ability to perform the duties and responsibilities of a particular position without regard to age, race, creed or religion, color disability, sex, national origin, ancestry, political affiliation or disability. All school employees have the responsibility to perform their duties at Summit Academy in a non-discriminatory manner. The Civil Rights Act of 1964 as amended, the Americans with Disabilities Act other federal statutes, Utah's statutes, and rules and regulations prohibit discrimination in public employment and require people in the public sector, whether as employees or employer, to act in a manner which is fair and equitable to all individuals. Summit Academy provides reasonable accommodations to the known disabilities of individuals in compliance with the American with Disabilities Act.

## **EXPLANATION OF EMPLOYEE BENEFITS**

Full-time employees are eligible for the following benefits in accordance with the guidelines set below:

**Utah Retirement Systems** – For those employees who are eligible according to URS rules. A non-contributory public employee retirement program that includes a pension plan and/or a 401(k) employer contribution occurring each payday. Contribution rates are set by Utah Retirement Systems and subject to change on an annual basis and from time to time.

**Medical Insurance/Health Plan** - Summit Academy will pay at least 50% of any medical insurance premiums including enrolling spouses and/or dependents. The remaining 50% of the premium is paid by the employee. These rates have been set by the Board of Trustees and are subject to change from time to time. Full time employees and their spouses/dependents are also eligible to enroll in optional dental, vision, and supplemental insurance programs at the employee's expense. The employee's portion of the monthly premium is divided into two payments and deducted from the employee's paycheck pre-tax on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Employees that work over 30 hours per week are eligible to enroll in the health plan. Your benefits will begin on the first of the month following the date of hire.

Modifications, additions or upgrades to the employees' Health Plan, such as adding or deleting spouses or dependents outside of the open enrollment period, are determined by the insurance provider.

**Dental & Vision Plans** – An optional dental and/or vision plan is available for employees. Spouses and dependents may also participate in these plans. Monthly premiums for employees, spouses and dependents are divided into two payments and are deducted pre-tax from the employee's paycheck on the 10<sup>th</sup> and 25<sup>th</sup> of each month.

**Life and AD&D Insurance** – Summit Academy provides basic life and accidental death and dismemberment (AD&D) insurance through Mutual of Omaha at no cost to eligible employees. If you want additional coverage for yourself, your spouse, or your children, you can purchase voluntary coverage at our group rates.

## **BENEFITS AND LEAVE POLICY**

### **I. Policy**

The Summit Academy Board of Trustees has established general guidelines for the extension of benefits and leave to employees

### **II. Definitions**

- a. **Full-time Employee:** Any employee whose employment agreement requires a minimum of 38 hours of work per week during the school year.
- b. **Day:** The amount of time an employee's employment agreement requires in a 24-hour period. For example, if an employee is required to work 4 hours a day according to their employment agreement, then a day equals 4 hours.
- c. **Immediate Family:** Includes spouse, son, daughter, parents, grandparents, son-in-law, daughter-in-law, parent-in-law, or a person who is residing in the employee's household at the time of the illness or death. Special circumstances may be appealed to the immediate supervisor for consideration of immediate family status.
- d. **School Year:** A total of no more than 180 teaching days, plus up to 6 additional in-service and/or testing days in a fiscal year. [Summit Academy Schools Calendar 2025-2026](#)
- e. **Fiscal Year:** July 1 through June 30
- f. **Mid-term Employee:** Any employee hired after a school year has started. Mid-term employees will receive leave on a prorated basis for the remainder of the school year. Mid-term employees are eligible for health insurance benefits. Your benefits begin on the first of the month following the date of hire.

### III. Health Insurance Benefits

Health insurance benefits are available to all Summit Academy Schools employees working more than 30 hours per week.

Benefits are subject to change and benefit documentation will be distributed to all employees at the beginning of each school year.

### IV. Salary and Wages

Pay increases will be determined on an annual basis pending state legislative funding and merit.

### V. Retirement Benefits

Summit Academy Schools participates in Utah Retirement Systems. For those employees who are eligible according to URS rules, a non-contributory public employee retirement program that includes a pension plan and/or a 401(k) employer contribution occurring each payday. Contribution rates are set by Utah Retirement Systems and subject to change on an annual basis from time to time.

### VI. Personal / Sick Leave

**Personal / Sick Leave** - Full-time employees of Summit Academy Schools will receive 3 days of paid personal / 7 days paid sick leave per school year. Part-time certified employees will receive prorated paid personal/sick leave based on the work hours outlined in their employment agreement. Full-time employees who work a 12-month schedule will receive 15 days of paid personal / 12 days paid sick leave due to their extended work schedule. Mid-term employees will receive prorated personal / sick leave based on the days remaining in the school year.

**Using Personal / Sick Leave** - Except in unusual circumstances, or unexpected illness or injury, prior notification must be given to the immediate supervisor at least one day in advance. Employees shall request time off through the [Tyler Tech Employee Access Portal](#), which is approved by administration, in order to receive full pay for work missed.

Personal leave may only be taken two days before or after a school holiday or during the first five days and last two days that students are in school, the week of parent teacher conferences,

PD days and Summit Academy High School spring testing for the following reasons.

- Observance of religious holidays which fall on a regularly scheduled school calendar workday
- Weddings of immediate family
- Graduations of immediate family
- Required court appearances
- Funeral for a death not covered by bereavement leave
- Conferences and conventions which relate to the individual employee's work assignment and are not covered by professional leave

Employees who take leave during the above days shall be required to pay for a substitute at a rate of \$18.75 per hour

Employees may accrue a maximum of 1.5 times their total annual accrued sick leave.

- 184-186 calendar = 7 days x 1.5 with a cap of 10.5 sick leave
- 220 calendar = 7 days x 1.5 with a cap of 10.5 sick leave
- 261 calendar = 12 days x 1.5 with a cap of 18 sick leave

#### **Notification of Absence**

Employees are required to notify administration as soon as they know that they will be absent from work and to give appropriate assistance in finding a substitute to cover the absence(s).

#### **Unpaid Leave**

Employees are discouraged from taking additional personal/sick leave over the allotted time given per job type. When employees exceed their allotted personal/ sick days, additional days requested will be classified as unpaid leave and will be deducted from annual salary.

#### **Pandemic Guidelines**

In the case of a pandemic or other outbreak of a highly communicable disease determined by the Health Department, exceptions to the Benefits and Leave Policy will be made so the employee will not be penalized for remaining home due to illness. This exception is made in order to encourage staff to remain home when ill and will be made at the discretion of the employee's supervisor.

### **VII. Bereavement Leave (For Employees with PTO)**

In the event of a death in the immediate family, an employee may be granted bereavement leave according to the following guidelines.

- Employees may be granted up to 5 days bereavement leave without pay deduction in the event of the death of a spouse or child.
- Employees may be granted up to 3 days bereavement leave without pay deduction in the event of the death of any other immediate family member.
- Two additional days of bereavement leave may be granted if travel time is needed.
  - Travel must be in excess of 350 miles one way to qualify for additional days.
  - Employees must provide travel verification to their immediate supervisor.
- If the death of an employee's mother or father results in the loss of the only remaining parent, 3 additional personal leave days may be taken to deal with estate issues. The 3 additional days must be taken within one calendar year of the parent's death.

## **VIII. Long Term Leave**

Long term leave is defined as unpaid leave for pregnancy, post-childbirth maternity or paternity, adoption, employee long-term illness, and any other reasons required by law. Pursuant to the Family Medical Leave Act (FMLA), the school may require certification from a qualified medical professional to document the reason for the leave and/or to verify the employee's ability to return to work. Such leave may be given for a maximum of up to 12 consecutive weeks, or longer if required by law. Such leave is available to full-time employees who have been employed by Summit Academy Schools for at least one full school year. FMLA requires an employee to provide 30 days advance notice when the leave is foreseeable.

### **A. Parental Leave**

Eligibility:

- Must be eligible for retirement benefits (licensed employees working 20+ hours per week or classified employees working 38+ hours per week).
- Must be one of the following:
  - The biological parent of the child
  - The spouse of the birth giver
  - An adoptive parent, foster parent, or legal guardian

Additional Guidelines:

- Leave cannot begin before the child's birth/adoption or extend beyond 6 months after.
- Runs concurrently with FMLA (employees may not take 12 weeks of FMLA plus an additional 3 weeks of parental leave).
- Runs consecutively with postpartum leave (if applicable).

### **B. Postpartum Leave**

Eligibility:

- Must be eligible for retirement benefits (licensed employees working 20+ hours per week or classified employees working 38+ hours per week).
- Must be one of the following:
  - The biological parent of the child
  - The spouse of the birth giver
  - An adoptive parent, foster parent, or legal guardian

Additional Guidelines:

- Leave cannot begin before the child's birth/adoption or extend beyond 6 months after.
- Runs concurrently with FMLA (employees may not take 12 weeks of FMLA plus an additional 3 weeks of parental leave).
- Runs consecutively with postpartum leave (if applicable).

## **IX. Jury or Witness Duty**

Employees are required to provide the direct supervisor with copies of court notices or subpoenas as soon as possible after receiving such notification. Summit Academy Schools will pay an employee an equivalent to their regular pay during the jury or witness leave period.

## **X. Military Leave**

Any full-time employee who is a member of a reserve component of the armed forces of the United States, and pursuant to military orders enters federal or state active duty, active duty for training, or inactive duty training, shall, upon written request, be granted a leave of absence from employment for a period not to exceed five (5) years.

## **FERPA GUIDELINES**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

## **GRIEVANCE**

Please see the [Summit Academy Grievance Policy](#)

If the resolution is not found the grievance may be submitted in writing to the Executive Director and then to the Board of Trustees.

## **HOMEWORK**

Homework assignments should be purposeful, and an extension of the instructional program, and an essential part of the total evaluation. Homework, appropriate to the student's development level, may be given for the purpose of review, practice, reinforcement, inquiry, application, and enrichment. Homework should help students become responsible, self-directed learners.

Although the time required for the completion of an assignment will vary from student to student, teachers should be cognizant of the demands of other disciplines when planning homework assignments. Teachers at Summit Academy will work to coordinate assignments, so they do not exceed an average of **90 minutes** per day for any one student.

### **HOURS OF WORK & FACULTY MEETINGS**

The school building hours will be from 7:30 a.m. to 4:30 p.m. If you need to enter the building at times other than designated, you may use your electronic employee badge to access the automatic door lock. All educators are expected to be at school no later than 30 minutes prior to the start of the school day.

**Loading & Unloading** – Faculty members will be required to participate in loading and unloading duties as assigned.

**Staff Meetings** – Educators and administrative personnel are required to attend faculty and/or staff meetings as scheduled and designated by the administration before or after school hours. Hourly employees will receive additional compensation for attendance.

**Parent Teacher Conferences** – All educators and administrative personnel will be required to prepare for and attend all formal parent/teacher conferences. These conferences are generally held twice each year (fall and spring) according to the Summit Academy calendar.

**Professional Learning and Training** – Attendance and participation in professional learning and training in August and at other scheduled times throughout the year is a requirement for all educators, and administrative personnel, unless specific permission is given by the administration to be excused. Employees may also be required to attend additional training and/or seminars during employment, as designated by the administration.

**Collaboration** – Educators, and other personnel are required to collaborate professionally with their colleagues as situations require. Summit Academy relies on the talent and strength of its educators and staff. Collaboration with all appropriate staff is for the benefit and support of each individual student and teacher.

### **INCLEMENT WEATHER AND SCHOOLS CLOSURES**

Summit Academy will remain open, if possible, on all scheduled school days. Even when weather conditions are extreme, every effort will be made to keep the school open. On occasion, severe weather or other factors may force a school closure. The following procedures will be followed if a school closure becomes necessary.

1. Summit Academy families and staff will be notified via email or text message of any changes to the schedule related to extreme weather.
2. Media Announcements – Parents and employees should listen to these designated radio or television stations for school closure information between the hours of 6-8 a.m. (If the school dismisses early, the media will air the announcement as soon as possible.)
  - a) Radio Stations: All Utah radio stations participate in the Emergency Alert System (EAS). KSL radio serves as a Primary EAS station.
  - b) Television Stations: KSL – Channel 5; KUTV – Channel 2; KTVX – Channel 4
3. Listen to One of These Messages:
  - a) “Summit Academy Will Be Closed” (day and date)
  - b) “Summit Academy Will Start Late” (day and date)

c) "Summit Academy Will Dismiss Early" (day and date)

d) "Summit Academy Will Move to Remote Learning" (day and date)

Check the Summit Academy Website, [www.summit-academy-schools.org](http://www.summit-academy-schools.org), for announcements or bulletins.

### **MISCONDUCT - CAUSE FOR TERMINATION**

Employees may be individually liable and shall be immediately dismissed for certain wrongful conduct to students, parents, or staff, including, but not limited to the following:

- Violations of Utah's Professional Educators Standards
- Sexual or corporal abuse
- Emotional abuse including humiliation, derogatory or belittling comments.
- Speaking about or alluding to sexual acts
- Inappropriate touching
- Inappropriate email or internet use
- Putting a student's safety at risk
- Being intoxicated or under the influence of alcohol or drugs on school premises

Summit Academy strives to provide a positive work environment for all employees. Employees shall conduct themselves in a positive and professional manner concerning conflict resolution and promote teamwork at all times. Employee conduct shall support Summit Academy through positive attitude and positive speech in all aspects of employment including staff, parents, student and community relationships and communication.

### **SCHOOL SAFETY**

The safety and health of our employees and students are primary considerations in the operation of our school. Summit Academy is committed to providing a safe and healthy environment in all our school buildings and operations.

All volunteers/parents are required to check in at the front office and complete the volunteer process. Unauthorized adults should be escorted to the front office by staff for immediate assistance from administrative personnel.

Desks, filing cabinets, cubbies and other storage devices may be provided for the convenience of the employees, but shall remain the sole property of Summit Academy. Accordingly, they, as well as any articles found within them, can be inspected by the building administrator, or authorized Summit Academy agent at any time, either with or without prior notice.

Employees are required to report to their direct supervisor or the HR Director any accident, workplace injury, instance of non-compliance, or any situation presenting a danger of injury. In addition, Summit Academy expects all staff to take a personal interest in the prevention of accidents and to provide leadership in administering all applicable safety programs, policies and practices.

### **SEXUAL HARASSMENT**

Verbal, physical or sexual harassment of employees or students is strictly prohibited by Summit Academy. Sexual harassment must be reported to their direct supervisor. When the direct supervisor becomes aware of possible sexual or other unlawful harassment, s/he must immediately advise the HR Director so the allegation can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including

termination of employment.

Offended parties may raise concerns and make reports without fear of reprisal or retaliation. Summit Academy cannot control all of the individual actions of its employees; therefore, Summit Academy accepts no liability for harassment of one employee by another employee.

Any employee who makes unwelcome advances, threatens or in any way harasses another employee may be personally liable for such actions and their consequences. Summit Academy will not be responsible for providing legal, financial or any other assistance to an individual accused of harassment if legal action is taken. To the extent possible, the offended party's confidentiality, and that of any witnesses and the alleged harasser, will be protected against unnecessary disclosure. Allegations of sexual harassment may not be discussed amongst peers. When the investigation is completed, the offended party will be informed of the outcome of the investigation.

### **STUDENT DISCIPLINE**

All employees are to follow the [Summit Academy Discipline Policy](#) as well as school level discipline procedures.

### **CHILDREN OF EMPLOYEES**

Summit Academy understands the need for work/life balance. Children of employees are welcome in the building outside of school hours but may not be disruptive and must be under the parents' supervision at all times. During school hours, children should be under the supervision of the teacher. Only students who are enrolled in the class should be in the classroom during school hours. Any special circumstances need to be addressed and agreed upon by your direct supervisor.



**I acknowledge that I have received and read the  
Summit Academy Schools Employee Handbook**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_