



Good Foundations Academy

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Parent-Employee Policy

PURPOSE

Good Foundations Academy (GFA) seeks to establish and maintain a professional atmosphere that reflects the school's values of excellence and fairness. The school welcomes qualified employees who are also parents of GFA students. While there are benefits to having parents of enrolled students working at the school, a professional boundary needs to be established during the workday to ensure that employees are not interfering with the school's education of their children and other students.

Parents working in the school should ensure that their children understand and respect the boundaries set forth in this policy to minimize disruption of the educational process and the performance of GFA staff and faculty.

POLICY

1. The first priority of school employees during work hours must be their job. Excluding emergency situations, children of employees should not interfere with any employee's ability to do their assigned work. Daycare and other personal family issues should be handled during employees' leave time or other non-work hours.
2. Situations may arise that necessitate an employee bringing children to the workplace. However, on such occasions, the employee must obtain approval from their supervisor in advance, supervise their children at all times while they are in the workplace, and be considerate of other employees. Approval for employees to bring their children to the workplace is generally reserved for extenuating circumstances and should not be considered a regular childcare option or arrangement.
3. Any travel time needed for an employee to transport children to or from the workplace during work hours must be covered by the use of paid leave, accrued compensatory time, rearranged time, or leave without pay.
4. Unless employees obtain approval from their supervisor in advance, employees should not enter the classroom of their enrolled children while class is in session unless they are taking care of school business. Employees' personal conversations and messages with their enrolled children should be taken care of before or after school hours or, when such communication is necessary during school hours, during passing time or the lunch break. To avoid disruption of work, employees should resolve their enrolled children's breakfast or lunch needs and ensure completion of homework before their children come to school.
5. Like other parents, employees are still accountable for having their enrolled children at school on time and attending school for the entire day. Parents who work at the school may not check their enrolled children in late or check them out early without normal consequences for the student according to the school Attendance Policy.
6. The school day for employees' enrolled children ends at the end of the scheduled school day just like it does for other students, and not whenever the parent completes his or her work responsibilities. Employees' workday is for the established job hours-not necessarily for the duration of the school day. Employees must log out at the end of their shift regardless of how much more time their enrolled child will be in class.

7. Students are not to be in the front office or teacher lounge during school hours unless they have been sent there by their classroom teacher, front office staff, or an administrator. When school is in session, students are under the exclusive control of their classroom teacher or other authorized employees in their official employment capacity. If a student is sick, the student shall remain in the school sick room or other arrangements shall be made other than remaining in the work area during school hours. This applies to all students, including the enrolled children of employees. Enrolled children who are sick may not remain in their parent employee's work area during school hours.
8. Children brought to the workplace are not covered by workers' compensation and may not be covered by the school's liability or other insurance policies. The safety and well-being of an unenrolled child are the sole responsibility of the employee bringing the child into the workplace. To minimize disruption to other employees as they perform their duties and to ensure that school equipment and personal property are not damaged, an unenrolled child in the workplace must be under the parent's supervision in the immediate location of the parent's work area at all times.
9. Unenrolled children are not to use school office equipment (computers, copiers, phones, etc.), and students of the school may only use such equipment if given permission by an authorized school employee. If waiting for a parent to complete their work, children are to be engaged quietly in activity that is not distracting to others.
10. Circumstances may arise during school hours where students of parents working at the school may have disagreements or misunderstandings with other students, teachers, or faculty. Parents should follow the school's approved communication and grievance policies for resolving issues with other adults. Parents who are employees should not intervene directly with other students involved in issues with their own children, unless the classroom teacher or staff member is part of the discussion.
11. Employees who are parents of enrolled students must follow current procedures to inform supervisor and ensure coverage of duties in the event of illness for the employee or a family member. Excessive employee absences may be treated as a discipline issue, according to current employment policies.
12. GFA recognizes that parents who are employees may wish to participate in field trips and other special events with their children during the school day. Employees must obtain approval from their supervisor. If the event is for an extended time, the employee may need to use personal time or take a day off and arrange for coverage of their duties.
13. Good Foundations Academy recognizes that children may visit employees on special occasions. However, the expectation is that all visiting children outside normal school operations will be accompanied by a supervising adult who will be responsible for the visiting child at all times.
14. Children of employees need to be aware that they are not given extra privileges because their parent is an employee in the school setting. Employees should reinforce this idea with their children and ensure that their children are informed of these policies.

COMPLIANCE

All employees are subject to the terms and conditions of the current Employment Manual and all GFA Board Policies.