

SUMMIT ACADEMY

EMPLOYEE HANDBOOK



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I. INTRODUCTION

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 organization'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.

II. EMPLOYMENT TERMS, DEFINITIONS & CONDITIONS OF EMPLOYMENT

EMPLOYMENT TERMS (AT-WILL EMPLOYMENT)

All Employees: Employees are expected to always abide by the Summit Academy Employee Handbook. 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 with 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 for the school to assess staffing needs for the following school year.

EQUAL OPPORTUNITY EMPLOYER

Summit Academy conducts all employment and personnel actions based on an individual's ability to perform the essential duties of the position. Employees are expected to fulfill their responsibilities in

a fair, professional, and non-discriminatory manner in compliance with applicable federal and Utah laws, including the Civil Rights Act and the Americans with Disabilities Act (ADA).

Summit Academy provides reasonable accommodation for qualified individuals with known disabilities in accordance with the ADA. Employees requesting accommodation must submit a written request to Human Resources. Requests are reviewed through an interactive process and may require supporting documentation. All related information is overseen confidentially as permitted by law.

Retaliation against any employee for requesting or participating in the accommodation process is prohibited. Accommodation decisions are made in accordance with operational needs and applicable Board policies.

PERSONNEL RECORDS & ACCESS

Summit Academy maintains an official personnel record for each employee in compliance with applicable federal and Utah laws. Personnel records are the property of Summit Academy and are maintained to support employment decisions, ensure legal compliance, and protect both the employee and the school.

Personnel records may include employment and qualification documents, payroll and attendance records, performance evaluations, training acknowledgements, disciplinary records, background check clearances, and separation documents. Medical records, benefits information, workers' compensation records, and other protected information are maintained in separate confidential files as required by law.

Personnel records are confidential and access is limited to individuals with a legitimate business or legal need. Information will only be disclosed as permitted or required by law.

Employees may review their own personnel file by submitting a written request to Human Resources. Reviews will be scheduled during normal business hours and conducted under supervision. Employees may submit a written statement for inclusion if they believe information is inaccurate or incomplete. Summit Academy retains original records while adding employee rebuttals.

Unauthorized access, disclosure, alteration, or removal of personnel records is strictly prohibited and may result in disciplinary action, up to and including termination.

HOURS, ATTENDANCE & FACULTY MEETINGS

The school building is accessible to staff using assigned electronic key cards. All educators are expected to be at school no later than 30 minutes prior to the start of the school day.

Loading, Unloading, and Supervision: Faculty members will be required to participate in loading and unloading duties as assigned. Supervision assignments related to after-school events may also be required.

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. Resources and support will be provided by leadership to ensure individuals' job duties are covered when required.

Collaboration: Educators and other personnel are required to collaborate professionally with their colleagues. 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.

EMPLOYEE EVALUATION PROCEDURES

Employee evaluations support professional growth, accountability, and effective job performance. All employees are evaluated by their supervisor or administrator, with Human Resources providing support as needed.

New employees may be evaluated more frequently, while continuing employees are generally evaluated annually. Evaluations may consider job performance, compliance with policies, professional conduct, attendance, collaboration, and fulfillment of assigned responsibilities.

Evaluation methods may include observations, conferences, review of work, and other assessment tools. Employees will receive feedback and may submit a written response for their personnel file.

When improvement is needed, Summit Academy may provide coaching, professional development, or a Performance Improvement Plan. Evaluation records are confidential and may be considered in employment decisions.

Summit Academy reserves the right to modify evaluation procedures as needed. Nothing in this section alters the at-will employment relationship or creates an employment contract.

MANDATORY TRAINING REQUIREMENTS

All employees are required to complete annual and role-specific training as directed by the Board of Directors and school administration. Required training may include topics such as Title IX and harassment prevention, mandatory reporting, student data privacy, emergency and safety procedures, and professional conduct standards.

Failure to complete required training within designated timelines may result in corrective or disciplinary action.

III. EMPLOYMENT ELIGIBILITY & BACKGROUND CHECKS

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 before full employment and active work with students. Employees with valid educator licenses, or who have been accepted as candidates in the APPEL program, will have completed current background checks required by the Utah State Board of Education (USBE). Any checks are subject to verification.

EDUCATOR CERTIFICATES & QUALIFICATIONS

All educators employed by Summit Academy must hold and maintain the licensure, certifications, endorsements, or authorizations required for their assigned positions and grade levels.

Employees are responsible for maintaining valid credentials, providing required documentation promptly, and completing all renewal and professional development requirements in accordance with Summit Academy and USBE policy and regulations.

Failure to maintain required qualifications or comply with related policies may result in reassignment or corrective or disciplinary action, up to and including termination of employment, consistent with Summit Academy policy.

Summit Academy reserves the right to verify licensure and certification status at any time and to act as required by policy or law.

EMPLOYMENT ASSIGNMENTS & SUPERVISION

Employees are assigned duties and responsibilities based on institutional and student needs, qualifications, experience, performance, and operational considerations. Job assignments, schedules, teaching loads, grade levels, subjects, work locations, and reporting relationships may be modified at the discretion of administration in accordance with board policy.

Each employee reports to a designated supervisor or administrator and is expected to comply with lawful and reasonable directives related to their role.

Summit Academy reserves the right to reassign employees, adjust duties or schedules, and require additional or alternative duties within the scope of an employee's qualifications as necessary to meet school needs.

CONFLICT OF INTEREST & NEPOTISM

Employees are expected to conduct themselves with integrity and avoid actual, potential, or perceived conflicts of interest in accordance with board policy and administrative procedures. Employees must act solely in the best interests of Summit Academy.

A conflict of interest exists when personal, financial, familial, or outside interests interfere, or appear to interfere, with an employee's ability to perform duties objectively.

Employees may not use their position for personal gain, accept improper gifts or benefits, or participate in employment, supervision, evaluation, discipline, contracting, or purchasing decisions involving a family member or close personal relationship when a conflict exists.

Nepotism is governed by board policy. Employees may not directly or indirectly supervise or influence employment actions involving an immediate family or household member without prior written approval and appropriate administrative safeguards.

Employees must promptly disclose any actual or potential conflict of interest. Failure to disclose or comply with applicable policies may result in disciplinary action, up to and including termination.

IV. EMPLOYEE CONDUCT & PROFESSIONAL STANDARDS

PROFESSIONAL BOUNDARIES & STAFF-STUDENT RELATIONSHIPS

Maintaining appropriate professional boundaries between employees and students is essential to a safe and supportive learning environment. Employees are expected to act as positive role models and always maintain professional relationships with students.

Employees must treat all members of the learning community with dignity and respect, follow approved supervision and communication protocols, and act in a manner that supports student safety and well-being.

Employees may not engage in romantic, sexual, or otherwise inappropriate conduct with students, participate in secretive or unauthorized interactions, transport students in personal vehicles without approval, or exchange personal gifts, money, or favors outside of approved school purposes.

Electronic communication with students must be professional, school-related, transparent, and consistent with Summit Academy expectations. Use of personal accounts or platforms for private or inappropriate communication is prohibited.

Any physical contact with students must be appropriate, non-intrusive, and related to a legitimate educational, safety, or supervisory purpose.

Employees who become aware of potential boundary violations must promptly report concerns to administration and comply with mandatory reporting laws where applicable.

Violations of professional boundary standards may result in disciplinary action, up to and including termination, and may be reported to licensing authorities or law enforcement as required by law.

DRESS CODE (EMPLOYEES)

Employees are expected to dress in a professional, business casual manner that supports a positive learning environment.

Employees should:

- Wear clean, neat, and appropriate clothing.
- Maintain professional grooming and personal hygiene.
- Wear attire that is safe and suitable for their job duties.
- Present themselves in a way that reflects positively on the school.

Examples of appropriate attire include:

- Collared shirts, polos, blouses, sweaters, and professional jackets
- Dress pants, khakis, professional skirts, shorts, or dresses.
- Dress shoes, flats, sandals, boots, or clean athletic shoes.

Examples of inappropriate attire include:

- Sweatpants, athletic wear, or pajama-style clothing
- Revealing, ripped, distressed, or excessively tight clothing.

- Tank tops or spaghetti straps
- Flip-flops or slippers
- Clothing with offensive, inappropriate, or political messages

Tattoos, jewelry, and piercings should be professional and must not create a safety concern.

Employees in positions requiring specialized clothing may wear attire appropriate for their duties. Administrators may approve of exceptions for special events, field trips, or spirit days.

Administration reserves the right to determine whether an employee's appearance meets professional standards and may require attire or appearance changes when necessary.

DRUG & ALCOHOL-FREE WORKPLACE

Summit Academy maintains a drug-free and alcohol-free work environment to protect the health and safety of employees and students. The use, possession, sale, or distribution of alcohol, illegal drugs, or other prohibited substances is not permitted while at work, on school property, or while conducting school business. Employees should not report to work under the influence of any prohibited substance.

Employees must comply with all applicable laws regarding alcohol, illegal drugs, and controlled substances, including the lawful use of prescribed medications.

Summit Academy reserves the right to require drug testing in accordance with applicable law. Violations of this policy may result in disciplinary action, up to and including termination of employment, and may carry legal consequences for which the employee is personally responsible.

USE OF SCHOOL PROPERTY & RESOURCES

All Summit Academy property and resources are provided for authorized educational and operational purposes. Employees are expected to use school property responsibly, safely, and in compliance with board policy, administrative procedures, and applicable law.

Employees may: use school facilities, equipment, technology, and resources only for approved school-related purposes, exercise reasonable care to prevent loss or damage, and follow all established security and usage procedures.

Employees may not: use school property for personal gain or non-school purposes without authorization, remove property from campus without approval, allow unauthorized access, or use resources in a manner that violates law or policy.

Use of technology and electronic systems is subject to applicable technology, data security, and network use policies. Employees are responsible for safeguarding devices, credentials, and sensitive information.

Loss, damage, theft, or misuse of school property must be reported promptly. Employees may be held financially responsible for damage or loss resulting from negligence or unauthorized use, as permitted by law and policy.

All school property remains the property of Summit Academy and must be returned upon request or at the end of employment. Summit Academy reserves the right to monitor and inspect the use of its property and resources.

Misuse or unauthorized use of school property may result in disciplinary action, up to and including termination, and may include legal consequences where applicable.

V. EMPLOYEE COMPENSATION, BENEFITS & LEAVE

EMPLOYEE COMPENSATION & PAYROLL

Payroll practices are administered in accordance with Summit Academy Board policies, administrative procedures, and applicable law. Employees are paid through Summit Academy's authorized payroll system. Payroll methods, timing, and procedures may be modified as required by Board action, administrative guidelines, or legal compliance.

Employees are responsible for accurately reporting time worked and approved leave, reviewing pay statements for accuracy, and promptly reporting payroll discrepancies through established procedures.

Non-exempt employees are eligible for overtime compensation only as authorized by board policy, administrative procedure, and applicable wage laws. Overtime must receive prior approval unless otherwise permitted. Failure to follow overtime procedures may result in corrective action.

Payroll deductions and withholdings are processed in compliance with legal and policy requirements and may include taxes, retirement contributions, insurance premiums, and authorized or court-ordered deductions.

Final pay following separation is issued in accordance with Board policy, administrative procedure, and applicable law.

Nothing in this section creates a contractual right to compensation, continued employment, or alters the at-will employment relationship.

EXPLANATION OF EMPLOYEE BENEFITS

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

Utah Retirement Systems (URS): 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 URS and subjects 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. 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 10th and 25th of each month. Employees that work 30 or more 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.

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. Employees may purchase additional or voluntary coverage for themselves, their spouse, or their children. Additions will be available at the group rate.

BENEFITS & LEAVE

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

Full-time Employee: Any employee whose employment agreement requires a minimum of 38 hours of work per week during the school year.

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.

Immediate Family: Includes spouse, children (step, adopted, in-law), parents (in-law), siblings (in-law), grandparents, grandchildren, or a person who is residing in the employee's household at the time of the illness or death. Special circumstances may appeal to LEA Human Resources, in consultation with appropriate campus representatives, for consideration of immediate family status.

School Year: A minimum of 180 teaching days providing educational services in a fiscal year. [Summit Academy Calendar](#)

Fiscal Year: July 1 through June 30

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 beginning on the first of the month following the date of hire.

Health Insurance Benefits: Health insurance benefits are available to all Summit Academy employees working 30 or more hours per week. Benefits are subject to change and benefit documentation will be distributed to all employees at the beginning of each school year.

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

Retirement Benefits: Summit Academy participates in Utah Retirement Systems. For those employees who are eligible according to URS rules, a non-contributory public 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 subjects are to change on an annual basis from time to time.

Personal / Sick Leave: Full-time employees of Summit Academy 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.

Blackout days may only be taken two days before or after a school holiday or during the first five days and the 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.

Employees who take leave during the above blackout days shall be required to pay a penalty up to \$200 per day.

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 calendars = 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.

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.

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 and 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 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 for at least one full school year. FMLA requires an employee to provide 30 days' advance notice when the leave is foreseeable.

Parental Leave

Eligibility:

- Must be eligible for retirement benefits (licensed employees working 20+ hours per week or classified employees working 38+ hours per week).
- There 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).

Postpartum Leave

Eligibility:

- Must be eligible for retirement benefits (licensed employees working 20+ hours per week or classified employees working 38+ hours per week).
- Gives birth to the child.

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).

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

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.

VI. CURRICULUM REQUIREMENTS & PROFESSIONAL DEVELOPMENT

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.

HOMEWORK EXPECTATIONS

Homework assignments should be purposeful, aligned with instruction, and appropriate to students' developmental levels. Assignments may be given for practice, reinforcement, application, enrichment, or to promote independent learning and responsibility.

Teachers should consider the overall workload when assigning homework and coordinate across disciplines. Homework expectations should not exceed an average of **90 minutes per day** per student.

REQUIRED PROFESSIONAL DEVELOPMENT & TRAINING

Summit Academy requires employee participation in ongoing professional learning and training to support student learning, workplace effectiveness, safety, and legal compliance.

VII. SCHOOL SAFETY, EMERGENCY CARE & EMERGENCY PROCEDURES

EMERGENCY PLAN & DRILLS

Summit Academy conducts regular emergency drills in accordance with state law and school policy. Drills may include fire, earthquake, lockdown, and other emergency procedures as appropriate and are part of Summit Academy's overall emergency preparedness plan, developed with input from the School Safety Team and local emergency services.

In the event of an actual emergency during school hours, students will remain under the supervision of school personnel until released to a parent or authorized emergency contract. If school facilities are deemed unsafe, students and staff will evacuate to designated alternate locations as directed by administration and emergency responders.

Red Emergency Binders are 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 for knowing the emergency drill procedures and other essential emergency information provided.

EMERGENCY CARE, STUDENT ILLNESS & MEDICATION

Employees are expected to be familiar with the medical needs and conditions of students under their supervision, including how to respond appropriately in emergencies. Examples include allergies, asthma, and diabetes. Employees should know where to find relevant student health records.

Except in life-threatening situations (e.g., use of a prescribed EpiPen or inhaler), employees shall not administer medication to students. Medication may be administered only by trained administrative staff and only with written authorization from a student's physician, in accordance with the Summit Academy Medication Administration Policy.

If a student becomes ill or has a fever, the educator must notify the school's front office immediately. Office personnel will contact the parent or authorized caregiver for prompt pickup, and the student will be supervised in the designated sick area. If a parent cannot be reached, administrative staff will ensure the student is cared for until appropriate arrangements are made.

INCLEMENT WEATHER & SCHOOL CLOSURES

Summit Academy will remain open, if possible, on all scheduled school days. Even when weather conditions are challenging, every effort will be made to keep the school open. On occasion, severe weather or other factors may force 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. In the event of closure, one of the following messages will be shared:
 - 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)

Employees should actively communicate in their campus's phone tree and check the [Summit Academy website](#) for announcements or bulletins.

VIII. CHILD ABUSE REPORTING & WHISTLEBLOWER PROTECTIONS

MANDATORY CHILD ABUSE REPORTING PROCEDURES

Summit Academy is committed to protecting student safety and complies with all applicable child abuse and neglect reporting laws and Board policy.

All employees, contractors, volunteers, and interns are mandatory reporters and are legally required to report suspected child abuse or neglect, including physical, sexual, emotional abuse, neglect, or situations that place a child at risk.

Mandatory reporters must make an immediate report to the appropriate child protection or law enforcement agency and may not delay reporting by first notifying a supervisor or administrator. Reporters must cooperate fully with any resulting investigation. Employees may notify administration after the report is made, provided this does not delay the required report.

Reports and related information are confidential and shared only with individuals who have a legal or professional need to know.

Failure to report as required may result in disciplinary action, up to and including termination, and may carry civil or criminal penalties under the law.

BULLYING, HAZING, & RETALIATION

Employees are prohibited from engaging in, facilitating, or knowingly ignoring bullying, cyber-bullying, hazing, or retaliation involving students or staff.

Employees have an affirmative duty to intervene, and report observed or suspected incidents in accordance with Board Policy 5203. Failure to comply with reporting or intervention expectations may result in disciplinary action.

EMPLOYEE PROTECTIONS & NON-RETALIATION

Summit Academy prohibits retaliation against any individual who, in good faith:

- Reports or participates in a Title IX complaint or investigation.
- Serves as a witness or provides information in an investigation.
- Requests or receives supportive measures.
- Reports suspected child abuse or neglect.
- Cooperates with child protection or law enforcement investigations.
- Raises concerns related to student safety, legal compliance, or violations of law or policy.

Retaliation includes, but is not limited to, intimidation, harassment, threats, discipline, discrimination, or adverse employment or academic actions related to participation in a protected activity.

Employees and individuals who believe they have experienced retaliation should promptly report concerns to the Title IX Coordinator, school administration, or Human Resources. All reports will be reviewed and addressed promptly in accordance with board policy.

While good-faith reports and participation are protected, knowingly making false or bad-faith allegations or reports is prohibited and may result in disciplinary action.

IX. SEXUAL HARASSMENT, DISCRIMINATION & TITLE IX COMPLIANCE

SEXUAL HARASSMENT

Summit Academy prohibits unlawful harassment of employees or students, including sexual harassment. Harassment will not be tolerated in any form.

Employees who experience or become aware of sexual harassment or other unlawful harassment must report the conduct promptly to their direct supervisor or Human Resources. Supervisors who become aware of potential harassment are required to immediately notify the HR Director so the matter can be investigated promptly and confidentially.

Employees may report concerns without fear of retaliation. Retaliation against any individual who makes a good-faith report or participates in an investigation is prohibited.

All reports will be managed as discreetly as possible, consistent with the need to conduct a thorough investigation. Allegations should not be discussed with coworkers. Upon completion of the investigation, the reporting party will be informed of the outcome to the extent permitted by law.

Any employee who engages in harassment will be subject to disciplinary action, up to and including termination of employment.

TITLE IX REPORTING & INVESTIGATION PROCEDURES

Summit Academy is committed to maintaining an environment free from sex-based discrimination and misconduct, in compliance with Title IX and applicable law.

Title IX applies to conduct occurring in Summit Academy's education programs or activities and may include sexual harassment, sexual assault, dating or domestic violence, stalking, and other sex-based discrimination as defined by law.

Any student or employee who experiences, witnesses, or becomes aware of potential Title IX-related conduct is encouraged to report concerns to the Title IX Coordinator, school administration, or another designated official. Employees who receive notice of possible Title IX misconduct may be required to promptly forward the information to the [Title IX Coordinator](#).

Upon receiving a report, Summit Academy may implement supportive measures to help preserve or restore access to education or employment without unreasonably burdening either party.

Reports are reviewed and addressed promptly and fairly in accordance with Title IX requirements and Board policy. The process may include notice to involved parties, an impartial investigation, the opportunity to provide information, and determination using the applicable standard of evidence.

Information related to Title IX reports and investigations is treated confidentially and shared only with individuals who have a legitimate need to know. Knowingly providing false information during a Title IX process may result in disciplinary action.

BREASTFEEDING ACCOMMODATIONS

Summit Academy provides accommodation in accordance with Board policy and applicable federal and state law to support the health and well-being of employees and their children.

Employees who are breastfeeding are entitled to reasonable break time to express breast milk for up to one year following the birth of a child, or longer as required by law. Break time may be unpaid unless otherwise required by law or covered by existing paid break policies.

A clean, private, and secure space, other than a restroom, will be made available for expressing breast milk. Access procedures and locations will be communicated by administration.

Employees seeking lactation accommodation should notify their supervisor, Human Resources, or administration to coordinate arrangements. Summit Academy will work collaboratively to provide reasonable accommodation while maintaining school operations.

Retaliation for requesting or using lactation accommodation is prohibited.

X. EMPLOYEE GRIEVANCE & COMPLAINT PROCEDURE

GRIEVANCE POLICY

Employee complaints and grievances must be addressed in accordance with Summit Academy Board. Employees are encouraged to raise concerns promptly and to follow the established reporting and review procedures outlined in that policy to allow issues to be addressed in a timely and appropriate manner.

The grievance process is intended to provide a fair, consistent, and structured framework for resolving workplace concerns. Employees may seek guidance from administration or Human Resources regarding applicable procedures but are responsible for submitting grievances in accordance with Board policy.

Nothing in this handbook limits the authority of the board or administration to take immediate or alternative action when legally required, when student or employee safety is at risk, or when the circumstances warrant action outside the formal grievance process.

XI. ACCEPTABLE NETWORK & INTERNET USE

ACCEPTABLE NETWORK & INTERNET USE

Employees are required to sign and comply with the Summit Academy Employee Acceptable Use Policy. All computers, email systems, files, software, and electronic resources provided by Summit Academy are school property and are intended for authorized educational and business purposes only.

Employees may not access files, systems, or communications without authorization. Summit Academy reserves the right to monitor computer, email, and network usage to ensure compliance with policy and legal requirements.

Use of Summit Academy technology in a manner that is disruptive, offensive, unethical, unlawful, or harmful to the school environment is prohibited.

Software and digital resources may only be used in accordance with applicable license and privacy agreements. Illegal duplication or unauthorized use of software or related documentation is prohibited. Use of virtual private networks (VPNs) on Summit Academy campuses or devices is not permitted.

All electronic communications and internet data transmitted or received through school systems are considered official records and may be subject to disclosure as required by law. Employees are expected to ensure all electronic communications are appropriate, accurate, ethical, and lawful.

Employees must report known or suspected violations of this policy to administration. Violations may result in disciplinary action, up to and including termination of employment.

INFORMATION SECURITY & DATA PROTECTION

Summit Academy is committed to protecting the confidentiality, integrity, and security of students, employees, and organizational information. Employees are responsible for safeguarding sensitive data in compliance with applicable law, board policy, and Summit Academy procedures.

Employees may access, use, and disclose information only as necessary to perform their assigned duties and must follow approved security practices to prevent unauthorized access, loss, or misuse. Sensitive information includes student and employee records, personal identifiable information, educational and health records, assessment data, and login credentials.

Access to information systems is limited to legitimate educational or business needs. Login credentials are individual, must not be shared, and may not be used to access records without authorization.

Use of Academy-provided devices, networks, software, and cloud services is subject to information security and acceptable use requirements. Electronic data and communications on Academy systems are Academy property and may be monitored or audited as permitted by law and policy.

Sensitive information must be stored, transmitted, and disposed of using approved secure methods. Unauthorized copying, downloading, or storage of sensitive data on personal devices or external platforms is prohibited unless expressly authorized.

Employees must immediately report suspected or actual security incidents, data breaches, phishing attempts, malware, or loss of devices or records to administration. Failure to comply with information security requirements may result in disciplinary action, up to and including termination of employment, and may carry legal consequences.

XII. STUDENT RECORDS, PERSONNEL RECORDS & GRAMA

FERPA GUIDELINES

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA applies to Summit Academy as a recipient of federal education funds.

Parents have the right to inspect and review their child's education records, request correction of inaccurate or misleading information, and provide a written statement if a requested amendment is denied. These rights transfer to the student when the student turns 18 or attends a post-secondary institution, at which point the student becomes an "eligible student."

Except as permitted by law, Summit Academy must obtain written consent from a parent or eligible student before disclosing information from a student's education record. FERPA allows disclosure without consent in certain circumstances, including to school officials with legitimate educational interests, transferring schools, government authorities as permitted by law, and in health or safety emergencies.

Summit Academy may disclose designated directory information unless a parent or eligible student submits a written request to opt out. Parents and eligible students are notified annually of their FERPA rights in accordance with federal requirements.

DATA PRIVACY, SECURITY, & BREACH REPORTING

Employees are responsible for safeguarding student and employee information in compliance with state and federal law and Board Policy. Confidential and protected data must only be accessed, used, and disclosed as authorized.

Any suspected data breach, unauthorized access, improper disclosure, or loss of protected information must be reported immediately to school administration or the LEA Data Privacy Officer. Employees who make good-faith reports of privacy or security concerns are protected from retaliation under the Whistleblower Policy.

GOVERNMENT RECORDS ACCESS & MANAGEMENT ACT (GRAMA)

Summit Academy complies with the Utah Government Records Access and Management Act (GRAMA) and applicable Board policies regarding the creation, maintenance, classification, retention, and disclosure of records.

Records created, received, or maintained by employees in the course of their duties are the property of Summit Academy and may be subject to disclosure under GRAMA.

Employees are responsible for creating, maintaining, and safeguarding records in accordance with GRAMA, Board policy, and Academy guidelines, including protecting records that contain private, protected, or controlled information.

Employees may not independently respond to GRAMA requests. All records requests must be promptly forwarded to Summit Academy's designated records officer or administration. Employees are required to cooperate in locating, preserving, and providing records as directed.

Records must be retained and disposed of only in accordance with approved retention schedules. Records subject to a pending request, investigation, or legal hold must not be destroyed or altered.

Unauthorized disclosure, alteration, removal, or destruction of records is prohibited and may result in disciplinary action, up to and including termination, and may carry legal consequences.

XIII. SPECIAL EDUCATION SERVICES & STUDENT DISCIPLINE PROTECTIONS

IDEA & IEP IMPLEMENTATION

Summit Academy provides free appropriate public education (FAPE) to eligible students with disabilities in compliance with IDEA, Section 504, the ADA, and applicable state and Board policies.

Employees who work with students with disabilities must follow the requirements of each student's IEP, accommodation plan, or related service plan as applicable to their role. Employees are responsible for implementing required accommodation and services, maintaining confidentiality of disability-related information, and collaborating with special education staff and administration.

The IEP team determines IEP services and decisions. Employees may not unilaterally change services, accommodations, or placement without proper team review and approval.

Employees must maintain required documentation related to service delivery and compliance and promptly report concerns regarding IEP implementation to special education staff or administration. Failure to implement an IEP as written may result in corrective or disciplinary action.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Summit Academy complies with all federal and state laws governing the discipline of students with disabilities, including IDEA and related procedural safeguards.

Students with disabilities are subject to Summit Academy's appropriate behavior policies and code of conduct; however, disciplinary actions must account for disability-related protections and special education requirements. Employees must follow established discipline procedures, promptly notify administration or special education staff when concerns involve a student with an IEP or Section 504 plan, and continue implementing required services during disciplinary processes as required by law.

When disciplinary actions may result in a change of placement or exceeding IDEA limits, a manifestation determination review will be conducted by administration. Employees are required to cooperate with this process and provide relevant documentation. Disciplinary responses must comply with legal requirements if the behavior is determined to be related to the student's disability.

Summit Academy may implement appropriate behavioral support or alternative measures consistent with the student's IEP to ensure safety and continued access to education. Employees may not impose discipline that violates an IEP, legal protections, or Board policy.

Nothing in this section alters students' rights under IDEA or relieves Summit Academy of its obligation to provide required educational services.

XIV. EMPLOYEE DISCIPLINE, MISCONDUCT & TERMINATION

MISCONDUCT – CAUSE FOR TERMINATION

Certain conduct is strictly prohibited and may result in immediate disciplinary action, up to and including termination of employment, and may expose an employee to personal liability. Prohibited conduct includes, but is not limited to:

- Violations of Utah Professional Educator Standards
- Sexual, emotional, or corporal abuse
- Inappropriate comments, humiliation, or derogatory remarks
- Sexualized language, references, or conduct
- Inappropriate physical contact
- Inappropriate email, internet, or technology use
- Actions that endanger student safety
- Being under the influence of alcohol or illegal drugs on school premises or during school activities

Summit Academy is committed to a positive and professional work environment. Employees are expected to conduct themselves with professionalism, respect, and integrity in all interactions and communications with students, parents, colleagues, and the community. Employee conduct should promote teamwork, effective conflict resolution, and reflect positively on Summit Academy.

INVESTIGATIONS & CORRECTIVE ACTION PROCEDURES

Summit Academy addresses employee concerns, misconduct, and potential policy violations in a fair, timely, and consistent manner in accordance with Board policy and applicable law.

Investigations may be initiated when Summit Academy becomes aware of alleged misconduct, policy violations, performance concerns, safety issues, or other matters requiring review. Summit Academy determines whether an investigation is warranted and the scope and method of the investigation.

Investigations may include interviews, review of records or electronic communications, and evaluation of policy compliance. Investigations are conducted as promptly and discreetly as reasonably possible. While confidentiality will be maintained to an extent practicable, it cannot be guaranteed.

Employees are required to cooperate fully and provide truthful information during investigations. Failure to cooperate or interference with an investigation may result in disciplinary action, up to and including termination.

During an investigation, Summit Academy may implement interim administrative actions, including reassignment, changes in duties, administrative leave (with or without pay, as permitted by law), or access restrictions. Such actions are not disciplinary, unless otherwise stated.

If an investigation substantiates a concern or violation, Summit Academy may take corrective action consistent with Board policy and the at-will employment relationship. Corrective action may include warnings, training, performance improvement plans, reassignment, suspension, or termination. Progressive discipline is not required.

Employees may be informed of investigation outcomes as appropriate and permitted by law. Determinations are final unless otherwise required by Board policy or law.

Retaliation against any individual who, in good faith, reports concerns or participates in an investigation is prohibited.

XV. SEPARATION OF EMPLOYMENT & EXIT PROCEDURES

VOLUNTARY RESIGNATION

Employees who choose to resign from employment are expected to provide written notice to their immediate supervisor or school administration as far in advance as reasonably possible. Employees in instructional or key roles are encouraged to provide sufficient notice to support continuity of instruction and school operations.

NON-RENEWAL OF EMPLOYMENT

Employment with Summit Academy may be subject to annual review and non-renewal based on operational needs, funding, performance, licensure status, or other factors permitted by law and Board policy.

Non-renewal decisions are at the discretion of Summit Academy and do not constitute termination for cause unless otherwise stated. Notice of non-renewal will be provided in accordance with applicable Board policy and legal requirements.

TERMINATION OF EMPLOYMENT

Summit Academy reserves the right to terminate employment at any time, with or without cause or notice, consistent with the at-will employment relationship and applicable law.

Termination may result from, but is not limited to, misconduct, policy violations, performance concerns, failure to meet licensure or job requirements, insubordination, safety concerns, or other legitimate business reasons.

Nothing in this section creates a requirement for progressive discipline or guarantees continued employment.

REDUCTION IN FORCE / LAYOFF

Summit Academy may implement a reduction in force or layoff due to factors such as decreased enrollment, funding reductions, program changes, reorganization, or other operational needs.

Decisions related to reduction in force or layoff will be made at the discretion of Summit Academy in accordance with Board policy, applicable law, and operational considerations. Selection criteria may include position needs, qualifications, licensure, performance, and experience.

EXIT PROCEDURES

Upon separation of employment for any reason, employees are required to complete exit procedures as directed by administration. Exit procedures may include, but are not limited to:

- Return of all school property, records, keys, identification badges, devices, and materials
- Submission of final documentation or reports
- Participation in an exit meeting or exit survey, if requested

Employees remain responsible for maintaining confidentiality of student and school information after separation from employment.

FINAL PAY AND BENEFITS

Final pay will be issued in accordance with applicable law and Summit Academy policy. Final pay may include earned wages and compensation owed through the employee's last day of employment, subject to lawful deductions.

Continuation, conversion, or termination of benefits will be governed by applicable benefit plans, Board policy, and legal requirements. Employees are responsible for understanding benefit coverage timelines and any required employee actions following separation.

XVI. LIABILITY, INSURANCE & LEGAL COMPLIANCE

EMPLOYEE DUTY TO COMPLY WITH LAW AND POLICY

All employees are required to comply with applicable federal, state, and local laws, regulations, board policies, and this employee handbook while performing their job duties. Employees are responsible for understanding and following legal and policy requirements relevant to their positions.

Failure to comply with law or Board policy may result in corrective or disciplinary action, up to and including termination of employment.

SCOPE OF EMPLOYMENT

Employees are expected to act only within the scope of their assigned duties, authority, and responsibilities. Actions taken outside the scope of employment, or for personal purposes, are not authorized and may not be protected by Summit Academy insurance or other legal protections.

Employees may not comment, represent, or act on behalf of Summit Academy unless authorized to do so as part of their job duties.

LIABILITY COVERAGE

Summit Academy maintains insurance coverage as required by law to protect Summit Academy and employees acting within the scope of employment and in good faith.

Liability coverage does not apply to actions that are unlawful, negligent, reckless, intentionally harmful, or outside the scope of employment. Employees may be personally responsible for consequences arising from such conduct.

INCIDENT AND ACCIDENT REPORTING

Employees must promptly report all accidents, injuries, safety concerns, or incidents involving students, staff, visitors, or school property to their supervisor or administration.

Timely and accurate reporting is required to ensure student safety, legal compliance, and appropriate response. Failure to report incidents may result in disciplinary action.

XVII. COPYRIGHT & INTELLECTUAL PROPERTY

COPYRIGHT COMPLIANCE

Summit Academy complies with all applicable federal and state copyright and intellectual property laws. Employees are expected to respect the intellectual property rights of Summit Academy, students, colleagues, and third parties and to use copyrighted materials responsibly and lawfully in connection with their job duties.

Employees may not copy, distribute, display, perform, transmit, or create derivative works from copyrighted materials unless such use is permitted by law, allowed under a valid license, or authorized by Summit Academy.

FAIR USE FOR INSTRUCTIONAL PURPOSES

Limited use of copyrighted materials may be permitted for instructional purposes under the doctrine of fair use. Fair use determinations depend on factors such as the purpose of use, the type of work, the amount used, and the effect on the market value of the original work.

Employees are responsible for ensuring that instructional use of copyrighted materials is reasonable and appropriate. When there is uncertainty, employees should seek guidance from administration before using copyrighted content.

OWNERSHIP OF EMPLOYEE-CREATED MATERIALS

Materials created by employees in the course of employment or using Summit Academy resources including lesson plans, instructional materials, curriculum documents, assessments, training

materials, and other work products, are generally considered works made for hire and are the property of Summit Academy, unless otherwise required by law or agreed to in writing. It is a professional courtesy for teachers to make available instructional materials that have been effectively implemented with students.

Employees retain ownership of materials created entirely on their own time, without use of Academy resources, and outside the scope of their employment, provided such materials do not conflict with Summit Academy's mission or interests.

USE OF THIRD-PARTY MATERIALS

Employees must comply with licensing terms and usage restrictions when using third-party materials, including software, digital platforms, images, music, video, textbooks, and subscription-based resources.

Unauthorized copying, downloading, sharing, or distribution of third-party materials using Academy systems or resources is prohibited.

PROHIBITED USES

Employees shall not:

- Use copyrighted or licensed materials in violation of law or license terms.
- Circumvent copyright protections or access controls.
- Use Academy technology to access or distribute pirated or unlawful content.
- Claim ownership of materials belonging to Summit Academy or a third party.

Violations of this section may result in disciplinary action, up to and including termination of employment, and may expose the employee to personal legal liability. Nothing in this section alters the at-will nature of employment or limits Summit Academy's authority under Board policy.

XVIII. STUDENT DISCIPLINE, SUPERVISION & SCHOOL ACTIVITIES

STUDENT DISCIPLINE

All employees are required to follow the Summit Academy Discipline Policy and applicable school-level discipline procedures. Employees are responsible for understanding and consistently applying approved expectations for student behavior, interventions, and consequences.

Employees shall:

- Apply discipline in a fair, respectful, and consistent manner.
- Follow established procedures for classroom management, referrals, and documentation.
- Use positive behavior supports and corrective measures when appropriate.
- Promptly report serious behavior concerns or violations to administration.
- Refrain from imposing disciplinary actions outside their authority or inconsistent with policy

Disciplinary actions must align with Board policy, administrative procedures, and applicable law, including protections for students with disabilities and requirements under IDEA and Section 504.

Failure to follow the Discipline Policy or approved procedures may result in corrective action.

SUPERVISION OF STUDENTS

Summit Academy is committed to providing a safe and supportive environment for all students. Employees are responsible for appropriately supervising students during all school-related activities and at all times when students are under the care of Summit Academy.

Employees assigned supervisory duties must actively supervise students by remaining attentive, aware of student behavior and location, and positioned to effectively monitor safety. Employees are expected to intervene promptly when safety concerns or misconduct arise and to follow all established supervision schedules, assignments, and procedures.

Supervision responsibilities may include classrooms, hallways, restrooms, public areas, arrival and dismissal periods, lunch and recess, field trips, assemblies, and other school-sponsored activities. Assignments may vary based on operational needs.

Employees must consistently enforce school rules, take reasonable steps to prevent unsafe behavior, bullying, or harassment, and seek administrative support when situations exceed their authority or training. Students may not be unattended, and supervision may not be delegated to unauthorized individuals.

Employees are responsible for ensuring supervision during transitions between activities. If an emergency or unexpected circumstance requires an employee to leave a supervised area, coverage must be arranged or administration notified immediately.

All injuries, accidents, safety incidents, behavioral concerns require support, or situations where adequate supervision cannot be maintained, must be reported promptly to administration.

Failure to appropriately supervise students may result in corrective or disciplinary action, up to and including termination of employment.

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 always be under a parent's supervision. During school hours, children should be under the supervision of the teacher. Only students enrolled in the class should be in the classroom during school hours. Any unusual circumstances need to be addressed and agreed upon by your direct supervisor.

XIX. REFERENCES

[1205 Copyright Material Policy](#)
[1207 Grievance & Reporting Policy](#)
[1208 Risk Management Policy](#)
[1209 GRAMA Policy](#)
[3401 FERPA Policy](#)
[4002 Child Abuse-Neglect Reporting Policy](#)
[4003 ADA Policy](#)
[4004 Background Check Policy](#)
[4005 Nepotism Policy](#)
[4101 Benefits & Leave Policy](#)
[4102 Paid Time Off During Closure Policy](#)
[4103 Breastfeeding in the Workplace Policy](#)
[4202 Educator License Requirement Policy](#)
[4203 Alcohol, Drug, and Tobacco-Free Workplace Policy](#)
[4205 Training Policy](#)
[4206 Effective Educator Standards Policy](#)
[4302 School Activities Supervision Policy](#)
[4402 Whistleblower Policy](#)
[5102 Medication Administration Policy](#)
[5203 Bullying, Cyber-Bullying, Hazing and Retaliation Policy](#)
[5204 Anti-Discrimination Policy](#)
[5205 Emergency Operations Plan Policy](#)
[5206 Title IX Policy](#)
[7000 IT Security](#)
[7102 Information Network Acceptable Use Policy](#)
[7104 Acceptable Use Policy](#)
[7301 LEA Data Governance Policy](#)
[7302 Student Data and Privacy Policy](#)
[Summit Academy Special Education Policies & Procedures Manual.](#)
[Conflict of Interest Form](#)
[Dress Code Standards](#)



HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received access to and reviewed the Summit Academy Employee Handbook. I understand that it is my responsibility to become familiar with and comply with the policies, procedures, and expectations outlined in the handbook, including standards of conduct, workplace practices, and employee responsibilities.

I understand that the handbook serves as a guide to employment policies and practices and may be revised, modified, or updated by Summit Academy at any time. I understand that it is my responsibility to review and follow any updates provided by the school.

By signing below, I confirm that I have received, read, and understand the Summit Academy Employee Handbook and agree to comply with its provisions.

Employee Name:

Signature:

Date:
