

# Zenith Academy Schools Staff Handbook 2022-2023

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Dear Staff Members,

Welcome to the Zenith Academy Schools. It is our hope that in working with our school you will find it a rewarding and satisfying experience.

At Zenith, we:

- Endeavor to teach our students to seek excellence in all they do.
- Aim to inspire each student to reach his/her full potential.
- Strive to cultivate in our children a love for learning and to instill in them the high values that will enrich their lives.
- Recognize that our children are the future.

We have a challenging job ahead of us. As a staff member of our school, you will be responsible for preparing our children for good citizenship, developing and enhancing their character, and helping them achieve academic excellence.

The following pages of this handbook contain Zenith's policies pertaining to staff members. Every staff member should become completely familiar with these policies so they can be fully implemented in the day-to-day activities of the school.

We look forward to your involvement as part of the Zenith team.

Sincerely,

Director  
Zenith Academy Schools

'Zenith' or 'Zenith Academy Schools' may refer to any/all of the Zenith Academy Schools: Zenith Academy, Zenith Academy East, Zenith Academy West, or Zenith Academy High School. The Zenith Academy High School is a satellite campus of Zenith Academy.

## **PHILOSOPHY**

Zenith reaffirms the belief that teachers, and by extension the school, is a second home for the child's overall character and cognitive development. Zenith is committed to removing barriers of access to equitable education for parents by establishing a parent friendly environment and rigorous educational programs. Zenith educational programs are designed to address and meet the academic as well as the character development needs of a diverse group of students through a student-centered academic improvement and character education plan.

The character education plan allows and encourages parents and community participation in the academic and character development of their children and integrates the school with the community. Universally accepted common values will be utilized and highlighted in the character development program to ensure program neutrality. Features such as small classes and after school programs geared towards academic excellence, and English language proficiency will be available to meet the needs of all students.

## **MISSION**

The mission at Zenith is to provide high quality education, global consciousness, and competency-based education programs from Kindergarten to 12<sup>th</sup> grade. In partnership with parents and the community, Zenith will graduate students who are successful lifelong learners and responsible citizens of their school, community, neighborhoods, and beyond.

Zenith will meet the needs of the growing diverse population of central Ohio including the special student population group that is challenged by Limited English Proficiency (LEP) and comes with interrupted educational backgrounds.

## **VISION**

In addition to an emphasis on quality education, Zenith will serve to reinforce prosocial character traits (universal values) and citizenship integrated throughout the curriculum. Students will be provided with authentic examples, demonstrating that values are important everyday, in every circumstance, and play a role in every decision we make. The nurturing environment at Zenith, created by small class sizes, personal attention from the teachers, and personalized instruction to meet the needs of each student, should result in academic success and increased self-esteem.

## **EXPECTATIONS**

Continuous Improvement  
Comparative Excellence  
Outstanding Reputation

## **GOALS AND OBJECTIVES**

### **Zenith Academy Schools**

- Strives to provide a physically and psychologically safe environment that encourages self-discovery and development.
- Provides school administrators who foster mutual respect, love, equality, and judicious rules and regulations for a dynamic community of children and adults.
- Provides role models who will demonstrate through their behavior appropriate examples for the children enrolled at the school.

### **Partners in Education**

Parents are encouraged to be involved in the educational process of their children. At Zenith, we encourage frequent Parent-Teacher Conferences to exchange information and plan appropriate strategies for optimal education.

## **TEACHER/STUDENT/PARENT RESPONSIBILITIES**

### **Teacher Responsibilities**

- Teachers are required to come to class well prepared.
- Teachers are expected to act in a professional manner with team spirit in mind.
- Teachers are responsible for providing adequate supervision of all children in their classes at all times.
- Teachers are expected to keep their classroom environments safe and conducive to learning.
- Teachers are required to dress in a professional manner (no sweatshirts, sweatpants, shirts with inappropriate pictures, etc.).

### **Student Responsibilities**

- Students are expected to report to class on time and bring supplies, homework, and other necessary materials.
- Students are expected to show a polite and respectful attitude toward other students, adults, and school personnel.
- Students are expected to follow the classroom rules.
- Students are expected to be honest.
- Students are expected to use appropriate language, be safe with their bodies while respecting others' personal space and boundaries. Students must have a pass to walk in the hallways.
- Students may not possess food, drink, or candy in the classrooms unless otherwise specified by the teacher.
- Students are expected to be respectful and responsible for shared spaces and school property.

### **Parent Responsibilities**

- Parents have the responsibility to see that their children are well-rested before coming to school.
- Parents are expected to show support for the school.
- Parents must show respect for all staff members.
- Parents are responsible for providing a quiet, well-lit place for the student to complete homework and for scheduling homework time in a way so that other activities or family plans will not interfere. They must check to see if their child has completed his/her homework and sign and return any forms sent home by the teacher.



## STAFF ATTENDANCE

### Staff Work Schedules

- Executive Director: 12 months, Full-Time
- Administrative Assistant: 12 months, Full-Time 180 full days, 40 full days in the summer months
- Director of Academic Success: 12 months, Full-Time 180 full days, 40 half days in the summer months
- Principal: 12 months, Full-Time 180 full days, 40 half days in the summer months
- Parent Liaison, Receptionist, and Secretary: 12 months, Full-Time 180 full days, 40 half days in the summer months
- Teachers: Full-Time, 180 days per academic year, 8 hours per day (including lunch). Teachers are expected to be available for in-service days prior to the beginning of the school year.
- Instructional Assistants: Full-Time/Part-Time, 180 days per academic year, 8 hours per day (including lunch).
- Maintenance and Custodial Services: 12 months, Full-Time
- Cafeteria Staff: Full-Time 180 full days

Teaching staff members are expected to work according to their specific building calendar. (Found in Appendix A.) However, individual schedules may vary depending on the business needs and may change during the year. Employees are required to be flexible to adapt to the schedule given by the administration to fulfill the business needs. It is important for teachers to be prompt and prepared for daily activities. Habitual and unauthorized tardiness will not be tolerated and may lead to termination.

Occasionally, in-service or staff meetings will be scheduled before or after school. All staff members are required to attend all scheduled and emergency meetings. Any personal activities (additional employment, college courses, seminars, childcare, sports activities, etc.) will need to be scheduled after school hours.

You may need to schedule conferences with parents before and after school or during preparation time. Conferences may be held by phone when appropriate.

Part-time employees working less than 30 hours per week will not be entitled to medical benefits, vacation, or sick leave.

### Teacher Absences

In the event of personal illness, injury, or an emergency that prevents performance of your daily contractual obligations, the Principal must be contacted and the following should be reported:

1. Name
2. Grade/subject taught
3. Reason for absence
4. Substitute needed or not needed

When an illness continues into a second day, notify the Principal by the end of the first school day so the substitute can be asked to return and prepare in advance.

All requests for other leaves of absence must be made in accordance with the leave policies.

Substitute plans and supplies must always be available in the classroom/teacher's desk in case of such emergencies.

On returning from an absence of any kind, each staff member needs to initial the Personnel Absence Report (Appendix B) in the front office indicating recognition of the date and reason for absence. Please sign the sheet the first day that you return to work after an absence.

### **Sick Leave**

All eligible staff shall be entitled to three days of paid sick leave during the academic year. Sick days will be allotted in 0.5 increments (0.5 = 4 hours).

Unused sick leave will not be reimbursed. Sick leave days do not carry over to the following school year. Used but unearned sick leave will result in loss of pay at the end of the school year. If necessary, arrangements can be made to disburse your loss of pay over multiple pay periods. Arrangements must be made with your supervisor in advance to accommodate this.

Sick leave may be used for the following purposes:

- Personal illness, including pregnancy-related illness
- Personal injury
- Illness, injury, or death in the teacher's immediate family. "Immediate family" includes spouse, children, stepchildren, parents, or grandparents.

When a teacher has been absent for five consecutive days, the teacher must provide verification of the illness from a licensed physician.

### **Personal Days**

All eligible employees shall be entitled to two paid personal days per academic year. The leave shall be granted upon written request to your supervisor at least three days prior to the proposed leave, except in the case where prior notice is not possible. Personal leave days shall not be taken the day preceding or the day following a school holiday or vacation period unless previously approved by your supervisor. In addition, personal days/sick days may not be taken on school in-

service days or during the months of August, September, or May. Personal leave days do not carry over to the following school year. Unused personal days will be reimbursed at the end of the academic year.

### **Bereavement Policy**

Three days of paid bereavement leave is provided to full-time staff. Eligible relatives for bereavement leave are limited to parent, grandparent, spouse, child, and siblings. Proof of relationship must be provided to the school administration as requested.

### **Staff Training and Professional Development**

Zenith will provide its teaching staff with paid in-service days during the school year. Additional in-service training is provided at monthly faculty meetings by formal and informal interaction of administration and staff. Prior to the beginning of the school year, qualified personnel will provide training in regards to the educational plan and programs at Zenith to all employees. Professional training will be made available throughout the school year and will consist primarily of instruction on how to better address the Limited English Proficient (LEP) students' academic needs. Other professional training will focus on character education, special education issues, health matters, personal relation skills, and other topics that the administration believes are timely and necessary.

Zenith has established a Local Professional Development Committee, which develops a Local Professional Development Plan to ensure that the professional and training needs of the faculty are met.

### **Jury Duty**

In an effort to support employees in their responsibilities as citizens, Zenith will continue an employee's pay and benefits while the employee is on jury duty.

*Pay:* The employee on jury duty receives full pay as if working. These hours are paid hours, not worked hours.

*Jury Duty Pay:* The employee keeps whatever jury duty pay they receive. This pay helps to cover parking or other related expenses.

*Overtime:* Employees who work for Zenith Academy Schools during the same week or pay period as jury duty are not eligible for overtime pay.

## **Unpaid Leave Of Absence (LOA)**

Under most circumstances, LOA's will be unpaid. Unpaid LOA refers to the period of time in which an employee remains employed, but is not receiving compensation for a payroll cycle. Generally, paid LOA's refer to leaves when an employee is paid from their vacation and/or sick days. Paid LOA's include those when the employee is receiving worker's compensation. Various LOA's include:

**Medical Leave:** Medical leave is an approved absence from work for a period up to six months. Reasons for medical leave include personal illness, injury or temporary disability, and worker's compensation related illness and injury. A medical leave will be granted for the period of time for which the employee is certified by a physician that he/she is unable to work.

**Parental Leave:** Parental leave is an approved absence from work for childbirth, recovery from childbirth, adoption or foster care of a child. Parental leave will begin upon receipt of the birth or adoption documentation. Parental leave must be taken within 12 months of the birth, adoption, or foster care placement.

**Family Medical Leave:** An eligible employee may apply for a family medical leave of up to 12 weeks in a 12 month period to care for an infant, seriously ill child, spouse, or parent if the employee has completed five months of service. An employee needing more than 12 weeks off must apply for a personal leave.

**Personal Leave:** Personal leave is an approved absence from work for up to 30 days. Personal leave can be taken to care for an immediate family member with a serious medical condition or other family responsibilities. It can also be taken to pursue educational goals or for other personal reasons.

**Military Leave:** Immediately upon hire, employees called to active military duty are eligible to take leave for the period of time specified on military orders. This includes time for training programs or service required as a result of civil disorders or temporary emergency,

## **Procedure for Requesting A Leave of Absence**

Employees must complete a Leave of Absence Request Form (Appendix C). Where the leave is foreseeable, the employee must provide at least 30 days notice. If unforeseeable circumstances arise, notice should be given as soon as possible.

1. **Certification Needed:** Employees who request a leave due to personal health conditions or the health conditions of covered family members are required to provide certification issued by a physician. The certification must include a statement that the employee is unable to perform the functions of the employee's position. A statement of treatment prescribed for the condition by the physician is also required. If leave is taken to care for a seriously ill child, spouse, or parent, the certification must also include a statement that the

patient requires assistance for basic medical, hygiene, nutritional needs, safety, or transportation. It must be stated that the employee's assistance would be beneficial for the care of the family member. An estimate of time the employee needs to provide care must be given. At its discretion, Zenith may require a second medical opinion and periodic recertification. The school may request certification or recertification at some later date if there is reason to question the appropriateness of the leave or its duration. Certification of fatherhood and/or adoption is required when a parental leave is requested.

2. Employee's Responsibility While On Leave: The employee must keep the school administration informed monthly of their status in writing or by phone. Failure to maintain monthly contact may be considered a voluntary resignation.
3. Request For LOA Extensions: A request for a LOA extension must be made in writing to the school administration. Medical leave extensions must be accompanied by a statement from the employee's physician. At the school administration's discretion a LOA may be extended for a maximum of five months. At this point, if an employee is unable to return to work, their employment will be terminated.
4. Return To Workplace/Replacement Of Employee On LOA: For leaves covered by FMLA, the employee will be placed back in his/her position if the total length of absence is 12 weeks or less. For leaves that exceed 12 weeks or are not covered by FMLA, every effort will be made to place the employee in an open position matching his/her education, training, interests, and abilities. Jobs will not be created to continue employment. Prior to posting the position the school administrator will inform the employee that his or her position will not be held.
5. Accepting Other Employment: An employee who accepts other employment while on a LOA is considered to have voluntarily resigned.
6. Employment And Benefits: During an approved medical leave, insurance benefits will continue for up to five months provided he/she continues to pay the premiums on a timely basis. For personal, military, or family medical leave, the insurance benefits will continue for 30 days provided the employee pays the premium on a timely basis.
7. Failure To Return From Leave: An employee who does not return to work or request an extension by the expiration date of the LOA is considered to have voluntarily resigned. The termination date is the date the employee was scheduled to return from the LOA.

## **EMPLOYMENT**

### **Employment Applications**

All new employees must fill out and submit an application before their first day of employment. Falsification of employment is grounds for immediate dismissal from Zenith Academy Schools.

### **Official Transcript**

Before their first day of employment, all new employees are required to submit their official college/university transcripts and certifications to Zenith Academy Schools.

### **Payroll**

Employees are paid bi-monthly beginning in September (see Appendix E for schedule). Paychecks can be picked up from the school office, or directly deposited. All new employees are required to fill out the appropriate employment forms before payment will be given.

### **Evaluation of Employee Performance and Provisions for Feedback**

Employees Of Zenith Academy Schools are “At Will” employees. The School Board, at its discretion, may extend one-year employment contracts to some or all of the employees. Teachers will be formally evaluated by the Principal through classroom observations as per the Ohio Teacher Evaluation System (OTES). The Principal will meet with the teacher and discuss the observations, make suggestions for improvement, and provide the teacher with a copy of the evaluation. The Principal and teacher being evaluated will each sign and date the evaluation. A copy will be placed in the teacher’s personnel file. Other employees will also be evaluated by the Director. Since employees are “at will,” an employee who has received a positive or favorable evaluation can still be terminated with 30 day notice as stated in the contract. The School Board will evaluate the performance of the Administration Team on an annual basis.

### **Disciplinary Action, Termination, and Dismissal of Staff**

Disciplinary action shall be initiated by the employee’s supervisor when he/she deems necessary and appropriate; however, it will be done in a respectful manner with true concern for the employee shown whenever possible.

- **Termination Or Dismissal Of Staff**: When the Director or School Board recommends the termination of an employee, the Administration Team may remove the employee and terminate their employment for any reason, no reason at all, or pursuant to the terms of any employment contract. The School Board may, if deemed necessary, solicit information from any source, including the employee and/or the Director.

## **General Benefit Information**

The benefit package at Zenith Academy Schools is reviewed annually and changed or updated as needed. It is the intent that all programs be communicated to employees in writing. All governing documents and policies are available to employees for review upon request. The school administration is responsible for preparing and distributing all benefit information to employees.

Zenith Academy Schools will establish and communicate eligibility rules in accordance with all federal, state, and local rules and regulations governing such benefits. Eligible employees will be provided an opportunity to participate in all benefit programs upon hire.

Zenith Academy Schools have the right, at any time, to add to, amend, or terminate, in whole or in part, any of the benefit programs offered under this policy. The school will strive to minimize any negative impact on eligible employees when determining which of the benefit programs to amend or terminate.

## **Health Insurance**

All eligible employees may participate in the medical insurance plan provided by Zenith Academy Schools. To be eligible, an employee must work a minimum of 30 hours per week. Employees may enroll in either a single employee, employee and spouse, employee and children, or family plan. Zenith Academy Schools will pay a portion of the premium toward the cost of health benefits. See Appendix D for details.

## **Retirement Plan (Pension)**

**State Teacher Retirement System:** Zenith Academy Schools will contribute to STRS as required by state law. Plan members are required to contribute 14 percent of their annual salary. Zenith Academy Schools are required to contribute 14 percent of the employee's salary. Contribution rates are established by STRS. STRS provides basic benefits for retirement, disability, survivorship, and health care to members and beneficiaries, based upon eligible service credit. Benefits are established by Chapter 3307 of the Ohio Revised Code. STRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the State Teachers Retirement System, 275 East Broad Street, Columbus, Ohio 43215-3771.

**School Employees Retirement System:** Zenith Academy Schools will contribute to SERS as required by law. Plan members are required to contribute 10 percent of their annual covered salary and Zenith Academy Schools is required to contribute 14 percent of the employee's salary. Contribution rates are established by the SERS Retirement Governing Authority within rates allowed by statute. The adequacy of the rates is determined annually. SERS provides basic benefits for retirement, disability, survivorship, and health care to members and beneficiaries, based upon eligible service credit. Benefits are established by Chapter 3309 of the Revised Code.

SERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the School Employees Retirement System, 45 North Fourth Street, Columbus, Ohio 43215-3634.

Social Security System: Effective July 1, 1991, all employees not covered by STRS or SERS have the option to have Social Security withheld.

## **Compensation**

Zenith Academy Schools maintains a compensation program by annually evaluating the market conditions and making changes as necessary.

No overtime compensation will be offered to Executive Director, Assistant Director, Special Assignments, Administrative Assistant, or Principals

### **Pay Grade Assignment:**

Each job is assigned a pay grade as determined by internal comparisons and external market conditions.

### **Establishing Pay Ranges:**

Pay ranges are developed for each pay grade and are reviewed annually. A pay range identifies the minimum and maximum pay rates for a position as well as steps for each year of service.

### **New Hire Pay Rate Decisions:**

To ensure consistency and credibility of the pay program, a decision regarding the rate of pay included in an employment offer is made by the School Board Interviewing Committee. Criteria used to determine the appropriate rate of pay includes:

- Education or degree
- Endorsements and Certifications
- Length of experience in same line of work

## **Employment Process**

Zenith Academy Schools selects the best-qualified applicants in compliance with state and federal regulations. The School Board manages the employment process.

### **Posted Position:**

To give qualified candidates the opportunity to apply for open positions, job openings are posted both internally and externally.

### **Removal Of A Posted Position:**



A position posting may be removed when an adequate number of qualified candidates have been identified or a final candidate has been selected.

#### Applications/Resumes:

Applications and/or resumes are generally accepted for posted positions and for positions in which there is an anticipated need.

Employment Steps: Applications and resumes are kept on file for six months. Applications and resumes must be legible and complete in order to be considered. Once an applicant is being considered for a position, the following steps apply:

- *Pre-Screening:* Applications undergo a preliminary screening process to identify qualified applicants for specific positions.
- *Interview Committee:* The Interviewing Committee interviews candidates and determines which person best meets the needs of the open position. After interviewing all referred candidates, the committee then discusses the selection decision.
- *References/Qualifications:* For all final candidates, the Committee documents work history for the past five years and required education for the position. The Committee verifies all required licenses and certifications for final candidates.
- *Candidate Selection:* The Interviewing Committee makes their decision once the final candidate has successfully completed all employment steps.
- *Job Offer:* The Interviewing Committee contacts the final candidate to extend the job offer.
- *Documentation for Compliance with Immigration Act of 1986:* All new employees must produce documents proving their employment eligibility. This information is recorded on the Employment Eligibility Form (Form I-9).

#### Scheduling Options

Work schedules apply to all nonexempt employees of Zenith Academy Schools in compliance with federal and state regulations. A scheduling option is provided to assist Zenith Academy Schools in meeting their scheduling needs. Employees' schedules are based on 40 hours a week. Upon approval, overtime is paid to hourly employees after 40 hours in a week.

## **DAY-TO-DAY PROCEDURES**

### **Teacher Duty**

Teachers are responsible for children from arrival to departure. Teachers are responsible for being in their assigned location at the appropriate time.

### **Attendance Books**

Daily attendance must be recorded. Attendance records are permanent records required by law. They are to be neat, accurate, and up to date. They must not be taken out of the school and final copies are to be kept in the office. At the end of each month, teachers should also have a copy to keep in the classroom. Attendance should be recorded upon student entry into the classroom. If a student arrives late, leaves early, or returns to school mid-day, it should be recorded. Attendance should be recorded at the beginning of the day to allow parent liaisons to call home for absent children.

Attendance will also be recorded online but we would like the teachers to keep the written copy as a backup.

Teachers must keep documentation of students' first day, eg. Handwritten assignment with student's name and date.

### **School Hours for Students**

The school hours vary among the different campuses. For information regarding your particular school see Appendix A.

### **Text Books, Materials, and Inventory**

Classrooms typically contain valuable educational material. At the close of the year, each teacher must account for the Teacher's Editions, Kits, Resource Packs, technology, and other items belonging to the school. Sets of student texts will also be collected. Teachers are responsible for tracking textbooks and technology components, and reporting lost or stolen items to the administration. Items lost or intentionally damaged by students will be reordered and students will be charged the price of those items.

### **Visitor Badges<sup>1</sup>**

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<sup>1</sup> During the COVID-19 Pandemic, only essential peoples (students, staff, and admin) will be permitted to enter the building. Parents will be allowed to enter the building only when it is reasonably safe to do so to reduce the risk of transmission.

If it is necessary for a visitor to go beyond the lobby, they must obtain a visitor's badge and sign in with name and phone number at the front desk.

Parents with a visitor's badge are welcome and encouraged to make an appointment to visit the school and their child's classroom. Teachers are requested not to let visitors into their class without a visitor badge. In case of an early release, an office staff member will pick up the child and bring them to their parents/ guardian. Teachers are not to release students to anyone other than Zenith Academy Schools staff members.

### **Volunteers<sup>2</sup>**

Volunteers are greatly valued and needed at Zenith Academy Schools. Community members and parents who would like to share their expertise with the school are encouraged to do so.

Volunteers have been asked to abide by the following rules:

- Volunteers must commit themselves to arriving promptly and regularly on their assigned days.
- Volunteers must notify a staff member in advance if they cannot be there at their appointed time.
- Volunteers must sign in upon arrival and sign out upon leaving.
- Volunteers should not bring other children or adults with them.
- Volunteers are also needed to assist the school in making educational materials, phone calls, etc.
- Teachers are requested to know Zenith's policies regarding volunteers and make sure that volunteers helping in their class are observant of the rules.

### **Safety Measures**

- Safety measures are to be consistently followed on a daily basis.
- Insist that anyone coming into your class have a visitor pass.
- Actively monitor your students at all times. Never leave students unattended.
- Stay in your classroom when there are students in your classroom. A class must never be sent unattended to locations outside of your classroom.
- Emergency exits are only to be used in emergencies.
- Always remain calm in the event of any emergency or disaster.

### **Child Illness or Injury<sup>3</sup>**

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<sup>2</sup> During the COVID-19 pandemic, volunteers may pose a risk to the health and wellness of students and staff. Parents and families may still volunteer by helping at home. Parents can ask their student's teacher if there is anything they can do to help outside the classroom setting.

<sup>3</sup> During the COVID-19 pandemic, students who are exhibiting symptoms of the virus will be self isolated until a Guardian and pick them up from school.

If a student becomes ill or injured while at school, he/she may be evaluated in the school office. The child's parents may be contacted and requested to pick up the child. Minor injuries such as cuts and scrapes will be treated in the school office and the child will return to class.

### **Fire Drills and Emergency Plans**

You will be given written procedures to follow in case of any fire or disaster. Please post conspicuously in your classroom and thoroughly read these procedures, commit them to memory. Always keep emergency information where it can be reached quickly in the event of a disaster or drill.

The state education code requires that the school conduct monthly fire drills. Close your door when all students have exited your room. When you have reached your designated location outside, record attendance and check by name and face. You will be expected to demonstrate the required safety procedures during these drills.

### **Library**

The library is a resource tool for our students, staff, and parents. It is important that the library itself and its books be respected and returned on time so that others may use them. With an educator card, the Columbus Metropolitan Library will allow teachers to check out materials (up to 30 books) to use in their classroom. When a student is given a book(s), they become fully responsible for the return of the book(s).

## **PERSONAL APPEARANCE**

In order to encourage scholarship, good conduct, self-esteem, and respect for others, employees are expected to come to work clean, neat, and dressed professionally and appropriately for their jobs.

### **General Guidelines**

- **Good Judgment:** Employees are expected to exercise good judgment and common sense in regards to their personal appearance. Cleanliness and good hygiene are expected. Extreme or distracting clothing and/or accessories are not appropriate.
- **Hair Care:** Hair is expected to be clean and neat.
- **Shoes:** Shoes and/or sandals are required in the work setting.
- **Jewelry/Accessories:** Jewelry and accessories should be worn in moderation and not distract from a professional image.

### **Business Apparel**

The clothing worn by teachers affects the work, attitude, and discipline of students. You dress for four main effects:

- a. Respect
- b. Credibility
- c. Acceptance
- d. Authority

### **Specific Standards for Staff Dress**

- **Female Staff Members:** It is expected that each female staff member be neatly groomed and dressed professionally for their job. Skirts, dresses and pants that are long and loose fitting are required. Sleeveless shirts and low-cut necklines are not permissible. In order to maintain a professional appearance, jeans, shorts, sweatshirts, or shirts with pictures are not permitted (only exception – Physical Education teacher).
- **Male Staff Members:** It is expected that each male staff member be neatly groomed and dressed appropriately for their job. Shirts can be long or short sleeve. In order to maintain a professional appearance, jeans, shorts, sweatshirts, shirts with pictures and sleeveless or low collar shirts are not permissible (only exception – Physical Education teacher).

### **Additional Information**

- **Staff Members:** Failure to comply with the personal appearance policy will result in corrective action. An individual will be requested to go home and change their appearance. This will be considered unpaid time. Three consecutive violations will result in a meeting with your supervisor for disciplinary action.

## **LESSONS**

### **Lesson Plans**

Each teacher must write lesson plans in the format provided by your principal. Lesson plans must be complete and up to date. They should be kept on your desk or be open on your computer at all times. Lesson plans are subject to inspection at any time by the Principal or Director.

### **Monthly Newsletters**

- The objective behind the Monthly Newsletter is to provide parents a brief, up-to-date outline of what is taking place in their child's classroom.
- Any Monthly Newsletters sent home need to also be submitted to the Parent Liaison and the Principal via email or hardcopy before being sent home.
- Monthly Newsletters should also contain upcoming events at Zenith Academy Schools.

## **Substitute Teacher Folder**

Substitute Teacher Plans should contain the following:

1. Current seating chart
2. Substitute “welcome” letter
3. Alternate plans for at least a three day period
4. Daily schedule and general classroom procedures
5. Duty and bell schedule
6. Information regarding lunch and attendance records
7. Information about fire and tornado drills
8. Location of staff handbook and any other important reference information

## **Homework**

Homework is the time students spend outside the classroom in assigned activities to practice, reinforce, apply newly-acquired skills and knowledge, and learn necessary skills of independent study. Homework will be assigned nightly. This policy provides a good opportunity for parents to show an interest in their child’s schoolwork and give support and encouragement.

- Homework should contain a variety of written and unwritten work. It should also contain some outside reading. Parents of pre-readers should be encouraged to read to their child.
- Homework should be a reinforcement of lessons done in class.
- Homework should be written down daily in their student planners.
- Go over homework assignments with the students in class.
- Inform parents of the daily assignments their child will be expected to complete at home.
- Keep a record of homework assignments completed and returned for each student.
- Maintain open communication with the parents about homework problems that may arise at home. When appropriate, assist them in dealing with the problem.

-

## **DISCIPLINE AND STUDENT BEHAVIOR**

Zenith sets high expectations regarding discipline and student behavior. Through these expectations, Zenith will provide an atmosphere of order conducive to learning, develop in students a sense of responsibility, and aid student growth in self-discipline. Students will be expected to follow the school rules. Please see the student handbook for student expectations and disciplinary procedures.

### **Classroom Rules**

In addition to the school rules, each teacher is required to set and implement a set of classroom rules. Rules should be positive, specific, and modeled by the teacher. Rules such as “Keep your hands and feet to yourself” are preferred over negative rules such as “No hitting.”

### **Corporal Punishment**

Zenith Academy Schools’ staff members are **NOT** to hit, kick, punch, push, pinch, pull ears, physically punish, or use foul or indecent language to express their displeasure with any student under any circumstance. In the event that a staff member violates this policy, disciplinary action shall be taken.

### **Discipline Guidelines**

It is vital that classroom teachers handle most discipline problems. Students must be aware of the teacher’s expectations and requirements for grades and classroom behavior. All classrooms must maintain a peaceful, academic environment. Office referrals should represent classroom problems that cannot be resolved by the classroom teacher. Classroom teachers should be able to manage and handle problems as they arise.

If a student needs to be disciplined outside of the classroom, then a discipline referral (incident report) needs to be submitted in the ZenSIS. It may be necessary to send the referral to the office with another student as well. A copy of the form will be sent to you after action has been taken. Once a student is referred, the outcome of the situation is in the hands of the person handling the report (usually Principal or Assistant Principal). You may suggest or recommend a course of action, but the decision ultimately rests with the administrator. Our goal is to always get the student to participate in the educational process.

## **ACADEMIC STANDARDS**

Students at Zenith will be expected to achieve academically to the best of their individual ability.

### **Report Cards**

Report cards will be sent home four times during the academic year. Grading is done according to grade level, quality of work, completion of assignments, and teacher judgement. Report cards should be submitted to the Assistant Administrator – Academic Affairs by the required deadline. The teacher is the final judge for all grades. The following marks will be given:

- A - Excellent
- B - Very Good
- C - Average
- D - Low
- F - Failing

### **Grade Records**

Teachers must fairly evaluate all daily assignments, tests, quizzes and homework. You must return all graded work to the student within a timely manner. Fast and accurate feedback provides the most benefit.

Records of the student's grades must be accurately recorded in Planbook. The grades on the student report cards must genuinely reflect the marks in the grade book.

### **Awards**

Students will be rewarded for outstanding behavior, academic excellence, and outstanding attendance. In addition, teachers should provide many opportunities in the classroom for students to achieve awards.

### **Classroom Appearance and Organization**

Teachers are required to keep their classrooms in a neat and orderly fashion. Day-to-day cleaning is the teacher's responsibility. Teachers are recommended to assign tasks to students on a rotating basis so that all members of the class can share in the responsibility.

### **Committees**

Committees may include but are not limited to:

1. Local Professional Development Committee (LPDC)
2. Multi Tiered System of Supports Team (MTSS Team)



3. Social Committee
4. Spirit Committee
5. Community Involvement Committee
6. Leadership Team
7. Data Team(s)
8. Absence Intervention Team
9. PBIS Team

#### Local Professional Development Committee (LPDC)

- Responsible for following up that teachers are setting and meeting professional and educational goals.

#### Multi Tiered System of Supports Team (MTSS Team)

- Responsible for working with the special education coordinator to review student referrals and develop a plan for students needing special assistance.

#### Social Committee

- Encourages closer staff relations.
- Plans social functions, including but not limited to: Potlucks, Holiday Party, Bowling, etc.
- Creates and shares a birthday calendar yearly.
- Flowers, cards, and delivery that shows the school cares (staff in hospital, marriage, childbirth, hospital stays, bereavement, etc )

#### Spirit Committee

- Encourages school-wide spirit among students and staff
- Plans events such as: quarterly awards ceremonies, pep-rallies, classroom competitions

#### Community Involvement Committee

- Encourage students and staff to raise funds for school events.
- Encourages students to give back and raise funds for chosen charities.
- Organizes events such as Open House, home visits, Box Tops, and Scholastic Book Fair.

#### Leadership Team

- Works directly with the academic coach and the principal to plan and implement staff professional development.
- Attends training sessions to stay current on national and state academic changes.

#### Data Teams

- Works to analyze school/ student assessment data to better instruction and inform staff and administration on student achievement.

## SCHOOL LOCKDOWN POLICY

- **When to use:** Stranger in building, gunfire in the area, Police helicopter circling in the area, Civil disruption
- **What to do:**
  - Principal: Contact 911
  - Stay calm—your attitude and actions will be mirrored by the children
  - Bring students from outside and hallways into pre designated areas
  - Close and lock all windows/doors immediately
  - Close blinds and turn off lights
  - Sit students out of sight of windows/doors
  - Care for emotionally, medically, fragile students
  - Allow no one to leave the room once secure
  - Take student attendance and text message the names of missing and/or extra students to your Principal
  - Remain in lockdown mode until the Principal directs you to resume normal activities.

### CODE WORDS:

- **LOCKIN-** This is used when there's a situation in the area. School and classroom doors remain locked and windows are covered until you're directed to resume normal activities. Teaching may occur during this time, but no one is to be in hallways or near windows.
- **LOCKDOWN-** This is used when there's a situation in the school building. All school and classroom doors remain locked, lights turned off, doors covered, and complete silence until you're directed to resume normal activity.
- **LOCKDOWN HAS ENDED-** return to normal activities.
- **IMMEDIATE DANGER-** Active shooter, please see instructions on the following page.

## **ACTIVE SHOOTER POLICY**

When to use: Active Shooter Scenario

What to do: TAKE ACTION IMMEDIATELY

A. Do not confront or attempt to reason with the individual.

B. Announce over paging system the code word/location of the situation. "IMMEDIATE DANGER INSIDE/Cafeteria (for example)" repeat announcement several times, giving the location of the intruder, if known. "Immediate Danger, Lockdown" means that there is already someone in the building attempting to cause harm.

C. RUN: If a safe passage is available, leave the area immediately, to a pre-designated location well away from the building, directing students. Dial 911 as soon as possible. Be prepared to give as many details of the situation as you can to the dispatcher, such as how many perpetrators, location of the person(s) and their description, types of weapons being used, any hostages/casualties, etc.

D. HIDE: If you are unable to safely leave the building, attempt to seek shelter in a nearby room that is capable of being locked from the inside, assisting residents if possible. If the door does not have a lock, attempt to barricade the door with furniture, etc., and remain very quiet. Shut off TVs, speakers, and radios and set cell phones on vibrate/muted. TRY NOT TO hide under a desk or anywhere else that may impede your ability to move about or escape if necessary, unless there is nowhere else to go. Hiding under desks has proven to be ineffective. Remain quiet and hidden, until authorities give an "ALL CLEAR."

E. FIGHT: If none of the above options are available to you, and you are directly faced with the shooter/intruder, as a last resort, FIGHT BACK! Chairs, coffee cups, staplers, cellphones, pictures, stones etc., can be used as weapons, in an attempt to "take out" the shooter/intruder and defend yourself.

## **MEDICATION POLICY**

### **Administration of Medications**

Parents may choose to either come to the school and personally administer medication to their child or grant permission for Zenith Academy Schools to administer medication according to the policy outlined below.

Two members of Zenith's staff trained in first aid will be designated to administer all medications. They will only give medication to a child under the following conditions (unless otherwise federally mandated):

- The type of medicine is prescribed by a physician (no over the counter medication can be given unless it is also prescribed by a physician).
- Liquid medication will be administered orally using a spoon. Pills and injections will not be given.
- Documentation outlined is satisfactorily completed and on file.

### **Handling, Storage and Disposal of Medications**

1. All medications shall be delivered to the school under the following conditions:
  - a. The medication must be in a pharmacy or manufacturer labeled container.
  - b. The school administrative staff receiving the medication shall document the quantity of medication delivered.
2. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates shall be checked.
3. All medications to be administered shall be kept in a securely locked cabinet used exclusively for medications. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator.
4. Parents or guardians may retrieve the medications from the school at any time.
5. No more than a thirty (30) day supply of the medication shall be stored at the school.
6. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. After discontinuation of a medication, if the parent/ guardian has not picked up the medication within one week, the medication shall be discarded. All medications should be returned at the end of the school year.

### **Documentation and Record-Keeping**

1. The school administrative staff shall maintain a medication administration record for each student who receives medication during school hours.
  - a. Such records should include a daily log and a medication administration plan,
  - b. The daily log should contain:

- i. The dose or amount of medication administered.
    - ii. The date and time of administration or omission of administration, including the reason for omission.
    - iii. The full signature of the administrative staff administering the medication.
  - c. The school administrative staff shall document in the medication administration record significant observations of the medication's effectiveness, and any adverse reactions, as well as any action taken.
  - d. All documentation shall be recorded in ink and not altered.
  - e. Once completed, the medication administration record will be filed in the student's health record. When the parent, guardian, or student objects, these records shall be regarded as confidential medical notes and shall be kept confidential.
- 2. To ensure compliance with the regulations governing the administration of prescription medications in public schools, the Department of Public Health may inspect any record relating to the administration or storage of medications without prior notice.

## **POLICY ON MISSING CHILDREN**

### Statement of Purpose

It is our intention to enlist the cooperation of parents and other adults to ensure that Zenith Academy Schools provides a safe and pleasant experience for all children attending the school. This policy is to be implemented when children are lost, stranded, or otherwise need assistance because they are alone.

### Child Left Unattended During School Hours

If it is determined that a child is lost or left unattended, a staff member should try to identify the problem.

1. Children left unattended are often frightened and crying. They should be reassured by the staff. A staff member should stay with the child until the regular teacher or teaching aid can attend to the child.
2. Under no circumstances will a staff member take the child out of the building.

### Child Left Unattended at Closing

1. Check through the building and page the child's parent/caregiver. Repeat the page as needed.
2. If the parent/caregiver is not in the building, two staff members should stay with the child until someone can be located. Normal efforts to locate parents, relatives, neighbors/family friends, etc. should be made, using information from the child. The computer database, phone book, and city directory may be used if necessary.
3. If, after making an attempt, the parent or another responsible adult has not been located, call the police (911). Explain to the child that no one is in trouble but that we want to make sure the child gets home safely.
4. Under no circumstances will a staff member take the child out of the building.

### Child Reported Lost or Missing

If a parent/caregiver reports a child missing, staff would follow this procedure:

1. Obtain name, age, and description of the child.
2. Page staff to request their assistance in locating the child, or page the child, depending on his/her age. Provide a name and/or description of the child.
3. Check all areas thoroughly, including the bathrooms, offices, and elevator.
4. Check outside the library.
5. Call the police (911) if the child is not located.
6. If the child is found and the staff was paged, make an announcement that the child has been found.

Timelines and actions may vary with the maturity of the child, the time of year, the weather, and staff availability. The goal is to be helpful and to keep Zenith Academy Schools a safe place.

### **IDENTIFYING SPECIAL NEEDS (CHILD FIND POLICY)**

It is the policy of Zenith Academy Schools that all pupils with disabilities in need of special education and related services are identified, located, and evaluated. ZA ensures that:

1. Testing and evaluation materials and procedures will be selected and administered, accommodating racial and cultural differences.
2. Materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it clearly is not feasible to do so.
3. No single procedure shall be the sole criterion for determining an appropriate educational program for a child.

## **CHILD ABUSE POLICY**

It is the duty of all to recognize and report child abuse and neglect. Child abuse is damage to a child for which there is no "reasonable" explanation. Child abuse includes non-accidental physical injury, neglect, sexual molestation, and emotional abuse. The following guidelines have been adopted as the official policy.

### Staff Recruitment, Training and Supervision

1. National Background Checks (NBCIs and FBI when applicable) on all prospective employees and program volunteers will be conducted, documented, and filed prior to employment.
2. All new employees and volunteers will be required to participate in an orientation program and provided with written materials explaining extension policies, procedures, and regulations on child abuse. They should be aware of legal requirements and, by their signature, acknowledge having received and read appropriate policies and procedures.
3. Employees and volunteers working directly with children will be provided training and information about identifying the signs of possible child abuse. Staff training will include approved procedures for responding to the suspicion of child abuse.
4. Administrative staff will make unannounced visits to each staff to assure that standards, policies, program quality, and performance are being maintained.

### Staff Relationships With Children

1. Individuals, employees, and volunteers are encouraged to avoid, when possible, being alone with a single child to protect themselves.
2. Employees and volunteers will not, under any circumstances, discipline children by the use of physical punishment or by failing to provide the necessities of care such as food or shelter.
3. Employees and volunteers should be alert to the physical and emotional state of all children each day. Signs of injury or suspected child abuse should be immediately reported to the Children Services of the ODJFS, County Department of Social Services, or to a law enforcement agency.
4. Employees and volunteers should be sensitive to the need for confidentiality in the handling of information concerning child abuse. Employees will discuss matters pertaining to abuse and suspected abuse only with the administrative staff.



## **COMPLAINTS**

Employee complaints regarding a violation, misinterpretation, or inappropriate application of policies or guidelines should be directed to the immediate supervisor for informal discussion and resolution. The concept of chain of command is used to resolve issues.

## **END OF EMPLOYMENT PROCEDURE**

Prior to leaving employment, all staff are required to submit a resignation letter and turn in any items provided to them including computers, keys, phones, and badges. Final pay may be withheld until property is returned.

## **FIELD TRIP POLICIES**

All school field trips must be approved by Administration prior to the event being planned. All field trip requests must be made at least three weeks prior to the event and include all pertinent information, including date, time, location, transportation method, numbers of staff attending and of parents/volunteers, and purpose.

All students participating in the school field trip must have a signed permission slip from a parent/guardian.

## **HARASSMENT AND BULLYING**

It is our policy to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. You are encouraged to report any forms of unlawful harassment or bullying.

## **SEXUAL HARASSMENT**

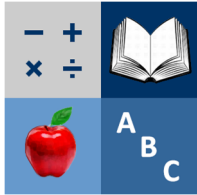
Zenith Academy will not tolerate sexual harassment or any form of discrimination. Sexual harassment has no place in the school district, whether between the supervisor and the supervised, between co-workers, between employees and students, between students, or between any student or employee and a member of the public visiting the school. All employees must avoid offensive or inappropriate sexual behavior; and each is responsible for assuring that the workplace is free from sexual harassment at all times.

Therefore, the Board of Director's prohibits: (1) unwelcome sexual advances; (2) requests for sex acts or favors with or without accompanying promises, threats, or reciprocal favors or actions; and (3) any other verbal or physical conduct of a sexual nature made to an employee when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment' submission to or rejection of such conduct by an individual is used as the basis for employment decisions; such conduct has the purpose or effect of substantially interfering with an individual's work performance; or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment; and (4) any physical conduct of a sexual nature made to a student, and any verbal statements of a sexual nature made to a student when not necessary for the education of such student.

In the event that any employee or student of the school is suspected of sexual harassment on off school property, and involving the possibility of coercion due to the non-offender's status as an employee or student, the district administration shall promptly investigate the allegation. Any employee who believes he/she has been subjected to sexual harassment, and any employee who becomes aware of or suspects activity constituting sexual harassment, shall immediately report it to the Superintendent or her designee.

Any supervisory employee receiving complaints or information regarding sexual harassment shall direct the same to the Superintendent or her designee who shall have the duty and authority to conduct an investigation of the matter. The Superintendent or her designee, in a manner which strives to preserve confidentiality, recognizing that concerns of confidentiality shall not compromise the thoroughness of the investigation, shall investigate all information and complaints.

Once the investigation has been concluded, the administration shall take such preventive, remedial, or disciplinary action as the circumstances warrant, up to and including termination of employee or expulsion of a student. Any disciplinary action taken shall comply with provisions of the Ohio Revised Code.



**Zenith Academy Schools**  
The Future of Our Children

I, \_\_\_\_\_, have read and understood all of Zenith Academy Schools' policies and procedures. I understand that the most current copy of this document is kept digitally and I can request access to the most recent copy at any time. I intend to implement these policies and procedures and abide by Zenith Academy Schools rules.

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date

**\*\*Turn in to your supervisor\*\***

## Appendix A School Calendar

# Zenith Academy Schools

## 2022-2023 School Calendar

July						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	School Days	174
	Teacher in Service	8
	Parent Teacher Conferences (No School)	3

Building	Hours
ZAN	7:30-2:00
ZAE	9:15-3:45
ZAW	8:30-3:00
ZAH	8:30-3:00

**Appendix B**  
**STAFF ABSENCE/ LATE IN/ EARLY OUT NOTICE**

**EMPLOYEE NAME:** \_\_\_\_\_

**ABSENCE:** Date(s): From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**CHARGE TO:** \_\_\_\_\_ **# HOURS:** \_\_\_\_\_

Personal Leave	_____	hours
Sick Leave	_____	hours
Professional Leave	_____	hours
Vacation Leave	_____	hours
Leave Without Pay	_____	hours

**LATE IN:** Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Scheduled: \_\_\_\_\_

Reason: \_\_\_\_\_

**EARLY OUT:** Date: \_\_\_\_\_ Time Out: \_\_\_\_\_ Time Scheduled: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_  
\_\_\_\_\_

-----  
For Admin Use Only

Approved

Not Approved

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

**Name of substitute:** \_\_\_\_\_

## Appendix C

### Leave of Absence Request Form

**Section 1: PERSONAL INFORMATION** (Staff Member completes Sections 1 and 2 and returns completed form to Supervisor/Manager)

Last Name:	First Name:	Campus:
Job Title:	Hire Date:	Date Submitted:
Signature:		

**Section 2: STAFF MEMBER:** Check the type of leave and provide documentation as indicated

I request that my leave begin on \_\_\_\_\_ and end on \_\_\_\_\_.  
(If necessary, give approximate dates.)

**Family Medical Leaves** (required medical certifications must be returned within 15 days of receipt)

<input type="checkbox"/> Employee Illness	Certificate of Health Care Provider (Form 1002-E)
<input type="checkbox"/> Child/Parent/Spouse Illness	Certificate of Health Care Provider for Family Member's Illness/Injury (Form 1002-F)
<input type="checkbox"/> Maternity	Certificate of Health Care Provider (Form 1002-E)
<input type="checkbox"/> Paternity <i>(Must be taken within one year of birth)</i>	Certificate of Health Care Provider (Form 1002-F)
<input type="checkbox"/> Adoption/Placement of Foster Child <i>(Must be taken within one year of placement)</i>	Letter of Placement
<input type="checkbox"/> Military Caregiver	Certification for Serious Illness or Injury of Covered Service Member (DOL WH-385-V)
<input type="checkbox"/> Military Exigency	Certification of Qualifying Exigency (DOL WH-384)

**Personal Leaves** (not FMLA eligible or not FMLA related)

<input type="checkbox"/> Educational	Letter of Acceptance from Educational Institution
<input type="checkbox"/> Medical (non-FMLA) <i>(Only available for staff member's own illness/injury)</i>	Certification from Health Care Provider <i>(Must include date condition began, probable duration, facts regarding staff member's medical condition and inability to work)</i>
<input type="checkbox"/> Military (non-FMLA)	Department of Defense Orders
<input type="checkbox"/> Maternity (not eligible for FMLA)	Certification from Health Care Provider <i>(including expected delivery date)</i>
<input type="checkbox"/> Paid Parental Leave <i>(May run concurrently with FMLA)</i>	Primary Caregiver Affidavit for Paid Parental Leave
<input type="checkbox"/> Other Personal	Explanation of Request

**Section 3: SUPERVISOR/MANAGER: Complete this section**

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name(s) and E-mail(s) of any others to receive Determination Form: \_\_\_\_\_

If this leave is for a Family Medical Leave:

1. Has Staff Member had absences counted towards FMLA entitlement in the past 12 months?  YES  NO  
If so, provide dates/hours which have already been applied towards FMLA, along with supporting documentation  
Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Total hours of FMLA utilized during the past 12 months: \_\_\_\_\_
2. If approved, will this leave be taken on an intermittent basis?  YES  NO  
*(Not available for adoption, placement in foster care or Paternity leave; only available for maternity leave if medically necessary)*
3. Leave dates approved: From \_\_\_\_\_ To \_\_\_\_\_

**CERTIFICATION OF HEALTH CARE PROVIDER FOR SERIOUS HEALTH CONDITION (FMLA)**  
**Zenith Academy Schools Employee (Form 1002-E)**

**Employee Statement**

First Name	Last Name	Best Phone No.

Supervisor Name

I authorize Employee Occupational Health & Wellness, or its representative, to contact the health care provider indicated on this form for clarification or authentication of any of the information below. I also authorize my health care provider to disclose the health information described in this Certification for the purpose of clarification. I understand that I can revoke the above authorization at any time by submitting a written request.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

**Health Care Provider Statement**

The above employee has requested leave under the FMLA. Please answer fully all applicable questions below and limit your responses to the condition for which the employee needs leave. Please be as specific as possible.

Please print

Health Care Provider's Name	Type of Practice
Telephone No.	E-mail or Fax No.

**GINA NOTICE:** The Genetic information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the



individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the result of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Medical Facts**

1. Is the medical condition pregnancy?  Yes  No

*If yes*, expected delivery date \_\_\_/\_\_\_/\_\_\_

2. Approximate date this medical condition began \_\_\_/\_\_\_/\_\_\_

Probable duration of condition \_\_\_\_\_

3. Was the employee admitted for an overnight stay in a hospital, hospice or residential care facility?  Yes  No

*If yes*: Date of admission \_\_\_/\_\_\_/\_\_\_ Date of discharge \_\_\_/\_\_\_/\_\_\_

4. Please list the three most recent date(s) you have treated the employee for this condition

\_\_\_\_\_  
\_\_\_\_\_

5. Was medication, other than over-the-counter medication, prescribed?  Yes  No

6. Will the employee need treatment visits at least twice per year due to this condition?  Yes  No

7. Was the employee referred to other health care provider(s) for evaluation and/or treatment (e.g., physical therapist)?  Yes  No

*If yes*, state the nature and expected duration:

\_\_\_\_\_  
\_\_\_\_\_

8. Please describe other relevant medical facts related to the condition for which the employee needs leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment).

---

---

**Amount of Leave Needed**

9. Is the employee unable to perform any of his/her job functions\* due to his/her condition?

Yes  No

\*Answer after reviewing statement of the employee's job functions or, if not provided, after discussing with the employee

***If yes***, identify the job functions the employee is unable to perform:

---

---

Indicate whether inability is:  continuous or  episodic

10. Was the employee or will the employee be incapacitated for a single continuous period of time, including time for treatment and/or recovery?

Yes  No

***If yes***, estimate the beginning and ending dates for the period of incapacity:

Begin date \_\_\_/\_\_\_/\_\_\_ Date employee can return to work \_\_\_/\_\_\_/\_\_\_

11. Is it ***medically necessary*** for the employee to have follow-up treatments/appointments for this condition?

Yes  No

***If yes***, estimate the treatment schedule:

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12. Is it medically necessary for the employee to work part-time or on a reduced schedule because of this condition?

Yes  No

***If yes***, estimate part-time/reduced schedule:

\_\_\_ hour(s) per day; \_\_\_ day(s) per week from \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

13. Will the condition cause episodic flare-ups preventing the employee from performing his/her job functions?

Yes  No

14. Is it medically necessary for the employee to be absent from work during the flare-ups?

Yes  No

*If yes*, please explain:

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15. Are there job modifications that could be implemented during flare-ups to allow the employee to remain at work?

Yes  No

*If yes*, please list:

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16. Based upon the employee’s medical history and your knowledge of the medical condition, please estimate both the frequency of flare-ups and the duration of related incapacity that the employee may have over the next 6 months (e.g., 1 episode every 3 months, lasting 1-2 days).\*\*

\*\*While it may be difficult to answer this question precisely, please give your best estimate of the frequency and duration of the flare-ups. If this information is not provided, the default frequency will be 4 times per year for 1 day.

**Frequency:** \_\_\_ times per \_\_\_ week(s) \_\_\_ month(s)

**Duration per episode:** \_\_\_ hour(s) or \_\_\_ day(s)

Additional information related to question(s) above (please indicate question number):

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\_\_\_\_\_  
Health Care Provider Signature

\_\_\_\_\_  
Date

**Health Care Provider: Return completed form to employee**

## Appendix D

[July 2022 Zenith Academy Benefit Booklet.pdf](#)

**Appendix E**  
Pay Dates

**2022-2023 Hourly Time Sheet Turn-In Date Schedule**

<b>Date Paid on</b>	<b>Time Card Start Date</b>		<b>Time Card End Date</b>	<b>Turn in Timesheet</b>
<b>8/31/2022</b>	8/4/2022	through	8/15/2022	<b>8/26/2022</b>
<b>9/15/2022</b>	8/16/2022	through	8/31/2022	<b>9/12/2022</b>
<b>9/30/2022</b>	9/1/2022	through	9/15/2022	<b>9/27/2022</b>
<b>10/14/2022</b>	9/16/2022	through	9/30/2022	<b>10/11/2022</b>
<b>10/31/2022</b>	10/3/2022	through	10/14/2022	<b>10/28/2022</b>
<b>11/15/2022</b>	10/17/2022	through	10/31/2022	<b>11/10/2022</b>
<b>11/30/2022</b>	11/1/2022	through	11/15/2022	<b>11/25/2022</b>
<b>12/15/2022</b>	11/16/2022	through	11/30/2022	<b>12/12/2022</b>
<b>12/30/2022</b>	12/1/2022	through	12/15/2022	<b>12/27/2022</b>
<b>1/13/2023</b>	12/16/2022	through	12/30/2022	<b>1/10/2023</b>
<b>1/31/2023</b>	1/2/2023	through	1/13/2023	<b>1/26/2023</b>
<b>2/15/2023</b>	1/16/2023	through	1/31/2023	<b>2/10/2023</b>
<b>2/28/2023</b>	2/1/2023	through	2/15/2023	<b>2/23/2023</b>
<b>3/15/2023</b>	2/16/2023	through	2/28/2023	<b>3/10/2023</b>
<b>3/31/2023</b>	3/1/2023	through	3/15/2023	<b>3/28/2023</b>
<b>4/14/2023</b>	3/16/2023	through	3/31/2023	<b>4/11/2023</b>
<b>4/28/2023</b>	4/3/2023	through	4/14/2023	<b>4/25/2023</b>
<b>5/15/2023</b>	4/17/2023	through	4/28/2023	<b>5/12/2023</b>
<b>5/31/2023</b>	5/1/2023	through	5/15/2023	<b>5/26/2023</b>
<b>6/15/2023</b>	5/16/2023	through	5/31/2023	<b>6/12/2023</b>
<b>6/30/2023</b>	6/1/2023	through	6/15/2023	<b>6/27/2023</b>
<b>7/14/2023</b>	6/16/2023	through	6/30/2023	<b>7/11/2023</b>
<b>7/31/2023</b>	7/3/2023	through	7/14/2023	<b>7/28/2023</b>
<b>8/15/2023</b>	7/17/2023	through	7/31/2023	<b>8/10/2023</b>

**Please give 24 hours from the payday for direct deposits to show**