

# DuBois Integrity Academy Charter School Employee Handbook



2022-2023 School Year

*With Our Children*  
*With Our Staff*  
*With This School*  
*With This Community*  
*It Shall be Done*  
*#DIA STRONG*

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## ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with DuBois Integrity Academy Charter School. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. DuBois Integrity Academy Charter School adheres to the policy of employment at will, which permits the company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No company representative other than The School Board of DuBois Integrity Academy may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be signed and in writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate company documents. These company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general company guidelines. The company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and The School Board of DuBois Integrity Academy.

This handbook supersedes all prior handbooks.

## Introduction

For employees who are commencing employment with Du Bois Integrity Academy Charter School ("DIA" or the "Company"), on behalf of Du Bois Integrity Academy Charter School, let me extend a warm and sincere welcome.

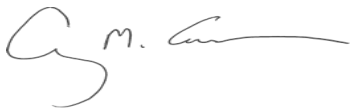
For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at Du Bois Integrity Academy Charter School. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

To all new and current employees of Du Bois Integrity Academy, we are confident that you will find D.I.A. a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. Du Bois Integrity Academy seeks passionate, innovative, and highly qualified professionals who are ready to make a difference in the lives of children. We consider the employees of D.I.A. to be one of its most valuable resources.

The leadership structure endorses and supports the tenets of academic accomplishment and is committed to implementing excellence-based education. Standards are set for student achievement, rubrics are developed and tasks are designed that implement local, state and national frameworks. Teachers and support staff help all students master learning material through using a written, sequential curriculum, reviewing and re-teaching as necessary, utilizing community resources and technology to help all students in mastering learning material and documenting and thoroughly assessing student achievement.

Realizing parents and caregivers are the most important stakeholders in a student's educational success, Du Bois Integrity Academy establishes school/home communities that extend learning beyond school boundaries. Parents sign a contract to affirm that they will serve as partners with school staff to ensure students' achievement.



*It is the trained living human soul, cultivated and strengthened by long study and thought, that breathes the real breath of life into boys and girls and makes the human, whether they be black or white, Greek, Russian or American.*

- Dr. W.E.B. Du Bois

## **Our Mission**

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Bois Integrity Academy's mission is to prepare college and career ready scholars who are confident and inquisitive lifelong learners.

## **Our Academic Program**

Our academic program has two pillars that support substantial achievement improvement: **STEM** (Science, Technology, Engineering and Math) combined with Blended Learning. The charter school's academic commitment deeply embeds a nationally-renowned STEM curriculum and development model that is aligned with Common Core Georgia Performance Standards. We propose to use research-based instructional models that have been implemented in other Georgia charter schools with success.

## **Core Beliefs**

**We believe in:**

- Excellence
- Trust and Honest Communication
- Common Understanding
- Personal Responsibility
- Collective Commitment
- Academic Achievement
- Measured Results
- Continuous Improvement
- Safe and Nurturing Environment
- Involved Family, Community and Staff
- Transparency and Accountability

## Section 1 - Employment Policies

### 1-1 Employee Classifications

For purposes of this handbook, all employees fall within one of the following classifications:

**Full-Time Employees** - Employees who work at least 35 hours per week and are not hired on a short-term basis.

**Part-Time Employees** - Employees who work fewer than 35 hours per week and are not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, on a short-term freelance, per diem, or temporary basis. Short-Term Employees generally are not eligible for company benefits, but are eligible to receive statutory benefits.

***Employees who work at least 30 or more hours per week and are not hired on a short-term basis are eligible for health insurance benefits.***

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such a salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classification.

### 1-2 Equal Employment Opportunity

DuBois Integrity Academy Charter School is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy concerning recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

The company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please contact Human Resources. Employees may also contact the TriNet Solutions Center at (800)638-0461.

The company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the company's operations. If you wish to request such an accommodation, please contact Human

Resources. Employees may also contact the TriNet Solutions Center at (800)638-0461.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be a violation of this policy, please contact your second-level supervisor.

***Note: If your supervisor or next level manager is the person toward whom the complaint is directed you should contact any higher level manager in your reporting chain. Employees may also contact the TriNet Solutions Center at (800)638-0461 if they are uncomfortable for any reason using the above procedure. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.***

***If you feel you have been subjected to any such retaliation, report it in the same manner you would report a perceived violation of this policy. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge.***

### 1-3 Non-Harassment

It is DuBois Integrity Academy Charter School's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Employees may also contact the TriNet Solutions Center at (800)638-0461 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If an employee feels he or she has been subjected to any such retaliation, he or she



should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

#### 1-4 Sexual Harassment

It is DuBois Integrity Academy Charter School's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment and there is a wide range of behavior that may violate this policy even if such behavior does not violate the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact the TriNet Solutions Center at (800)638-0461 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If you feel you have been subjected to any such retaliation, report it in the same manner you would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

#### 1-5 Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect company property, and to ensure efficient operations, the company has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the company.

The Georgia Drug-Free Public Work Force Act of 1990 applies to Du Bois Integrity Academy. The Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana, and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous or illegal/unlawful drugs is a serious threat to the public health, safety, and welfare. With this in mind, the Board declares that its workforce must be free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous or illegal/unlawful drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

As a condition of employment, each employee must abide by the terms of this policy and must notify his or her immediate supervisor within three (3) business days after an arrest on any drug-related criminal charge. Employees must also notify his or her immediate supervisor within three (3) business days of any conviction, a plea of nolo contendere, or a plea under the First Offender Act of the State of Georgia or any similar state or federal law of a drug-related offense.

The Board of Education shall not consider for employment any applicant who has been convicted or pled nolo contendere, or for the first time of any drug offense as described above for a three (3) month period from the date of conviction, nor shall the Board of Education consider any applicant for employment who has been convicted or pled nolo contendere for the second time of any drug offense as described above for a five (5) year period from the most recent date of conviction. The Board of Education will consider any applicant for employment who has been convicted, pled nolo contendere or a plea under the First Offender Act of the State of Georgia or any similar state or federal law for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

## 1-6 Workplace Violence

DuBois Integrity Academy Charter School is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to company and personal property. We do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any company employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons on company premises.

## Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Employees may also call the TriNet Solutions Center at (800)638-0461. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy. If the company determines, after an appropriate good faith investigation, that someone has violated this policy, the company will take swift and appropriate corrective action.

### 1-7 Inspections

DuBois Integrity Academy Charter School reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions.

## Section 2 - Standards of Conduct

### 2-1 Job Duties

In the performance of an employee's job duties, the employee will:

- Obey a lawful, reasonable order within the terms of the contract of employment.
- Account for all money or property

### Active Student Monitoring

The goal of student supervision is a safe school environment. This will be done through monitoring before school, after school, and any school setting. When supervising, one must circulate among students frequently and intentionally look around at students.

### 2-2 Work Schedule

**All Instructional Staff are expected to report to work by 7:20 am and dismiss at 4:30 pm unless PD or staff meetings are scheduled.**

Regular, part-time: Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week.

Regular, part-time employees are eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.

Substitutes: Employees who are hired on an as needed basis. Substitute employees are not

eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

The employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided a meal break as required by law. A Supervisor will provide further details.

## **2-3 Punctuality and Attendance**

Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge. We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, all employees must report absences, as directed by your building administrator.

If an employee fails to report to work without notification (except in cases of dire emergency), DIA may consider that employee to have abandoned his/her employment. DIA will also monitor excessive absences on Mondays and Fridays throughout the academic school year. A violation in this area will be subject to the Employee Consequences as outlined.

The first two tardy infractions will receive a verbal warning. The third tardy infraction will result in a written warning. After the third tardy the employee will have to attend a disciplinary hearing with administration. If chronic lack of punctuality continues consequences could result in suspension without pay and possible termination.

Absences are considered excessive over 6 days per school year. We are aware that life happens which may require more than 6 days. In the event that 6 days are exceeded, the employee must submit proper medical documentation to human resources.

Excessive call outs will equate to a point; if you provide a doctor's notes the point will be waived. After 3 points there will be a disciplinary hearing with administration. Consequences could be a write up, suspension without pay and/or termination.

## **Extended Leave**

Any employee who is absent for medical reasons for more than ten (10) working days must request a medical leave packet from Human Resources. The leave request must be completed by the employee, employee's attending physician and signed by the employee's immediate supervisor. The completed medical leave packet should then be submitted to HR for approval. School administrators must report excessive absences to the HR director.

## **Critical Work Days**

Critical work-days are work-days for which employee absences pose a serious hardship to

DuBois Integrity Academy operations and for which any absence shall require advance approval by the principal. Critical days consist of but not limited to:

- The first month of school
- The 1/2 or full day prior and after a holiday or scheduled break
- Professional Development days
- The month of May
- Monday following the Super Bowl
- The testing period for Georgia Milestone Assessment

An unapproved absence taken during a critical work-day will be deemed leave without pay. Absence during critical work days will be deemed leave without pay for half or full day off and the scheduled calendar break or holiday. Since critical work-days are days for which employees' absences pose a serious hardship to DuBois Integrity Academy operations the preceding list is not inclusive of all days which may arise in a school year.

## 2-4 Workplace Conduct

DuBois Integrity Academy Charter School endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play. DuBois Integrity Academy Charter School will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason

## 2-5 Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire. While it is impossible to cover everything in a dress code, administration has the responsibility to enforce the dress code, approve exceptions (medical reasons with supporting documentation), and also have the right to deem attire inappropriate.

- Dresses and blouses must contain sleeves that cover the entire shoulder (No spaghetti straps or tube dresses/tops without jackets.)
- Dresses and skirts should not be more than 2 inches above the knee.
- Shoes must have a closed in back or strap. No flip flops, slides, mules, crocks or shoes that do not cover your entire foot. If you choose to wear these shoe types, please know that you will do

so at your own risk. In the event that you wear these types of footwear and have an accident there will **NOT** be a worker's comp claim.

- Physical Education teachers must wear appropriate coordinated athletic gear.
- Wednesday is dress up day for staff and students. We lead by example!

## 2-6 Use of Communications and Computer Systems

DuBois Integrity Academy Charter School's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy.

DuBois Integrity Academy Charter School may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The company's policies prohibiting harassment, in their entirety, apply to the use of the company's communication and computer systems.

## 2-7 Use of Social Media

DuBois Integrity Academy Charter School respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a social media site of an employee. Failure to follow these guidelines may result in discipline, up to and including discharge.

## 2-8 Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the Head of Human Resources. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the Head of Human Resources.

## 2-9 Smoking

**Smoking, including the use of e-cigarettes, is prohibited on Company premises and in all Company vehicles.**

## 2-10 Health and Safety

The health and safety of employees and others on Company property are of critical concern to DuBois Integrity Academy Charter School. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper

operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

## Section 3 - General Policies

### 3-1 Personal Visits and Telephone Calls

Teacher/Instructional staff **SHOULD NOT** use their personal cell phone during instructional time. **Personal cell phones are prohibited while students are present. This includes the following: in any classroom, cafeteria, morning and afternoon duty, during recess, and in the hallways. Cell phone use during instructional time may lead to disciplinary actions.**

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

### 3-2 Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on work time.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

### 3-3 Confidential Company Information

Employees who use or disclose confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

### 3-4 Conflict of Interest and Business Ethics

It is DuBois Integrity Academy Charter School's policy that all employees avoid any conflict between their personal interests and those of the Company.



The situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the Company;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities.

### 3-5 References

DuBois Integrity Academy Charter School will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

**Only the Human Resources Department may provide references.**

### 3-6 Operation of Vehicles

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. Company-owned or leased vehicles may be used only as authorized by management. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

### Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their Supervisor if any equipment, machines, or tools appear to



be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

### 3-7 Nepotism Policy

To establish consistent employment guidelines and to prevent situations where an individual may have or be perceived to have unfair influence over the career development, work assignments, work direction, performance reviews, or compensation of a family member who is also employed by the Du Bois Integrity Academy.

#### A. Close Family Member

A close family member is defined as a staff's parent, spouse, child (including adopted child), sibling, grandmother, grandfather, grandchildren, niece, nephew, aunt, uncle, first cousin, all step relatives including stepchild, stepmother, stepfather, stepsister, stepbrother, in-law relationships including father- and mother-in-law, daughter- and son-in-law, brother- and sister-in-law, ward of the staff or staff's spouse, domestic partner, or person cohabitating in the staff's household regardless of the degree of relationship.

B. Direct or Indirect Supervision Direct or indirect supervision means the authority to make, participate in, or recommend employment- and/or compensation-related decisions involving a close family member, including, but not limited to, decisions concerning hiring promotion, transfer, discipline, termination, salary, evaluation, grievance resolution, or other similar personnel actions.

## Section 4 - Compensation

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- an absence because the employer has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and

- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If the employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), he or she should immediately contact Director of Payroll or any other supervisor in Du Bois Integrity Academy Charter School with whom the employee feels comfortable.

Payroll employee will be paid semi-monthly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, the company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of the Director of Payroll immediately so the company can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless he or she requests that they be mailed, or authorized in writing another person to accept the check.

#### 4-1 Payroll

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Du Bois Integrity Academy Charter School. This salary will be established at the time of hire or classification as an exempt

## 4-2 Paid Personal Days

All full-time instructional staff are allowed to use 3 of their monthly accrued sick leave for personal days. (Personal leave days are NOT 3 additional days added to sick leave time). All personal leave must be submitted in writing and approved by the principal 5 business days prior to leave request.

## 4-3 Sick Days

All full-time 10-month employees accrue sick leave 1.25 days per month, for a total of 12.5 days per year.

All full-time 11-month employees accrue sick leave 1.25 days per month, for a total of 13.75 days per year.

All 12-month employees accrue sick leave at 1.25 days per month, for a total of 15 days per year.

All part-time and contracted employees accrue sick leave at half the rate of full-time 10-month employees for a total of 6.25 days per year.

Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family.

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Immediate family includes:

- Spouse
- Children (step or adopted adopted)
- Parent (step or adopted)

Sick leave may not be used before accrual. An employee who has a sick leave absence in excess of three (3) consecutive working days must present medical documentation for the absence. Employees are not paid for unused sick leave upon termination of employment. If an employee uses an excessive amount of sick leave days or uses sick leave days on days deemed critically important by administration the employee can be asked to submit a doctor's excuse or the day can be an unpaid day off.

## 4-4 Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the

employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a Supervisor, who will attempt to correct legitimate errors.

## Section 5 -Group Health and Related Benefits

### 5-1 Benefits Overview

In addition to good working conditions and competitive pay, it is Du Bois Integrity Academy Charter School's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Du Bois Integrity Academy Charter School provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Head of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, DuBois Integrity Academy Charter School (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the company intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Human Resources Department.

## **5-2 Lactation Breaks**

The company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The company will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office. If employees need additional time outside of scheduled break time administration should be advised.

Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

## **5-3 Insurance Programs**

Full-time employees may participate in the company's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

## **5-4 Long-Term Disability Benefits**

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the company and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

## **5-5 Employee Assistance Program**

DuBois Integrity Academy Charter School provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained by contacting an EAP counselor at (800)638-0461.

## **5-6 Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they

should report the incident immediately to their Supervisor. Failure to follow Company procedures may affect the ability of the employee to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

## 5-7 Transportation Reimbursement Program

The company provides a Transportation Reimbursement Program which allows all employees to pay for eligible transportation expenses with pre-tax income. Employees may participate on the first of the month after one month of employment. The program works similarly to a Flexible Benefits Program, in which employees elect to have a portion of pre-tax income transferred to an account for future reimbursement for transportation expenses. The amount of contributions is subject to IRS limits which generally change every year. Upon becoming eligible to participate in this plan, employees will receive a Summary Plan Document (SPD) describing the benefit in greater detail. Employees should refer to the SPD for detailed plan information. Of course, employees also should feel free to speak to the Human Resources Department if they have any further questions.

## Section 6 - Leave

### 6.1 Vacation

All certified teachers/instructional and administrative staff vacation time is built into their work schedule to include scheduled breaks and summertime. Administration and all 12 month employees are allowed to take vacation time in addition to scheduled school calendar breaks. **EMPLOYEES MAY NOT DRAW UNEMPLOYMENT DURING SUMMER AND OTHER SCHEDULED BREAKS DURING THE SCHOOL YEAR.**

### 6.2 Jury Duty

DuBois Integrity Academy Charter School realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the company during such week.

## 6.3 Voting Leave

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, your Supervisor should be notified at least two days prior to the voting day.

## 6.4 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

## 6-5 Family and Medical Leave

### The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact their supervisor or the TriNet Solutions Center.

### I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed and covered by DuBois Integrity Academy for at least 12 months (which need not be consecutive); 2) have been employed by DuBois Integrity Academy for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave and 3) be employed at a work-site that is a public entity.

### II. Entitlements

The FMLA provides eligible employees with a right to leave, applicable health insurance

benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

#### **A. Basic FMLA Leave Entitlement:**

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces in support of contingency operations or Regular Armed Forces for deployment to a foreign country. This leave also is available for family members of active duty service members.

**A serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

#### **B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is



entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces."

**Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

### **C. Intermittent Leave and Reduced Leave Schedules**

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

### **D. No Work While on Leave**

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

### **E. Protection of Group Health Insurance Benefits**

During FMLA leave, eligible employees are entitled to receive group health plan coverage (if applicable) on the same terms and conditions as if they had continued to work.

### **F. Restoration of Employment and Benefits**

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit

that accrued prior to the start of an eligible employee's FMLA leave.

## **G. Notice of Eligibility for, and Designation of, FMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

## **III. Employee FMLA Leave Obligations**

### **A. Provide Notice of the Need for Leave**

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

#### **1. Content of Employee Notice**

To trigger FMLA leave protections, employees must inform their supervisor or TriNet Solutions Center at (800)638-0461 or email: [employees@trinet.com](mailto:employees@trinet.com) at of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency cause by a covered military member being on active duty or called to active duty status; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

## **2. Timing of Employee Notice**

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company and/or TriNet Solutions Center notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees, who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

### **B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with the company and make a reasonable effort to schedule treatment so as not to unduly disrupt the company's operations, subject to the approval of an employee's health care provider. Employees must consult with the company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the company and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the company of the reason why such leave is medically necessary. In such instances, the company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the company's operations, subject to the approval of the employee's health care provider.

### **C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)**

Depending on the nature of FMLA leave sought, employees may be required to submit

medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Company shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

### **1. Initial Medical Certifications**

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the company's expense. If the opinions of the initial and second health care providers differ, the company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the company and the employee.

### **2. Medical Recertifications**

Depending on the circumstances and duration of FMLA leave, the company may require employees to provide recertification of medical conditions giving rise to the need for leave. The company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

### **3. Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the company medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

#### **D. Submit Certifications Supporting Need for Military Family Leave**

Upon request, the first time an employee seeks leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the company may require employees to provide: 1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the company may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

#### **E. Reporting Changes to Anticipated Return Date & Periodically Concerning Intent to Return to Work**

Employees must contact TriNet Solutions Center at (800)638-0461, Option 2 email: employees@trinet.com periodically in accordance with the instructions noted on the Eligibility Notice regarding their status and intention to return to work at the end of the FMLA leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the company or TriNet Solutions Center with reasonable notice (i.e., within two business days) of the employee's changed circumstances and new return to work date. If employees give the company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the company's obligation to maintain applicable health benefits (subject to COBRA requirements) and to restore their positions will cease.

#### **F. Substitute Paid Leave for Unpaid FMLA Leave**

Employees must (unless the company specifically informs employees otherwise) use any accrued paid time off while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will

run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time off to supplement any paid disability benefits.

#### **G. Pay Employee's Share of Health Insurance Premiums**

During FMLA leave, employees are entitled to continued group health plan coverage (if applicable) under the same conditions as if they had continued to work. Unless the company notifies employees of other arrangements, whenever employees are receiving pay from the company during FMLA leave, the company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method. Employees should contact their immediate supervisor to make these arrangements.

The company's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the company for the cost of the premiums the company paid for maintaining coverage during their unpaid FMLA leave.

#### **IV. Exemption for Highly Compensated Employees**

The company may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the company. (This fact-specific determination will be made by the company on a case-by-case basis.) The company will notify you if you qualify as a "highly compensated" employee, if the company intends to deny reinstatement, and of your rights in such instances.

#### **V. Questions and/or Complaints about FMLA Leave**

If you have questions regarding this FMLA policy, please contact your supervisor or TriNet Solutions Center at (800)638-0461, Option 2 or email: [employees@trinet.com](mailto:employees@trinet.com). The company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding

under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact TriNet Solutions Center at (800)638-0461 immediately. The company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

## **VI. Coordination of FMLA Leave with Other Leave Policies**

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the company's other leave policies in your company handbook as applicable or contact your supervisor or TriNet Solutions Center at (800)638-0461.

## **Employee Dress and Personal Appearance**

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well groomed and wearing the proper attire. While it is impossible to cover everything in a dress code, administration has the responsibility to enforce the dress code, approve exceptions (medical reasons with supporting documentation), and also have the right to deem attire inappropriate.

### **APPLICATION TO SCHOOL BOARD MEMBERS**

School Board members are not permitted to have family members be employed at the school.

### **EXCEPTIONS; SPECIAL CIRCUMSTANCES**

In exceptional circumstances, a direct or indirect supervision relationship may exist between staff who are close family members. Such circumstances may be necessitated by factors such as the unique qualifications or responsibilities of the individuals involved the lack of other available appropriate supervisory personnel, or whether the position for which the close family member is being considered is temporary in nature. Any exception must be reviewed and approved in writing by the Executive Director. Any direct or indirect supervision relationship approved by the Executive Director shall be reported to the School Board. All employment decisions affecting the subordinate staff, including, but not limited to, selection, hiring, discipline, performance review, compensation, or leave, must be assigned to other supervisory personnel or, if no other supervisory personnel exist, to the School's School Board. The School Board shall approve exceptions.

### **ADDRESSING EXISTING CONFLICTS AND CHANGES IN RELATIONSHIP BETWEEN STAFF**

Any Du Bois Integrity Academy school staff involved in a direct or indirect supervision relationship with a close family member that existed prior to the original approval date of this policy or that arises after the adoption of this policy shall promptly notify the Principal of such relationship. The Principal shall promptly notify the School Board of any direct or indirect supervision relationship that arises concerning a close family member of the Administration. The School Board in accordance with this policy shall resolve all such

direct or indirect supervision relationships involving the Administration.

#### **COMPLIANCE WITH EQUAL OPPORTUNITY AND DISCRIMINATION LAWS**

Nothing in this policy shall be construed as discouraging the employment of close family members for positions that do not involve direct or indirect supervision. Nothing in this policy shall be construed to otherwise limit the employment opportunities of any person employed by the District.

#### **Disciplinary Consequences**

If a family member becomes involved in another family member's investigation and/or discipline process, both employees will be subjected to disciplinary actions that range from a reprimand to termination for cause.

#### **6-6 Resigning from DIA**

Although Du Bois Integrity Academy hopes your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Classified employees are encouraged to provide two (2) weeks' notice, preferably in writing, to facilitate a smooth transition from the organization. Certified teachers who abandon their contract before the end of the school year may be subject to disciplinary actions being filed with the Professional Standards Commission. Such disciplinary actions may result in adverse effects against the educator's certificate.

**Retirement:** Employees who wish to retire are required to notify administration in writing at least one (1) month before the planned retirement date.

Employees of Du Bois Integrity Academy are employed on an at-will basis, and the company retains the right to terminate an employee at any time as it relates to previous stated Ethics, Abandonment or other failure to fulfill contract obligations and/or danger or disruption of the work environment that would jeopardize the safety of our students or other staff.

All employees will be hired on the basis of annual contracts and their terms expire at the end of their annual contract. In the event the school finds it necessary or desirable to terminate an employee's employment before the end of the school year, the school will attempt to give the employee written notice at least ten (10) calendar days before termination, unless the principal and HR determine that the employee poses a threat to the health, safety, or welfare of the school or students.

In the event of termination of employment prior to the end of an employment contract, the employee shall be entitled only to the prorated salary and benefits earned through the last day of employment. Any employee may submit a grievance regarding dismissal, discipline, and termination pursuant to the grievance policy discussed in the section on governance and operations.

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.



## Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. This Employee Handbook supersedes all previous versions. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Clayton County Public Schools.

## General Handbook Acknowledgment

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

**I have received and read a copy of Du Bois Integrity Academy Charter School's Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.**

**I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of Du Bois Integrity Academy Charter School other than The School Board of Du Bois Integrity Academy may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee handbook.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.



## **STUDENT REPORTING OF ALLEGED SEXUALLY INAPPROPRIATE BEHAVIOR**

DuBois Integrity Academy's reporting process is as follows:

- A.** Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other School employee is urged to make an oral report of the act to any teacher, counselor or administrator at the school immediately or call the National Child Sexual Abuse Hotline at 1(855)422-4453 – 1(855)GACHILD
  
- B.** Any teacher, counselor, volunteer or administrator receiving a report of sexual abuse or sexual misconduct of student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the Executive Director or the Executive Director's designee.
  
- C.** Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. § 19-7-5 shall make an oral report immediately to the school social worker liaison, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The school social worker liaison Child Protection Report may be submitted via telephone, fax, or in written form to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.
  
- D.** Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. § 19-7-5 shall be investigated immediately by school or system personnel. To protect the integrity of the process and to limit repeated interviews with the student, the designated system personnel is required to take a written statement from the student prior to any other person. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the Executive Director. The Professional Standards Commission Ethics Division must also be notified of any validated acts of sexual misconduct.

## Receipt of Sexual Harassment Policy

It is Du Bois Integrity Academy Charter School's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment and there is a wide range of behavior that may violate this policy even if such behavior does not violate the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher level Manager in your reporting chain. Employees may also contact the TriNet Solutions Center at (800)638-0461 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If you feel you have been subjected to any such retaliation, report it in the same manner you would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Du Bois Integrity Academy Charter School's Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

## Receipt of Non-Harassment Policy

It is Du Bois Integrity Academy Charter School's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Employees may also contact the TriNet Solutions Center at (800)638-0461 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Du Bois Integrity Academy Charter School's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

# **DuBois Integrity**

## **Academy Pandemic**

### **Plan 2020**



This 2020 Pandemic Plan was written as a result of the impact of the COVID Virus; however, covers the scope of present and possible future Highly Infectious Disease Emergency Operations Plan.

Revised 08/23/2021

DuBois Integrity Academy recognizes that our school is a critical community institution serving approximately 1,100 staff and children. The threat of a highly infectious outbreak in our school could be detrimental to the community. By following this highly infectious disease preparedness plan, we are dedicated to reducing the miscommunications that may encompass the chaotic nature of an outbreak of any highly infectious illness.

This plan outlines DuBois Integrity Academy strategy in preparing for, responding to, and recovering from a highly infectious disease outbreak such as Pandemic Flu in a collective, community approach.

This document includes supplemental information from Georgia Department of Public Health, Center of Disease Control, and Georgia Department of Education.

## **PURPOSE**

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The purpose of this highly infectious disease preparedness plan is to increase the communication to our DIA staff and students in the event of an outbreak. The plan would serve as a resource guide for planning and responding to a sudden pandemic within our organization. Highly infectious illnesses may have a short incubation period, spread easily, and cause severe illness or possible death, and may have no possible existing vaccine or treatment.

The purpose of this plan is to achieve the following goals:

- Enable DuBois Integrity Academy to continue to operate and provide services as normally and effectively as possible in the event of a highly infectious disease outbreak with minimal academic and economic losses.
- The response of DIA will be directed by Georgia Department of Public Health direction and guidance. This plan coordinates federal, state, and local agencies.
- Continue the essential core operations of DuBois Integrity Academy in the event of increased staff/student absences due to a highly infectious outbreak.
- Establish and maintain a coordinated command system with Georgia Department of Education, and the school to enable effective, timely, and sensitive decision-making regarding continuity of student learning needs to remain the core value and focal point.
- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention strategies and infection control strategies.
- Coordinate with other close districts for safety measures related to the outbreak.
- Prepare and provide for mental health/crisis service needs of staff, students and families.

## SCOPE

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The scope of this preparedness plan covers the most prevalent highly infectious illnesses such as Pandemic Flu, other airborne respiratory illnesses – COVID19 (coronavirus), MERS and SARS, Ebola, airborne viruses such as Anthrax, and all other unknown diseases.

**COVID-19 (Coronavirus)** - Symptoms of COVID-19 have reportedly had mild to severe respiratory illness accompanied with fever, cough, and shortness of breath. The 2020 outbreak originated in the Wuhan province of China. Symptoms may appear 2-14 days after exposure. The virus is spread person-to-person between people within close contact (about 6 feet), via respiratory droplets produced when an infected person sneezes or coughs, and these droplets can land in the mouths or noses of people who are nearby where the droplets are inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, but this is not thought to be the main way of transmission. People at risk are those who have recently traveled to/from China or those in close contact to positively diagnosed individuals.

**MERS & SARS** – Middle East Respiratory Syndrome and Severe Acute Respiratory Syndrome.

**MERS** – also known as the “camel flu.” A fairly new respiratory virus for humans. Symptoms include fever, cough, diarrhea, and shortness of breath.

Some experience symptoms involving the gastrointestinal tract as well causing nausea, vomiting, and diarrhea. Spread through respiratory droplets is the believed transmission, however this is still being studied. Incubation period is approximately 5-7 days. Mortality hits one-third of diagnosed cases. Spread is uncommon outside of hospitals, thus the risk to the global community is fairly low. No diagnosed cases in the US since 2014. No vaccine or treatment.

**SARS** – severe respiratory illness that started in southern China. No cases have been diagnosed since 2004. Initial symptoms are flu like including muscle pain, high fever, sore throat, cough, severe muscle aches, and possible diarrhea. These symptoms may lead shortness of breath and/or pneumonia. Incubation period is 4-6 days, although it has been known to incubate for one day.

Transmission is through respiratory droplets. Although there is some belief that SARS may be spread through airborne transmission – meaning spread by tiny pathogens in the air that are inhaled.

### **Pandemic Flu/Influenza –**

Influenza (flu) viruses can cause a severe illness, even death. Younger and older populations as well as populations with certain health conditions (asthma, COPD, heart disease, neurological disorders, blood disorders, endocrine disorders, kidney disorders, and weakened immune systems) are at a high risk of serious flu complications.

Flu viruses are grouped into three types, designated A, B, and C.

**Type A** – can affect both humans and animals, and are associated with more severe illness. Usually the cause of global pandemics.

**Type B** – infect only humans and cause seasonal outbreaks and less severe disease than A in the United States (US). Does not cause pandemics

**Type C** – Very common, usually cause mild respiratory symptoms.

The average incubation period (time between infection and onset of symptoms) for seasonal flu is TWO days. Flu symptoms are only passed human to human by respiratory secretions. People infected with the flu viruses may shed the virus and transmit the infection up to one day before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first three-

four days after the onset of symptoms.



An influenza pandemic is a global outbreak of a NEW INFLUENZA VIRUS that is very different than current and circulating influenza A viruses. Pandemics happen when new influenza A viruses emerge which are able to infect people easily and move quickly person to person.

Influenza viruses come from different animals including birds and pigs from the past, most recent pandemics. In a pandemic influenza, the influenza A virus in these animals may shift to what's called an "antigenic shift." The antigenic shift represents an abrupt, major change in an influenza A virus. This can result in a direct non-human to human transmission. Once this occurs in one person and is able to move to another person, this is now defined as a pandemic. Pandemics happen quickly and move fast from country to country.

## DIFFERENCE BETWEEN SEASONAL AND PANDEMIC FLU

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### SEASONAL FLU

Happens annually and peaks between December and February

Usually there is some immunity from previous exposures and influenza vaccines

Certain people are at risk for flu complications - elderly, infants, people with chronic health conditions

Health care providers can meet the needs of patients easily Vaccines are updated annually and one dose is sufficient

Usually cause minor impact on schools and the public. Sick people should stay home

Antiviral drugs are readily available and help within the first 48 hours of presenting symptoms

### PANDEMIC FLU

Rarely happens: 3 times in 20th century

Most people have little or no immunity because they have no previous exposure to the virus or similar viruses

Even healthy people are at risk for serious complications

Health care providers and hospitals are overwhelmed and it is very difficult to meet the needs of the exposed public

Although the US govt maintains a stockpile of pandemic vaccines, the overwhelming need of vaccines may not be available, and may require two doses

May cause major impact on the general public. May cause travel restrictions, school and business closings

Antiviral drugs will still be prescribed, but will be less readily available and more difficult to come by. Symptoms will also be more severe and antivirals may not be as

Treatments for pandemic flu include antiviral drugs and non-pharmaceutical interventions (NPIs). These actions do not include medications or vaccinations. NPIs will be the only early intervention tools that will most likely mitigate the quick transmission from person to person. See more about mitigation strategies in the later section, **Prepare – Prevent – Protect.**

**Ebola** – a rare viral hemorrhagic fever in humans and non-human primates. The virus starts between 2 days and 3 weeks after contracting the virus. Symptoms show up as a fever, sore throat, muscular pain, and headaches. Vomiting, diarrhea, and a rash may follow along with decreased function of the liver and kidneys. An infected person may bleed both internally and externally and has a very high risk of death, killing between 25-90% of those infected. Death often occurs from low blood pressure due to loss of blood. The virus spreads through direct contact with body fluids, such as blood, urine, feces, semen, breast milk, sweat, and vomit. An Ebola vaccine is currently being studied in Africa with promising factors, nothing current in the US thus far. No specific treatment is singled out for Ebola, however, supporting treatments will have to take place such as intravenous fluids, pain management, anti-nausea, and fever control. If infected, recovery depends on the person's immune

response.

Ebola survivors may carry the illness in their blood for up to 10 years post recovery.

**Anthrax** – A serious infectious disease can cause death. Anthrax gets into the body through the skin, lungs, or gastrointestinal tract. All types of Anthrax are bacterial and can spread throughout the body quickly if not treated with antibiotics.

- **Cutaneous** – most common and least dangerous – through the skin. Possible exposure comes from workers who handle contaminated animal products and get spores in a cut or scrape on their skin. Infection develops in 1-7 days after exposure.
- **Inhalation** – Most deadly form of Anthrax. Occurs when a person inhales spores that are aerosolized during the industrial processing of contaminated materials, such as wool, hides, or hair. Infection develops within a week after exposure, but it can take up to 2 months.
- **Gastrointestinal** – Rarely reported in the US. People who eat raw or undercooked meat from infected animals could get sick with this. Infection develops from 1-7 days after exposure.
- **Injection** – This Anthrax has never been reported in the US. Seen in northern Europe in people injecting heroin.

People at risk are people who handle animal products, veterinarians, livestock producers, travelers, laboratory professionals, mail handlers, military personnel, and response workers. The Anthrax vaccine is currently provided only to people who are at an increased risk of coming in contact with anthrax spores, such as members of the US military, certain laboratory workers, and some people who handle animals or animal products. The vaccine is not licensed for use in children under age 18, adults over age 65, or pregnant and nursing women.

We do not know when Anthrax will occur, however, federal agencies have worked for years with health departments across the country to plan and prepare for an anthrax attack. Anthrax can be used as weapon because spores are easily found in nature, can be produced easily, and can last a very long time in the environment. These spores are released quietly and without anyone knowing. The spores cannot be seen, smelled, or tasted.

## **AUTHORITIES, ROLES, RESPONSIBILITIES**

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U.S. Department of Health and Human Services, Center for Disease Control, Georgia Department of Public Health, Georgia Department of Education, and DuBois Integrity Academy are the Authorities.

During an outbreak of a highly infectious illness, the US Government – US Department of Health and Human Services (HHS) along with the Centers of Disease Control (CDC) is the national leader for overall communication and coordination efforts. If it is universal, they work correspondently with the World Health Organization (WHO).

### **US Department of Health and Human Services along with the CDC's role is:**

- Identify, appoint, and lead the highly infectious disease response; enact or modify legislation and policies required to sustain and optimize pandemic preparedness, capacity development, and response efforts across all sectors.
- Lead national and domestic efforts in surveillance and detection of outbreaks. Prioritize and guide the allocation and targeting of resources to achieve the goals as outlined in a country's response.
- Provide additional resources for national pandemic preparedness, capacity development, and response measures. Support rapid containment of outbreaks, provide guidance to state level authorities on the use and timing of community infection control measures.
- Support biomedical research and development of new vaccines and medical countermeasures.
- Consider providing resources and technical assistance to countries experiencing outbreaks of the highly infectious illness.

The Georgia Department of Public Health takes lead from the CDC. Clayton County Health Department takes lead from the Georgia Department of Public Health. Both have natural leadership and advocacy in highly infectious illness preparedness and response efforts. In cooperation with these public health sectors, DuBois Integrity Academy cooperates in efforts to raise awareness and actions that are necessary in response to the severity of the phase of reported illness.

### **The risks and potential health consequences are taken into consideration by Georgia Department of Public Health and the information gathered assist DuBois Integrity Academy in the following:**

- Provide reliable information on the risk, severity, and progression of the outbreak and the effectiveness of interventions used during the outbreak.
- Prioritize and continue the provision of health-care during a highly infectious outbreak. Maintain situational awareness by monitoring the highly infectious illness surveillance data and assessing the public health/medical needs of Georgia.

- Enact steps to reduce the spread of the infection in the community and in health-care facilities. Provide guidance, resources, and technical assistance to local health departments and aid in the need/use of vaccines, anti-virals, and antibiotics
- Protect and support DIA staff and students during the infectious outbreak. Provide PPE in the form of building protective supplies to protect staff and students from transmission and infection control procedures.
- Notify the local health departments if social distancing and community mitigation is needed, such as closing schools, travel restrictions, cancellation of local, public events, isolation and/or quarantine may be required to slow the spread of the illness.

**DuBois Integrity Academy response to an infectious illness is as follows:**

- Employees and scholars must wear masks in the building on all campuses.
- Employees that are fully vaccinated are allowed 10 additional sick-days for quarantining purposes during the COVID-19 Pandemic.
- Employees and scholars must undergo mandatory weekly COVID-19 testing provided by DIA.
- The Executive Director and the Administrative Team will develop planning based on information provided by the Center of Disease Control, Georgia Department of Public Health, and the Georgia Department of Education. The steps will be communicated to employees, students and families, and community members.
- Maintain school staying in session until notified by local authorities for the need to close.
- Nurses continue to educate the school community on prevention of illness: vaccinations, proper hand washing techniques, community mitigation, and social mitigation for prevention of transmission. Prepare the school community to minimize health risks. Train all staff and students on these measures.
- Nurses, school administration, and teachers will develop plans with families in the event their child must be sent home due to illness or if the school community must close.
- School administration will document a response plan along with the Executive Director and the identified school Incident Commander (IC), the principal or an appointed administrator.
- The Executive Director will provide the DIA community with data and health surveillance reporting and information. Update schools with potential changes that may take place and information on the extent of the spread of the illness.

## **ASSUMPTIONS**

**Georgia Governor may declare a State of Emergency**, resulting from a public health emergency – highly infectious illness – i.e. COVID19. Response to this outbreak/pandemic will require swift and coordinated action by all levels of government.

- Effective prevention and therapeutic measures, including vaccine and antiviral medications, could be delayed, in short supply, or not available.
- Substantial public education regarding the need to target priority groups for vaccination and antiviral/antibiotic medication and the allocation of limited supplies, is crucial in averting public panic.
- Non-pharmaceutical interventions, travel restrictions, cancellation of public events, isolation and/or quarantine may be required to slow the spread of an outbreak.
- Secondary bacterial infections, following the outbreak, may result in shortages in antibiotic supplies.
- There may be a need for alternate care sites as a temporary health facility.
- Healthcare workers, firefighters, and police officers may be at higher risk of exposure and illness than the general population, further straining the outbreak response.
- Widespread illness could increase the likelihood of sudden and potentially significant shortages of personnel in other sectors that provide critical public safety and necessary services.
- If Pandemic Influenza, it will occur in waves – up to 2 months with little or no flu activity and last as long as 18 months where there is risk associated to the public.
  - Pandemic influenza is known to spread rapidly from one person to the next through coughing or sneezing. Some people may become infected by touching something with the flu virus on it and then touch their nose, mouth, or eyes.
  - Influenza may shed the virus for one to two days before becoming symptomatic.

## **PREPARE – PREVENT – PROTECT**

Preparedness refers to those actions and measures taken before an event in order to better handle the emergency when it arises.

CDC plays a prevalent role in making sure states and local health departments are prepared for public health emergencies.

Public health officials recommend prior to and in the early phases of a pandemic or outbreak, to practice every day good health habits and to use non-pharmaceutical interventions (NPIs) to prevent and protect the human population from the spread of a highly infectious illness. Everyday good health habits include the following:

- Avoid close contact with people who are sick. When you are sick, stay away from others to prevent passing on your illness to others.
- Stay home when you are sick so you prevent passing your illness on to others.
- Cover your mouth and nose when sneezing or coughing with a tissue and then throw away the tissue. Sneeze or cough into the crook of your elbow if tissues are not available.
- Wash your hands after coughing or sneezing and often throughout the day. Washing the germs is always best and the preferred method. If soap and water is not available, hand sanitizer will kill the viruses, but not wash them away.
- Avoid touching your eyes, nose, or mouth. Germs are often spread touching these body parts.
- Practice other good health strategies – clean and disinfect surfaces in your home, especially when someone is ill. Get plenty of sleep, manage your stress, and be physically active.

Other than everyday good health habits, other non-pharmaceutical interventions are thoughtful mitigation strategies to protect the community and are consistent of:

- Social distancing – create ways to provide distance between people in close contact areas including work and school.
- Closures – possible closures of non-urgent/mandated events – not necessary to hold extra community events during an outbreak or pandemic.
- Be prepared and informed, take an active participation in the event of an outbreak or pandemic.
- Communicate with other employees, students, and community members by using educational materials to inform on updates of the outbreak or pandemic, good hygiene methods including hand washing protocol, hang posters, send email reminders, and face to face trainings/ presentations.
- Continue communicating surveillance and monitoring the outbreak or pandemic.

- Maintain a clean environment.
- Educate the school community on when to stay home when you are sick.

**Other preparedness measures for DuBois Integrity Academy include:**

- Leadership team including the Incident Commander, the Executive Director delegates necessary tasks and duties to all employees according to Georgia Department of Public Health and Center of Disease Control’s guidance and direction. Important that together, these departments communicate the same message to all employees, students, parents, and community members.
- Teachers prepare lesson plans ahead of time in case they are out due to illness and/or students are out due to illness.
- Administration will prioritize essential staff functions and cross train staff to ensure that if a large percentage of staff is gone, other employees are able to fulfill those roles.
- The Leadership Team will review leave procedures and negotiations to consider the possibilities of large amounts of employees are gone.

**IN THE CASE THAT ONE CASE IS CONFIRMED, DUBOIS INTEGRITY ACADEMY TRANSITIONS TO THE RESPONSE PHASE.** \_\_\_\_\_

During an outbreak/pandemic, DuBois Integrity Academy focuses on the school district’s response to and management of a confirmed case.

**INFLUENZA-LIKE CASE DEFINITION**

The Centers for Disease Control and Prevention defines an Influenza-like illness as having the following symptoms:

Fever of 101.5 degrees Fahrenheit or higher  
AND ONE OF THE FOLLOWING

- Cough
- Sore Throat
- Headache
- Muscle Ache

A student with Influenza-like symptoms must be sent to the nurse’s office for screening (symptom check and/or taking temperature). If student meets the case definition as described above, he/she must be excluded from school until symptom free. Enter the name of student on tracking log and report on the daily/weekly report form.



## **IDENTIFY**

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Identification of a confirmed case starts the process of an outbreak/pandemic emergent situation. During this time, DuBois Integrity Academy will increase emphasis on the everyday good health habits and non-pharmaceutical interventions as this is our biggest defense to a highly infectious illness preparedness plan. It is our number one goal to keep our students, staff, parents, and all other community members as safe and healthy as possible, therefore, we will communicate and educate these stakeholders on an often, routine bases to keep the messages flowing about where we stand as a community in this highly infectious illness process.

## **ACTIVATE**

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As this process of a highly infectious illness plan comes to fruition, we must look at the date collected by the Executive Director for DuBois Integrity Academy and follow this for the proper emergency response.

The Executive Director will get direct communication and notification of a confirmed case of a highly infectious illness student or staff and then will work directly with the Principal to activate proper operations. The Executive Director will distribute this communication to the school community. DuBois Integrity Academy may rely on nurse and other staff to train additional staff or community members run the operations of vaccinations or medications at the DuBois Integrity Academy. Personal Protective Equipment (PPE) – if needed, will be provided to make DuBois Integrity Academy as safe as possible. Instructions on this equipment for utilization and proper maintenance may involve the nurses and other staff to assist in training and utilization of this equipment.

Quarantine and Isolation – DuBois Integrity Academy will address community mitigation measures specific to community containment interventions, such as isolation and quarantine during an outbreak/pandemic. Community containment interventions are implemented to help prevent or reduce the spread of an infectious agent(s) within the community.

If voluntary home quarantine measures are suggested for exposed household members, DuBois Integrity Academy will communicate with staff, students, parents, and community members as a need to help mitigate the highly infectious illness.

Depending on severity of event, DuBois Integrity Academy will take direction from government officials including law enforcement, Georgia Department of Public Health, and Georgia Department of Education for next steps.

## **CONDUCT**

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Conducting a full emergency operations at DIA will take the guidance and expertise of the Georgia Department of Public Health and Environment. This may involve requests of administration and nurses. The Leadership Team will activate the Essential Worker's Team needed capacity.

DuBois Integrity Academy will initiate data collection of absenteeism and provide the designated appointee with data they will be needing for report to Georgia Department of Education. DuBois Integrity Academy will need school leaders to provide support in this area and direction for operation in collecting and analyzing all data.

During any highly infectious illness outbreak/pandemic, DuBois Integrity Academy will maintain surveillance data and contribute to Center of Disease Control and the Georgia Department of Public Health in a proactive, positive manner to increase the health and safety of our community.

DuBois Integrity Academy will manage all internal resources and document/track all expenses in real time.

## **RECOVER**

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Community Assessment of a highly infectious illness outbreak/pandemic requires completed surveillance data and feedback of operations. Any damage done to the community from this highly infectious illness outbreak/pandemic will be defined and analyzed for proper future planning.

It is crucial DuBois Integrity Academy enforces resources and guidance for all staff, students, parents, and community members to focus on “getting back on track.” Stress the importance of returning to normal practice and procedures for the health and safety of everyone. Return as quickly as possible to normally scheduled school days including all scheduled events. DuBois Integrity Academy will assess the need of additional mental health support resources and provide as much as possible to staff, students, parents, and the community.

DuBois Integrity Academy will also assist in supporting DIA families with resources to the extent possible that may be needed during or after a highly infectious illness outbreak/pandemic.

DuBois Integrity Academy will communicate when it is safe to return to school and what precautions, if any, will need to occur. All school grounds and property will be cleaned and sterilized. The Facilities Manager will help support this practice.

DuBois Integrity Academy will continue to monitor the illness and provide data as needed to continue the transparency of communication to the community.

DuBois Integrity Academy will establish a “return to learning” program to get students who have missed several days of instruction back on track. Some assignments may need to be modify depending on students’ performance on content mastery.

## **Conclusion**

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Maintaining DuBois Integrity Academy essential functions and services in the event of pandemic requires additional considerations beyond traditional continuity planning. A pandemic may not directly affect the physical infrastructure of the DuBois Integrity Academy. As such, a traditional “continuity activation” may not be required during a pandemic outbreak. However, a pandemic outbreak threatens a district’s human resources by removing essential personnel from the workplace for extended periods. Accordingly, the DuBois Integrity Academy continuity plan addresses the threat of a pandemic outbreak.

## Resources

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Centers for Disease Control and Prevention

<https://www.cdc.gov/flu/school/cleaning.htm>

Centers for Disease Control and Prevention: Covid-19

[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC\\_AA\\_ref](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_ref)

[Val=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html)

Centers for Disease Control and Prevention: Covid-19 and children

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children>

Pandemic Influenza Continuity Plan template provided by FEMA

<https://www.fema.gov/media-library/assets/documents/93250>

Georgia Department of Public Health <https://dph.georgia.gov/covid-19-daily-status-report>

Georgia Department of Education

<https://www.georgiainsights.com/coronavirus.html>

Georgia Department of Education Path to recovery

[https://www.georgiainsights.com/uploads/1/2/2/2/122221993/georgias\\_path\\_to\\_recovery\\_for\\_k-12\\_schools\\_-\\_v7-30-2020.pdf](https://www.georgiainsights.com/uploads/1/2/2/2/122221993/georgias_path_to_recovery_for_k-12_schools_-_v7-30-2020.pdf)





## DuBois Integrity Academy Infectious Disease Guidelines

DuBois Integrity Academy's first priority is the health and well-being of our student, employees, and families. DIA would like to thank school leaders, the Department of Public Health, and the Georgia Department of Education for their input and guidance throughout the development of these guidelines. Based on the latest health recommendations, DuBois Integrity Academy has established the following reopening guidelines for face-to-face and hybrid instruction. These guidelines may be subject to change based on developing information from the Department of Public Health, and the Georgia Department of Education, at which time DuBois Integrity Academy may amend parts of this plan. [https://www.georgiainsights.com/uploads/1/2/2/2/122221993/georgias\\_k-12\\_recovery\\_plan.pdf](https://www.georgiainsights.com/uploads/1/2/2/2/122221993/georgias_k-12_recovery_plan.pdf)

### **What DuBois Integrity Academy will do to create as safe a learning environment as possible:**

- ✓ All students, faculty & staff will undergo temperature checks before entering the building. Students, faculty, and staff with COVID-19 symptoms or a temperature greater than 99.5° will be asked to return home.
- ✓ The building has undertaken an ionization air quality installation system which will kill corona virus and other viruses on clothes and surfaces (desk, chairs, walls, etc.).
- ✓ The restrooms will have a hands-free system to include sinks, toilets, urinals, and soap dispensers throughout the building. Previously restrooms utilized hands-free hand dryers at our main campus.
- ✓ Every classroom will have a hands-free hand sanitizing dispenser installed.
- ✓ All staff and teachers will be trained on social distancing guidelines and CDC recommendations and will implement best practices hand washing and sanitizing procedures for all students.
- ✓ Classrooms will be organized to gain a maximum social distancing set up.
- ✓ We will establish a triage area to manage students who become ill during the day to minimize exposure to other students.
- ✓ Lunch & Breakfast will be served primarily in the classroom to minimize student interact throughout the building.
- ✓ Documented sanitizing protocols will be conducted throughout the day and afterschool to maximize building sanitizing.

### **What Parents and Families will do to create as safe a learning environment as possible:**

- ✓ Parents will stop at drop off and wait for the scholars temperatures to be checked prior to leaving. If their scholar's temperature is higher than 99.5° they must take them back home.
- ✓ Parents of 5<sup>th</sup> grade scholars will drop their students of at our Fifth Grade Academy. If the 5<sup>th</sup> grader has sibling, the 5<sup>th</sup> grade and siblings may be dropped off at the Fifth Grade Academy. Breakfast and before-care will be available at Fifth Grade Academy. Younger siblings will be transported in our school bus which will be cleaned thoroughly, and this will allow us to travel with 20 scholars or less.
- ✓ Parents must provide our scholars with mask DAILY.
- ✓ We will require scholars to wear mask during the day.

- ✓ If students becomes ill during the day and the nurse or other staff needs to call the parent to come get our scholar, we are asking that you come get them (or send someone from your pick-up list) to pick them up within 1 hour. If the scholar cannot be picked by the parent or family member in 1 hour, DuBois Integrity Academy will contact medical support.
- ✓ If a scholar has been ill or has shown signs of Covid-19, they must have a note from a physician's office prior to returning.
- ✓ Parents do not bring your child to school if they are sick and showing these systems: *Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body ache, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea*

#### **What are the consequences of noncompliance to the reopening procedures:**

- ✓ Consequences to noncompliance will be progressive, similar to that of the uniform policy.
  1. Any scholar who is in violation of the not wearing a mask will receive a demerit and parent will be notified.
  2. Any scholar who is in violation of the wearing a mask a second time will receive a demerit and a second parent notification.
  3. Any scholar who is in violation of the wearing a mask a third time will receive a demerit and loss of privilege in addition to parent notification.
  4. After the fourth violation of not wearing a mask the scholar will be placed in parent care for one day. The parent and the scholar must meet with administration before the scholar can return to school. When the scholar returns to school he/she must have on the correct uniform.
  5. After serving parent care, attending a conference with administration and 3 demerits, if the parent continues to refuse to comply with supporting the culture we are establishing at DuBois Integrity Academy the scholar will be at risk of being suspended.
- ✓ Parents who let their scholar out of the car without allowing them to get a temperature check will be given 1 warning. If the scholar is healthy, then administration will explain the process to the parent again. Parents must comply to secure a safe and healthy school environment.

# Title II ADA Policy & Procedures Handbook

DuBois Integrity Academy

Revised & Adopted February 23, 2021

Mr. Myron Jones - Assistant Principal  
(Dean of Student & Parent Affairs)

Mrs. Greta Hunt

(504 & Title II ADA Coordinator)

6504 Church Street Ste 1 & 2  
Riverdale GA, 30274  
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# ***DUBOIS INTEGRITY ACADEMY***

## **Title II ADA Procedural Safeguards**

### **Complaint Procedures**

#### **Responding to Title II ADA Discrimination Complaints**

Title II ADA of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendment Act prohibit discrimination against students with a disability. No discrimination against students with a disability will knowingly be permitted in any of the programs or activities of the DuBois Integrity Academy Charter School.

A parent/guardian who believes that their child has been discriminated against under Title II ADA may file a grievance with the school, file a complaint with the Office of Civil Rights (OCR), or request a due process hearing. Students protected under Title II ADA may also file a grievance on behalf of themselves if they believe they have been discriminated against because of their disability. Complaints must be filed within 180 days of the reputed violation.

Parents who wish to file a complaint with the school system should be provided with a copy of the **Title II ADA Complaint Form**. The form must be submitted to the Title II ADA Coordinator. A copy of the **Title II Parental Rights** must be provided to parents when a complaint is filed. The parent will be contacted within 10 business days from receiving a completed Title II ADA Complaint Form to schedule a meeting.

#### **Title II ADA Impartial Hearing Request**

Any student or parent/guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child's identification, evaluation, or educational placement under Title II ADA. A **Title II ADA Request for Hearing** form must be completed and submitted to the School’s Title II ADA Coordinator. Forms may be obtained from the School’s Title II ADA Coordinator.

Within 10 business days from receiving the Title II ADA Request for Hearing form, the Title II ADA Coordinator will acknowledge the request in writing and schedule a time and place for a hearing. Parents/Guardians will be contacted if all parts of the form are not completed. All timelines and processes will be stayed until the Request for Hearing form is completed.

#### **Title II ADA Mediation Meeting**

Mediation is a less formal method of resolving disputes than a due process hearing. During mediation, parents/guardians and school representatives voluntarily meet with an impartial mediator to resolve disagreements with the school’s decisions or actions regarding identification, evaluation, or educational placement of the student. Any agreements reached between the school and the parents/guardians during the mediation process will be set forth in a written mediation agreement.

Mediation is voluntary and both the grievant and school must agree to participate. The



grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will proceed with the impartial hearing procedures.

## **Title II ADA Impartial Due Process Hearing Procedures**

The School's Title II ADA Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's.

Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

1. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
2. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
3. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Title II ADA Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Title II ADA Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
4. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require Dubois Integrity Academy to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
5. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
6. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
7. The hearing shall be closed to the public.
8. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
9. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

10. Testimony shall be recorded by court reporting or audio recording at the expense of DuBois

Integrity Academy. All documentation related to the hearing shall be retained by DuBois Integrity Academy.

11. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
12. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

### **Title II ADA Impartial Due Process Hearing Decision**

The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

### **Title II ADA Impartial Due Process Hearing Review**

If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

# ***DUBOIS INTEGRITY ACADEMY***

## **Title II ADA Complaint Form**

DuBois Integrity Academy are committed to complying with Title II ADA of the Rehabilitation Act of 1973 and ensuring that no discrimination on the basis of disability is permitted in the programs or activities that the System operates. If you believe that discrimination has occurred against a student because of a disability, please complete, sign and submit this form to the System Title II ADA Coordinator.

Date: \_\_\_\_\_ Complaint made on behalf of: \_\_\_\_\_

Complainant is  Student: \_\_\_\_\_

Student's parent(s)/guardian(s): \_\_\_\_\_

Other: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

1. Describe the alleged violation of Title II ADA in specific terms. Include: 1) the specific incident or activity that is viewed as discrimination; 2) the individuals involved; 3) dates, times, and locations involved; and 4) the disability that forms the basis of the complaint (attach additional pages if needed).
2. Describe any communication that has already occurred with respect to the incident. Please specify the type of communication, dates of communication, and names of individuals involved (attach additional pages if needed).
3. Please describe how you propose to resolve this issue (attach additional pages if needed).

### **For Office Use Only**

Date complaint was received: \_\_\_\_\_

# ***DUBOIS INTEGRITY ACADEMY***

## **Title II ADA Request for Hearing**

Student's Name \_\_\_\_\_ Date: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### **Contact Information for Parent or Guardian**

Name of Parent or Legal Guardian: \_\_\_\_\_

Address (if different than student's address): E-mail address: \_\_\_\_\_

Check here if you want notice of scheduled hearing  
by e-mail.

Telephone: (All calls will be made between 8 AM and 4:30 PM. Please check the box next to your preferred contact number.)

Home:

Work:

Cellular:

Other:

**Problem and Proposed Solution to the Described Problem**

\*Describe the decision that was made by the Title II ADA Team that you disagree with:

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\*Explain your reasons for wanting the decision to be reviewed:

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\*Describe your proposed solution to the above problem:

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\*If more space is needed, attach additional paper.

Signature of Person Completing this Form: \_\_\_\_\_

Date:

Relationship to Student:

Parent/Legal Guardian:

Other: \_\_\_\_\_

*Note: If you checked "Other", please provide the contact information below.*

**Other Contact Information**

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_